

# Welcome to 4-H



**Let Your Imagination Grow!**



## **A Guide for New Members**

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We are so glad you decided to join us



**Welcome to the 4-H family!** We are glad you have decided to join 4-H. You will join other youth from your community to have fun, meet others, learn new things and make a difference. You are joining 4-H youth from across the county, state, nation and world in one of the largest youth organizations.

This guide was designed to help you through your first year, and learn about your club and Taylor County 4-H. The first year in 4-H is often filled with many things to learn and a lot of new people to meet.

This guide will help you learn what 4-H is, how 4-H works, what activities and projects are available to experience, and most of all, it will help you get to know other members and leaders.

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# What is 4-H?

4-H is the youth component of the Cooperative Extension System in the United States. It serves young people in grades K – 13 (one year out of high school). These youth participate in individual and group learning opportunities that teach skills through an experiential process.

4-H exists on the local, state, and national levels. On the local level, each county has a 4-H Youth Development Agent at their respective extension center. In Wisconsin, 4-H is part of the University of Wisconsin Extension with the state office located in Madison. At the national level, 4-H is under the leadership of the United States Department of Agriculture.

## What you can expect from being a 4-H member

### **4-H Clubs Guarantee Youth Opportunities To...**

- Develop positive relationships with peers and adults
- Be actively involved in their own learning
- Contribute as active citizens through community service and leadership
- Develop skills that will help them succeed
- Recognize, understand and appreciate others
- Have fun

### **This Means as a 4-H Member, You Can Expect To:**

- Have fun
- Meet and work with kids of different ages
- Meet and work with adults
- Give back to your community
- Be able to take on a leadership role for activities, events, and the club
- Choose your own projects
- Be recognized for what you have done



# What is the Federation?

## **Federation of Taylor County 4-H**

- The Federation of Taylor County 4-H is a board of members who provide assistance to the Taylor County 4-H program and its clubs in various ways including:
  - Providing 4-H Clubs with Literature
  - Supplying the Food Stands and Materials for Plat Books
  - Supplement County 4-H Programs
  - Provide Scholarships to outstanding 4-H Members
  - Supplement Camp Fees
  - Provide Award Trips for Members
  - Reimburses the 4-H for State Trips



# 4-H Terms and Definitions

**4-H Club:** A group of at least five youth who take part in an ongoing 4-H program. They meet regularly throughout the year and have adult interaction and family involvement.

**Club Committees:** Groups of members with the purpose of helping all members of the club to become involved in a specific activity or event. Usually has an adult advisor.

**Club Officers:** Youth who serve in a leadership role in the 4-H club, including president, vice president, secretary, treasurer, and others elected by the membership.

**ETN:** Common abbreviation for the Educational Telephone Network System.

**Extension District:** A geographical administrative grouping of counties in an area of Wisconsin. There are six districts.

**UWEX:** Common abbreviation for the University of Wisconsin-Extension, one of the institutions of the University of Wisconsin system.

**4-H:** The youth development program of the University of Wisconsin-Extension and Extension Service USDA, in cooperation with county government.

**4-H Emblem:** A four leaf clover with an “H” in each leaf, standing for Head, Heart, Hands, and Health.

**Project:** The process used by 4-Hers and leaders to teach and learn new skills and/or acquire a body of knowledge.

**Leaders Association:** All enrolled leaders automatically become members of this group. The purpose is to provide leadership to and facilitate the county 4-H program. Group determines policy, educational program direction and delivery, and an annual budget. Association elects officers to give leadership to the group.

**Executive Board:** The elected officers, county representatives, and youth which establish policy and direction for the county 4-H program.

**District Leaders Council:** An elected council of county youth and adults that establishes policy and provides leadership to district-sponsored 4-H events for UW-Extension’s six districts.

**State Adult and Youth Leader Councils:** Two statewide councils whose members are elected from the district leader councils. These two groups establish policy and provide leadership to state-sponsored

# 4-H Pledge

I pledge:

**My Head to Clearer Thinking (Right hand points to forehead)**

**Head**



**My Heart to Greater Loyalty (Right hand over heart)**

**Heart**



**My Hands to Larger Service (Arms slightly bent, palms up)**

**Hands**



**And My Health to Better Living for My Club,  
My Community, My Country and My World (Arms at Side)**

**Health**





# 4-H Motto, Colors, and the 4 H's

## 4-H Motto

**“To make the best better.”**

## 4-H Colors

Green and White are the 4-H Colors. The 4-H Flag is a green clover with a white H on each leaf and a white background

## What Do the 4-H's Stand For?

- **Head** – 4-Her's learn about new project areas, try new skills, and gain new knowledge and experience.
- **Heart** – 4-Her's learn about who they are and what they stand for, along with gaining many new friends.
- **Hands** – 4-Her's learn about helping their community and are involved in a wide variety of service projects.
- **Health** – 4-Her's learn about healthy lifestyles and to make choices that will have a positive impact in their lives.





# My 4-H Club



My Name: \_\_\_\_\_

4-H Club Name: \_\_\_\_\_

General Leader's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Leader's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Other Club Members who can help me during my 1<sup>st</sup> year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# A Little Bit About Myself

**Place  
Your  
Picture  
Here**

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**My Family members:**

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**My favorite activities:**

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**Why I joined 4-H:**

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**Something that makes me unique:**

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# 4-H Meetings

## Parts of a 4-H Meeting:

- Business
- Educational Program or Activity
- Recreation

## Value of Meetings in 4-H

- Youth gain: understanding of how groups operate, learning how to participate in groups, and skills to lead groups.
- Club/Group benefits: decisions are made, information shared, learning opportunities, fun of being in a group
- Community gains: youth who know how to participate in a democracy

## Club Officers

President  
Treasurer

Vice President  
Reporter

Secretary

## Parliamentary Procedure

- 4-H business meetings follow parliamentary procedure to ensure a well run and productive meeting.

## Steps in Making a Club Decision

1. **Motion** – A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time. It is debatable and amendable.
2. **Second** - Someone else from the group must “second” the motion, or agree to the motion, so that it can then be discussed.
3. **Discussion** – The motion “on the floor” is discussed by all members, addressing the pros and cons, etc.
4. **Re-State the Motion** – The president re-states the motion before the group votes.
5. **Vote** – The group votes by voice – yes/no; by show of hands; by standing; by roll call vote; or by secret ballot. The club decision is either accepted or turned down.

**Keep a Record of How YOU Participated in Your Club Meeting!**





# 4-H Meetings Continued

## Parts of a 4-H Business Meeting

The business meeting is then divided into 12 basic sections:

1. Call to Order – The president announces, “The meeting will please come to order”.
2. Pledge of Allegiance and 4-H Pledge – Someone is usually assigned to lead the pledges.
3. Roll Call and Visitors – The secretary calls the roll and any visitors to the club are introduced and welcomed.
4. Minutes of the Previous Meeting – The secretary reads the minutes from the most recent meeting. After the minutes are read the president asks if there are any additions or corrections. If there are no additions or corrections the minutes will stand approved as read.
5. Treasurer’s Report – The treasurer announces how much money the club currently has and whether or not any money has either come in or out of the club’s funds.
6. Correspondence – These include thank you notes or letters from the community or other club members. Either the secretary or the individual who received the correspondence may read it to the group.
7. Outstanding Bills – The treasurer announces any outstanding bills the club may have. A motion is required before payment of any outstanding bills.
8. Report of Committees – Any committees that have been formed such as a fund raising committee may now report to the club.
9. Unfinished Business – Any unfinished old business that was not completed at an earlier meeting.
10. New Business – The members now discuss any new ideas or events.
11. Announcements/Leader’s Report – This is a time when leaders can announce ideas, project meetings, etc. It is also a time to determine the place, date, and time for the next meeting.
12. Adjournment – This is the end of the meeting! There must be a motion to adjourn.



# 4-H Clubs

## What Does a 4-H Club Do?

A 4-H Club elects its own officers and conducts its own business. Each club meets regularly with an annual plan for their programs. Each meeting usually includes a business portion, a program section, and time for recreation. The program section can be demonstrations or talks by members, parents, or a resource person, games, family sharing nights, or a field trip.

## How are Parent(s) and Guardian(s) partners in 4-H?

1. Help member select the right project(s) for his or her interest.
2. Give encouragement and supervision, but allow the 4-H'er to do his or her own work. Also, this means giving positive encouragement when problems arise.
3. Help locate or assist youth in finding financial aid for project work, if needed.
4. Provide a place for records and other club and county materials in the home (a 4-H drawer or file).
5. Help members set standards of honesty, teamwork, and good sportsmanship.
6. Be willing to help whenever possible for the club as drivers, chaperones, lunch committee, or as need arises.
7. Attend club meetings with the member.
8. Help member complete club and county requirements for the year.
9. Give input to the county program by participating in county meetings and serving on committees.
10. Have fun with the youth!



# 4-H Leaders

Leaders are very important to 4-H. They help with questions, share their skills, and help us remember what 4-H is all about. The most amazing thing about 4-H leaders is that they do all these wonderful things for free! Getting to know your leaders will help make your 4-H experience much more rewarding.

## 4-H Leaders

- **Organizational/General Leader**: oversees club leadership, coordinates members, parents, and other leaders and serves as a liaison between the club and the county extension office.
- **Project Leader**: guides and supports 4-H members in project learning experiences (ex. Photography leader, horse and pony leader, foods and nutrition leader, etc.)
- **Activity Leader**: organizes member learning through involvement in an activity such as community service, trips, etc.
- **Key/Resource Leader**: broadens and strengthens the county 4-H program in terms of projects and/or activities.
- **Youth Leader**: older youth who have taken on leadership roles in specific projects or the Youth Leader's Organization.



# 4-H Leadership Opportunities

## Leadership Opportunities

- **The Major Leadership Opportunities are:**
  - **Club Project and/or Activity Leaders:** These leaders work with a small group of 4-H members in a specific project or activity.
  - **Club Organizational Leaders and Co-Leaders:** These leaders have the organizational duties in the local club. Duties include assisting teen leaders and club officers, enrollment, records, etc.
  - **County Project Development Committees:** The county 4-H program depends on volunteers to help organize, conduct and evaluate county level experiences for 4-Hers enrolled in specific projects and activities.
  - **Teen Leaders:** 4-H members 6<sup>th</sup> grade and up may assist adult leaders in the above mentioned areas.
  - **4-H Ambassadors:** Serve as ambassadors for the county 4-H program, planning special activities and events, and serving for public relations.



# Youth Leadership-Inventory

Circle the clover that best fits your response to each item. If you have questions, please contact your county 4-H Youth Development staff or your club leader.

I already do this

I plan to do this

I might do this

Teach other members in my club



Teach 4-H adult leaders in my club



Lead an activity in my club



Serve on a club committee



Be a club officer



Teach at a county project meeting



Be an officer for a county program





# 4-H Projects

## 4-H Projects

- A 4-H project is an area that you want to learn more about during the year. There are projects on many different topics from photography to animals to aerospace. You will learn more than just the “subject matter” as you complete your projects. You’ll learn many life skills along the way.
- Your club organizational leader or enrolment coordinator can tell you what projects and resources are offered in your county.
- Check out the Wisconsin 4-H project website [www.uwex.edu/ces/4h/onlinpro/index.cfm](http://www.uwex.edu/ces/4h/onlinpro/index.cfm) to find descriptions for statewide projects.

## Choosing a 4-H Project

- Make a list of the things you like to do or want to learn more about
- Talk over your list with your parents and leaders
- Your club organizational leader or enrollment coordinator will give you a form when you’re ready to sign up for projects
- For your first year in 4-H, concentrate on doing only two or three projects well. Usually you can spend more than one year in a project unit because there are enough ideas to span multiple years.



# 4-H Projects Continued

The 4-H project you choose can be a lot of fun and it can also be a lot of work. It is important to choose something you really like to do and that you will be able to complete by the time county fair comes around.

**You will receive the current Wisconsin Project Guide which contains every project that is available in 4-H. If you do not see your interest included in the booklet, you always have the option to create your own project through the Self-Determined category.**

**Make a list of things you are interested in.**

**Look through the project guide and find a project that matches your interest.**

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## Activities

- ✓ Choose the two projects you are most interested in and answer the questions on the following page for each. Ask parents, leaders, and other members to help with some of the questions. These questions will help you decide if the project is really for you.
- ✓ Find another member in your club or in another club that has experience in the project you would like to try. Ask this member about the project. Was it a lot of work? Did he/she like it? Find out if this member would be willing to be a “project buddy” and help you with questions about the project throughout the year.

# **Choosing a Project (Choice #1)**

**Project Name:** \_\_\_\_\_

**Do I have a project leader in my club for this particular project? List leader's name and contact information. If not, are there any other adults who I can ask for help with this project? If so, who?**

**Are there mandatory workshops for this project? If so, where are they held? How will I get there?**

**Where will I get my materials for this project? (animal feed, craft supplies, equipment, etc.)**

**Does my family have the resources for this project? (time, money, space, etc.)**

**Will I have fun and learn something new?**

# **Choosing a Project (Choice #2)**

**Project Name:** \_\_\_\_\_

**Do I have a project leader in my club for this particular project? List leader's name and contact information. If not, are there any other adults who I can ask for help with this project? If so, who?**

**Are there mandatory workshops for this project? If so, where are they held? How will I get there?**

**Where will I get my materials for this project? (animal feed, craft supplies, equipment, etc.)**

**Does my family have the resources for this project? (time, money, space, etc.)**

**Will I have fun and learn something new?**

# Project Buddy

**Name of Project:** \_\_\_\_\_

**Name of member contacted:** \_\_\_\_\_

**What did this member say about the project that was helpful to you?**

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**Is this member willing to be available to help with questions throughout the year? If so, congratulations you have found a project buddy! If not, continue your search. 4-Hers are always willing to help out.**



# County Fair

The county fair provides an optional for 4-H members to exhibit and display the items that demonstrate what they have learned through their project meetings and experience over the enrollment year. This is a major event where many people see what 4-H members accomplish. Bringing projects to the county fair are optional for all 4-H members.

## Why should I work the fair?

4-H members should work the food stand at the Taylor County Fair because it is one of the two fundraisers the county 4-H has. The Federation of Taylor County 4-H supplements many activities for the Taylor County 4-H, and the rest of our fundraising comes from the food stand and selling plat books. It is important for each 4-H member to do their share in helping raise funds for activities, and other projects. If each 4-H member donates his or her time, everyone can enjoy the fair.





# Reflection

## Keeping Track of What You Have Done and Learned – A Year in Review

Keep track of what you have done and learned during your first year as a 4-H member.

- **Record books, scrapbooks, memory books, blogs or portfolios are some of the tools for keeping 4-H records. Those tools include the following information:**
  - Identify your leadership and project goals and set priorities
  - Establish good organizational and planning skills
  - Develop responsibility in record keeping
  - Explore careers and goals
  - Learn to compare and evaluate success or failure
  - Experience personal satisfaction and growth through completion of worthwhile tasks
  - Tell a complete story of the projects you did, leadership positions you held and activities you participated in.
- **A traditional record book or portfolio may contain the following sections:**
  - **Title Page:** This is a place to share information about you and your club.
  - **Activity Section:** This includes information that lists the activities you participated in and possibly pictures or newspaper clippings that show your participation.
  - **Project Section:** Include information for each project you were involved in. This includes the name of the project, specific project goals, activities and events you participated in. Be specific about your project.





# References

## Contact List

Name	Phone Number