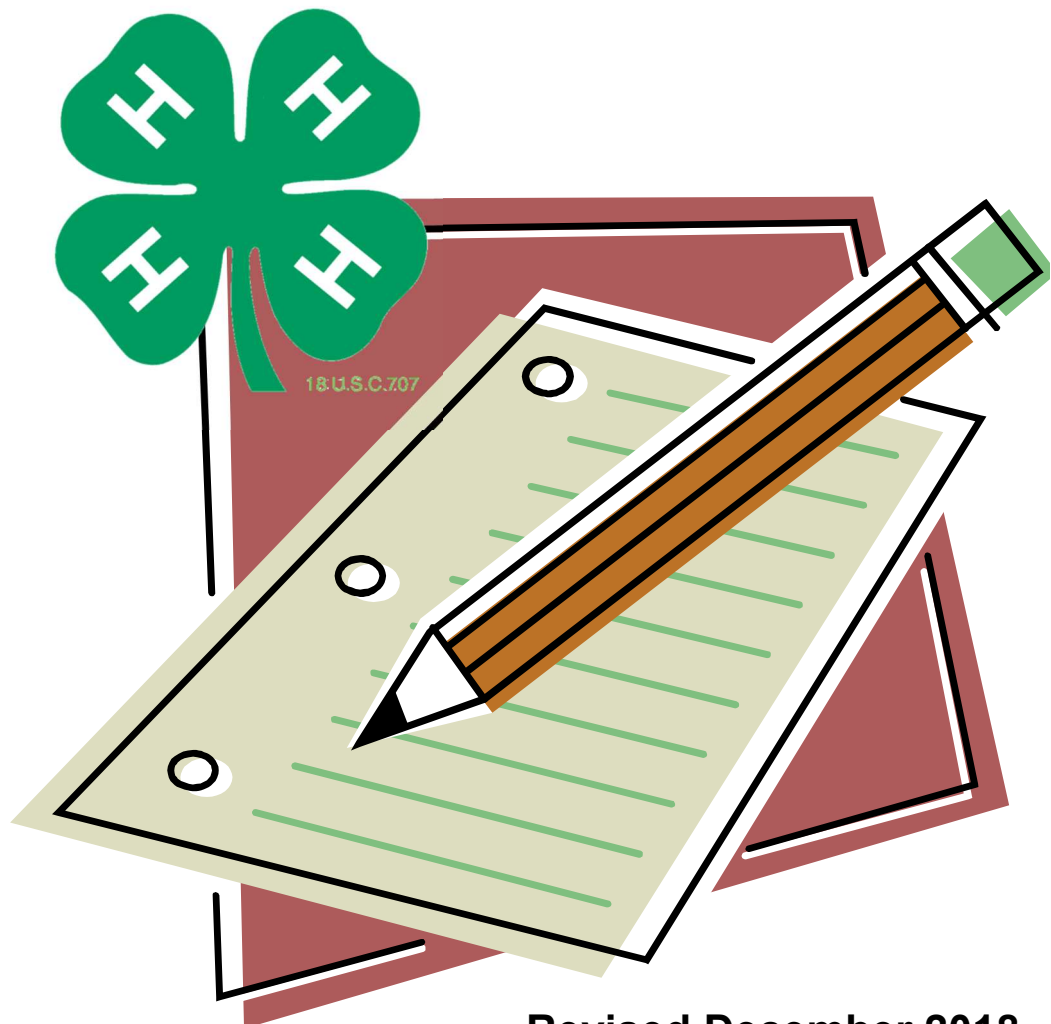


Oklahoma Cooperative Extension Service

Oklahoma 4-H

# Club Management System

A MANAGEMENT SYSTEM FOR COUNTY EXTENSION EDUCATORS



Revised December 2018

4-H clubs are the foundation of every successful 4-H program. As the primary delivery method of 4-H, clubs provide volunteers and members with unlimited opportunities for learning, relationship building and fun. 4-H clubs can take many shapes. This document will assist 4-H staff and volunteers with their efforts to expand the number of 4-H clubs in Oklahoma counties and communities, as well as, their efforts to improve the effectiveness of existing clubs.



THE PURPOSES OF THIS PUBLICATION ARE TO:

- Outline the role and structure of 4-H clubs in Oklahoma 4-H Youth Development efforts.
- Establish a common understanding of the definitions, measures and outcomes of a healthy 4-H club.
- Provide a framework supported by the 8 Essential Elements that county OCES staff can use to strengthen, support, and expand 4-H club programming at the local level.
- Provide procedures for starting 4-H clubs which will most effectively achieve the 4-H mission.
- Provide guidelines and common expectations for volunteers and staff.

Staff will be expected to follow the procedures and expectations for managing "Charter" 4-H Clubs. All project or community clubs are to be chartered and managed through the county Extension office.

Project groups or what is now being referred to as "SPIN" (Special Interest) groups are a great hook for introducing youth to 4-H, recruiting new members and providing intense educational content over a defined period of time. These short-term groups with focused educational content cannot take the place of the experiences and relationships which come from being part of a healthy 4-H club. (2014)

This publication is not intended to be an all exclusive listing of options for forming and operating 4-H clubs. The framework provides a strong foundation for developing a club program that best meets the needs of a community.

## Acknowledgments

This publication was originally adapted from the Michigan 4-H Club Development Guide, Michigan State University Extension, 9/2003.

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# Why Clubs are important...

It is recognized that every young person has needs, interests, desires, values, strengths and weaknesses, which are going to affect his/her behavior. While all youth have different personalities, they are alike in the following ways.

**BELONGING:** The desire to belong is natural and helps to bring youth in contact with others. Belonging to the group helps young people grow because part of their feeling of personal worth is gained from what others think.

**INDEPENDENCE:** Becoming independent of parents is a sign of growing up. The desire to be independent is often troublesome to parents and volunteers, but it cannot be avoided if the boy or girl is to grow up normally. This desire is shown by impatience with an adult volunteers' guidance and a preference for making up their own mind.

**ACHIEVEMENT:** Youth want to know that their efforts are worthwhile and appreciated. Projects need to keep pace with ability since the rate of achievement varies with each child. Doing things for others as well as for themselves should be included.

**NEW EXPERIENCES:** Young people need and want to grow up and be active. They need new and different experiences to expose the young person to a larger sphere of practices and understandings.

**AFFECTION:** Affection or love is essential in personality development. Youth need to know that we are wanted and loved in spite of shortcomings.

A 4-H club and/or project group provides just the place for these basic needs to be met. 4-H Youth Development efforts meet these basic needs by creating opportunities that develop life skills which focus on the Head, Heart, Hands and Health.

## 8 Essential Elements of 4-H Youth Development



4-H Youth Development Programs are focused on creating opportunities for youth to meet developmental needs and to build important life skills. The 4-H model emphasizes four basic needs: belonging, mastery, independence and service. Youth with opportunities to meet these needs are likely to grow into good citizens and contributing members of their families and communities. Significant 4-H programs create opportunities while teaching critical life skills.

|               |  |
|---------------|--|
| <b>Heart</b>  | <b>ALL YOUTH NEED TO <u>BELONG</u></b><br>Opportunities for relationships and to know they are cared about by others. <ol style="list-style-type: none"><li>1. A Positive Relationship with a Caring Adult(s)</li><li>2. An Inclusive Environment</li><li>3. A Safe Emotional and Physical Environment</li></ol> |
| <b>Health</b> | <b>ALL YOUTH NEED TO EXPERIENCE <u>MASTERY</u></b><br>Opportunities for meaningful achievement and to develop skills and confidence. <ol style="list-style-type: none"><li>4. Opportunity for Mastery</li><li>5. Engagement in Learning</li></ol>  |
| <b>Head</b>   | <b>ALL YOUTH NEED TO EXPERIENCE <u>INDEPENDENCE</u></b><br>Opportunities to be able to influence people and events and face consequences. <ol style="list-style-type: none"><li>6. Opportunity to See Oneself as an Active Participant in the Future</li><li>7. Opportunity for Self-Determination</li></ol>     |
| <b>Hands</b>  | <b>ALL YOUTH NEED TO PRACTICE HELPING OTHERS THROUGH <u>GENEROSITY</u></b><br>Opportunities to give to others and experience being needed. <ol style="list-style-type: none"><li>8. Opportunity to Value and Practice Service to Others</li></ol>  |

4-H Clubs and 4-H Project (SPIN) Groups provide the frontline location where the 8 Essential Elements can be applied.

## HEART

### Element 1 - A Positive Relationship with a Caring Adult



*A caring adult acts as an advisor, guide and mentor. The adult helps set boundaries and expectations for young people. The adult could be called supporter, friend or advocate.*

When put into action, volunteers and members are available and accessible to each other for information, guidance and support. It means that both adults and youth develop relationships that help them feel like they belong and are connected. The activities and experiences of the group are shared and they serve to build trust and foster honest and open communication.

### Element 2 - An Inclusive Environment

*An inclusive environment is one that creates a sense of belonging, and encourages and supports its members with positive and specific feedback. Healthy groups celebrate the success of all members, taking pride in the collective efforts of all participants.*

When put into action, a club or project group provides an environment where young people learn to respect individual differences within a group setting. Youth have an opportunity to explore and value their own diverse abilities, skills, interests and cultural backgrounds and explore diverse people, places and ideas through a group interaction and a democratic process.

### Element 3 - A Safe Emotional and Physical Environment

*Youth should not fear physical or emotional harm while participating in a 4-H experience, whether from the learning environment itself or from adults, other participants or spectators.*

When put into action, both 4-H staff members and volunteers have responsibility to ensure that young people participate in an environment that is physically and emotionally safe and provides structure. The structure should be

flexible enough to encourage honesty, trust and respect. Feedback is provided in constructive ways to address situations, behaviors and emotions. Positive risk-taking is encouraged to ensure young people try new things. Rules, expectations and consequences are clear, consistent and appropriate for the age of the child and are applied fairly

## HEALTH

### Element 4 - Opportunity for Mastery



*Mastery is the building of knowledge, skills, and attitudes and the demonstration of the competent use of this knowledge and skill by a capable practitioner. The level of mastery is dependent on the developmental ability of the individual or youth. The development of mastery is a process over time.*

When put into action, this element ensures that young people have “hands-on” opportunities to learn and develop the skills and knowledge needed to be successful adults. Young people grow by setting realistic goals, learning to learn and evaluating their choices and actions through 4-H project work. Project work is accomplished through project groups and individual efforts supported by family, volunteers, peers and teen leaders.

### Element 5 - Engagement in Learning

*An engaged youth is one who is mindful of the subject area, building relationships and connections in order to develop understanding. Through self-reflection, youth have the ability to self-correct and learn from experience. The engaged learner has a higher degree of self-motivation and an inexhaustible capacity for creativity.*

When put into action, youth increase their personal competence and sense of well-being. A variety of opportunities and experiences are offered that encourage decision making. Youth and adults explore, discuss and reflect on ethical values, personal interests, strengths and accomplishments.

## HEAD

### Element 6 - Opportunity to See Oneself as an Active Participant in the Future

*The ability to see one's self in the future is to have hope and optimism to shape life choices, which facilitates the transition into participating in the future.*



When put into action, youth are provided a variety of opportunities, in different contexts; we respect the way they learn and encourage their active participation in what and how they learn. Young people share the decision-making, planning and implementation of their learning experiences.

### Element 7 - Opportunity for Self-Determination

*Believing that you have impact on life's events rather than passively submitting to the will and whims of others is self-determination. Youth must develop a sense of influence over their lives, exercising their potential to become self-directing, autonomous (independent) adults.*

When put into action, opportunities have purpose and meaning - they foster a young person's positive sense of self and view of the

future. Leadership is not a title but a lifestyle with real life responsibilities and consequences. Opportunities recognize youth for their participation, contribution as well as accomplishments.

## HANDS

### ELEMENT 8 –Opportunity to Value and Practice Service to Others



*Finding yourself begins with losing yourself in the service of others. Service is a way for members to gain exposure to the larger community and, indeed the world itself.*

When put into action, the outcome is young people feel included and involved in their club, their community and their world. This acknowledges that youth have significant roles to play and important contributions to make as stewards of their future. Youth are provided meaningful opportunities to make decisions that affect their communities and to use their time, energy and skills to benefit the community and the people who live in it.

When a youth's needs are met in positive ways, they generally develop the following characteristics.

- Youth who experience **Belonging**, tend to be trusting and friendly people.
- Youth with productive opportunities to experience **Mastery**, tend to become problem-solvers who are motivated and achievement-oriented.
- Youth who experience opportunities to be **Independent** become confident and self-disciplined leaders, and
- Youth who experience **Generosity** become caring and empathetic people.

Source: Essential Elements of 4-H Youth Development Programs, National 4-H Council, 2009. <http://3t61of1t6u3x3af7ir2y91ib.wpengine.netdna-cdn.com/wp-content/uploads/2016/02/full-training-curriculum-and-appendices.pdf>



# Extension Educator's ROLE IN CLUB MANAGEMENT

A major responsibility of the Extension Educator is to create and sustain active 4-H clubs. This role is purposeful and clearly defined in the Club Management System. A healthy club management system should be in place before there is any major effort at new club expansion. Refer to the chapters *"Assessing a Successful 4-H Club"* and *"The Management of 4-H Clubs and Project Groups"* for additional information.

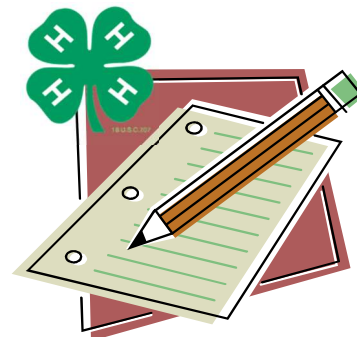
Annually, through a Plan of Work, the educator(s) will develop realistic goals and strategies that insure the maintenance of strong healthy clubs, as well as expanding the number of 4-H clubs, 4-H members and/or 4-H volunteers.

New clubs add an element of growth to the county program. Without new clubs, there is a natural narrowing of interest that can lead to a collective decline in participation. On the flip side, do not neglect existing clubs; visit them annually to assess their meeting. Stay after and visit with the officers and club leader.

Develop a resilient support system, good communications and worthy training that meets the needs of 4-H club volunteers and parents. Good communication and training insures clubs are 1) aware of the newest resources available to support their efforts, 2) focused on positive youth development, 3) focused on membership participation and growth and 4) actively engaged in volunteer recruitment and placement.

An Extension Educators role should never be to serve as a club leader or project group leader. As an "educator" your role is to be focused on program management, program development, volunteer recruitment/placement and education.

To increase your understanding and level of professional proficiency please review 4-H Professional Development Tools and Resource at <https://4-h.org/professionals/professional-development/> .





# Chapter 1

## The 4-H Club

Types of clubs, structure, leadership  
and meetings





# A 4-H Club/Group's Mission

4-H is a fun, educational program for young people where they learn by doing. 4-H clubs are designed to foster relationships and offer learning experiences over an extended period of time.

The unique opportunity for social and personal development provided through the club/group structure is the most effective and efficient way to achieve the mission of 4-H. Caring adult volunteers providing an environment where members gain valuable knowledge and skills that contribute to personal growth and development.

The quality of the learning experiences will depend, on the relationships built between and among young people and adults. This means recruiting and training volunteers is critical to the club's mission.

## ★ Key Points throughout the manual.

Some dictionaries define a club as “an association of persons with some common objectives, jointly supported and meeting periodically.” In Oklahoma 4-H, clubs are the primary means to involve youth with their peers while they learn. A club may be a “SPIN” (project) club or a “community” club.

4-H club membership is open to all without regard to race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, or disability. (Updated 2016)

★ The primary purpose of a 4-H club is to support the development of each member's potential. The club structure helps members build significant relationships with caring adults and fellow members through group interaction and project work.

✿ *Group interaction* is established through a democratic process of committees, officers, parents and volunteers all working together to establish project groups, select educational programs, plan and conduct community service and establish expectations for membership/families.

✿ *The 4-H Project* serves two purposes in a 4-H club. It attracts members to 4-H and it serves as the means of achieving the primary purpose of 4-H – *building the knowledge and skills needed for positive youth development*.

★ Each club elect's officers, establishes informal youth leadership teams and/or uses

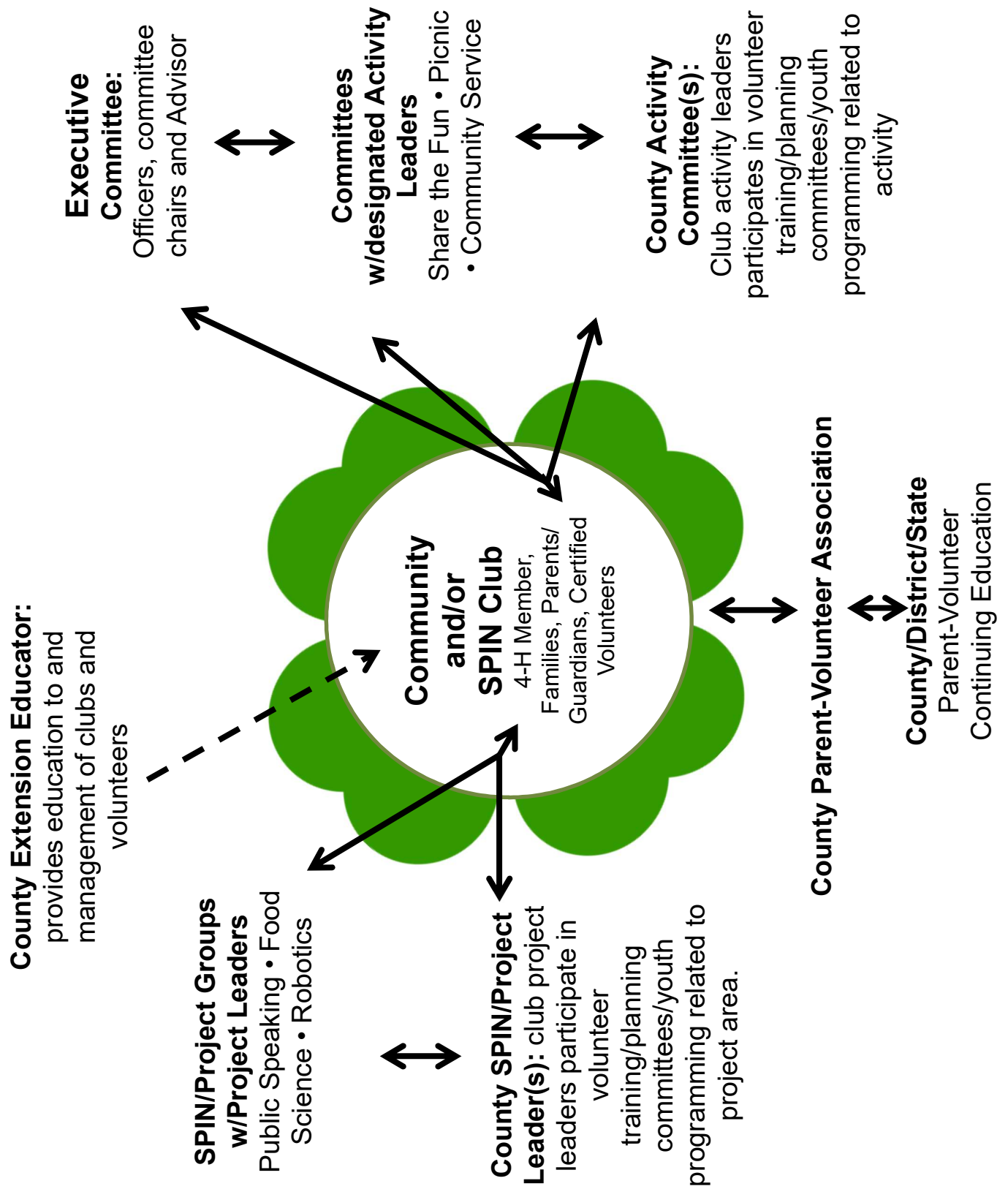
committees to determine program needs, as well as to set and carry out goals/programming. Cloverbud groups are not developmentally ready for this level of leadership. The club leader(s) and parents will work cooperatively to set goals and plan Cloverbud programming. Added 9/2007

★ Adult volunteers establish a “shadow” leadership style by helping the officers or teen leaders set agendas and learn the process of an effective meeting. At the actual club meeting, however, the leader should stay in the background while the officers or teen leaders conduct the meeting. Added 9/2007

★ 4-H clubs must be sanctioned as a **Chartered Club** to be permitted to use the 4-H name and emblem. **No exceptions.** (Refer to 4-H Charters. 7/2017 USDA/NIFA <https://nifa.usda.gov/sites/default/files/resource/4-H-Charter-Fact-Sheet.pdf>)

\*\* See page 12 for a BIG Picture of a club's organizational structure and refer to **4-H Century III, A Model for Oklahoma 4-H**, chapter 3 for a greater understanding of the development of a strong leadership structure at the local club level.

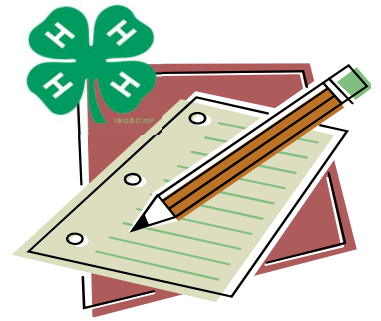




**BIG Picture of Club Leadership Structure**

# Types of 4-H Clubs

Two club structures exist in Oklahoma, the community club and the SPIN/project club. Both structures have youth leadership and engage in the group decision-making process.



★ A 4-H club (community or SPIN/project) is managed and advised by two or more certified adult volunteer, who are 21 or older, with the support of a leadership team. (2012) The leadership team will be composed of three or more of the following entities: youth officers/advisory group, organizational leader(s), assistant club leader(s), project leader(s), activity leader(s) and/or teen leader(s). (2007)

The type of club structure will be based on each community's circumstances. Begin by examining the existing interests of youth, parents and potential volunteers. Each structure has benefits and a place in our program.

Types of clubs:

- **Organized 4-H Community Club** includes both Community and SPIN/Project Clubs.
  - **Community Clubs** typically meets in the evenings, on weekends or before/after school and offers multiple self-directed learning experiences and activities.
  - **SPIN/Project Club** typically meets in the evenings or on weekends and offer self-directed learning experiences and activities focused on the "project." The term SPIN meaning Special Interest has been introduced to the 4-H system and is being used in place of the term "Project" club or group. (2014)
- **In-school clubs** meet during school hours. It has planned activities beyond school enrichment and offers multiple self-directed learning experiences and activities outside of school time.
- **4-H After-School Care Clubs** are organized within settings which provide child care after school. They meet the above definition of a 4-H Club and the young people and adults identify themselves as 4-H members and volunteers.
  - **Military 4-H clubs** are organized by the Armed Forces, often on military installations and principally for military dependents.



★ 4-H "SPIN/project groups" can never and should never replace the establishment of a "4-H Club." SPIN groups are reserved for educational content and lack the organizational structure for developing youth leadership and group decision-making unique to a club. A SPIN/project group is managed and advised by certified

adult volunteers, just as a 4-H club. The volunteer is referred to as a "Project Leader." (2013) These groups are an excellent means for recruiting new members. Have a strategy to integrate short-term program participants into ongoing 4-H clubs.

## ✿ COMMUNITY CLUBS

The geographic area covered by a community club may vary, from a particular school or housing complex to a community, town or larger area. A community club may be sponsored by an existing organization such as a school, religious congregation, community center or block club, but many operate on their own.

A community club – sometimes known as a multi-project club – involves members of a variety of ages and interests. Its average size is 20 to 25 members. All members attend the "general" club meetings, which are held at a regularly scheduled time, location and day. Club meetings include group-building activities, business and educational programs. Additional club activities are scheduled for SPIN/project groups, service,

fund-raising, family involvement and personal enrichment.

The club is governed by a leadership team, elected/selected officers and appointed committees from the membership of the club.

Each member is enrolled in 1-5 projects and participates in one or more club project groups. Project groups are small groups of youth enrolled in the same project. The group meets outside the club meeting under the guidance of a volunteer project leader. The group focuses on learning and applying knowledge and skills in "said" project. (2013)

### ✿ **SPIN/PROJECT CLUBS**

The project club is the simplest type of club to start because of its focus on a single subject/4-H project (i.e. arts, companion animals, food science, dance, shooting sports, dance, yoga, etc.). As the group evolves members are introduced to and integrated into other 4-H opportunities and experiences. Project clubs may evolve into community clubs to fulfill the changing needs and interest of the members. Revised 9/2007

The average club has 10 to 20 members. Club meetings are held weekly, monthly or on some other planned schedule and focus on project work, business and group building. Additional club activities are scheduled for team building, service, fund-raising, family involvement and personal enrichment.

The club is governed by a leadership team or elected/selected officers and appointed committees from the membership of the club.

Project clubs are led by certified adult volunteer(s) who serve as the "club" and/or "project leader" guiding the club in both project education and club organization.

### ✿ **CLOVERBUD CLUBS/GROUPS**

4-H Cloverbuds is a non-competitive educational program for introducing 5-7 year olds to 4-H. ★ Independently organized Cloverbud clubs should be "Chartered."

★ Cloverbud groups, meeting as part of an already "Chartered" community or project club, must have an adequate youth-adult ratio, in an effort to manage risk and reduce liability. Cloverbud programming shall employ multiple "certified" 4-H volunteers to program for and supervise the needs of the children. Added 9/2007

### ✿ **OTHER TYPES OF 4-H INVOLVEMENT, OTHER THAN A CLUB**

Other options for 4-H involvement include SPIN/project groups, home school groups, short-term activities, classes/workshops, special interest programs, individual study, family groups, after-school programs and school enrichment (public, private) programs which engage youth in six or more hours of instruction. Most of these alternative forms of involvement are designed to run for short, limited periods with a focus on learning a specific topic. ★ These opportunities expose outside audiences to 4-H resources and provide an opening to recruit youth as 4-H members.

### ✿ **INDIVIDUAL STUDY/MENTORING/FAMILY LEARNING PROGRAM**

★ 4-H is more than club meetings. Members need guidance in *learning to learn* through their **individual project work**. Projects are the means for delivering and obtaining education, developing skills and changing attitudes. Families must be provided with educational opportunities to facilitate their understanding of the importance of an individual's project work and how to assist their child in developing project work. Extension educators provide this training for volunteers and parents through Continuing Education opportunities at the county level.

At the time of enrollment, a young person enrolls in one or more projects about which they wish to learn. ★ Project education occurs through one or more of the following methods – independent study, project meetings/groups and/or project workshops/tours/seminars.

**Independent Study** The member requests or obtains printed/on-line material about the project. The member is responsible for (1) ***reading/learning the information***, (2) ***developing goals and plans for completing projects*** and (3) ***participating in activities, which allow them to develop and evaluate their project work, knowledge level and skills set.***

## ❁ **SPIN/PROJECT GROUPS STRENGTHEN THE CLUB**

Independent Study and Family Learning is enhanced as well as complimented by SPIN/Project groups, meetings, workshops, tours, etc. For a child to truly experience the Eight Essential Elements of Positive Youth Development youth need the opportunities provided to the child, community and family through SPIN programming.

**SPIN/Project Meetings/Groups** Project meetings are held apart from the regularly scheduled club meeting. More in-depth project training is accomplished through project groups because the group is smaller and has a common interest. Members may be involved in more than one project group within a local club. These groups are guided by a certified volunteer called a Project Leader.

Project Leaders will be determined by the club based on project enrollment. ★ *A 4-H club will intentionally recruit individuals with the knowledge (experience) or the desire to learn right alongside the youth.*

**SPIN/Project Workshops/Tours/Seminars** Educational programs conducted by an adult volunteer or resource person outside the 4-H club meeting. High project enrollment is a good indicator of potential topics for specialized training.

★ *Do not use enrollment statistics as the sole indicator for programming.* Families and members sometimes have to be introduced to new opportunities or a potential project – things they are unfamiliar with or know little about. On the reverse, cautiously program for the majority because you can and will lose members only programming for the majority.

Two useful tools for developing project groups within a local club include

4H.VOL.101 **Leading a Project Group**

4H.VOL 111 **Developing 4-H Project Work**

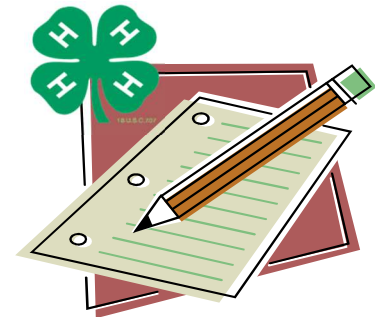
<http://4h.okstate.edu/literature-links/lit-online/others/volunteer>



# Adult Leadership in 4-H

## ✿ YOUTH-ADULT RATIO FOR CLUBS AND 4-H PROGRAMMING

Clubs and project groups must have adequate supervision and leadership of “certified” 4-H volunteers. Refer to the Volunteer Management System manual on certifying volunteers. “Adequate” supervision is based on the American Camping Institute’s youth-adult ratio. (2013)



| 5-8 year olds -<br>Cloverbuds | 9-14 year<br>olds       | 15-17 year<br>olds        |
|-------------------------------|-------------------------|---------------------------|
| One Adult to 6<br>youth       | One Adult<br>to 8 youth | One Adult per<br>10 youth |

The “**volunteer to youth ratio**” should be

appropriate based upon the developmental level and needs of youth, the setting and the project(s).

★ Note in the table the “*youth-adult ratio*” which should exist in a 4-H club/programming efforts to

successfully manage risk and more importantly to provide youth with positive relationships with caring adults.

## ✿ VOLUNTEER CERTIFICATION

It is important that County Educators team with club leadership to certify and train multiple adult volunteers to work with any “one” 4-H club or group. All teens and adults who have direct and unsupervised contact with children must be certified volunteers. *Certification applies to more than “Club Leaders.” (Added 9/2007) For additional information of certification refer to the Volunteer Management System Manual.*

## ✿ PARENT ORIENTATION

Parents play a key role in the effectiveness of a 4-H club. They need to know that 4-H is an educational program in which they have a part. In order to help parents, become active and supportive of their child’s involvement, the club leader/project leader/county educator can help parents understand what is expected and help them feel more comfortable in their role as a 4-H parent. To do this, explain/share:

- The 4-H philosophy and mission
- The club’s yearly program plan (On TRAC plans)
- The role of a club leader or project leader
- Brief overview of 4-H projects and project work
- Expectation of family and parents

4-H Volunteer Core Competencies Unit 1 contains a brochure which can be used when conducting a parent orientation.



“Welcome to the Family” was introduced in the fall of 2014. This simple orientation is in PowerPoint format and includes a script. It is intended for use by a county educator, club leader and/or volunteers. It can be down loaded at <http://4h.okstate.edu/for-educators/club-management-system/club-leader-fall-orientation-meeting>.

## ✿ ROLES IN A 4-H CLUB

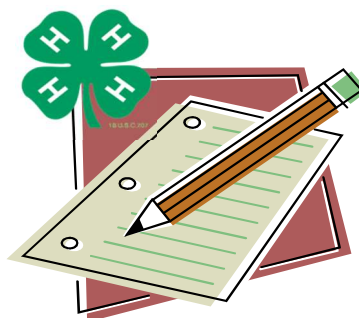
4-H members, families and parents are the reason we have clubs. Establishing an effective local club leadership structure divides responsibilities into smaller, more manageable pieces and prevents burnout. Establishing a model leadership structure as a club is formed, is much easier than re-training existing club leadership. Thus, it can’t be stressed enough how important it is that you invest quality time and resources in training and counseling new families, parents, volunteers and leadership teams.

## OVERVIEW OF LOCAL 4-H CLUB ROLES

|  |  |
|--|--|
| <b>Members and Families</b>                    | 4-H members and their family are responsible for actively participating in club meetings, committees and activities. They share their time, talents and skills with the club.  |
| <b>Organizational Leader/Cloverbud Leaders</b> | These volunteers are the primary contact between the local club and the Extension Office. They coordinate and guide local club programming. A key responsibility is communicating with 4-H members, other local volunteers, the community and the county Extension staff. Their most important role is to provide educational opportunities and encourage and involve youth, parents and volunteers in club activities.  |
| <b>SPIN/Project Leader</b>                     | Project work is the primary tool used by 4-H to interest youth. Project Leaders provide expertise, experience or simply leadership in project areas as they work with members. Local project groups are encouraged within a community club for small group focused subject matter study. Larger project groups may consider becoming a "Project Club" with an Organizational Leader.   |
| <b>Activity Leader</b>                         | Activity Leaders help organize local activities with the assistance and involvement of youth and parents. Activities should further enhance the learning and development of the 4-H members. An Activity Leader may also provide 4-H members with help preparing for county activities such as Share-the-Fun, Fabric and Fashion, Public Speaking or Service-Learning programs.  |
| <b>Teen Leader</b>                             | A Teen Leader is an experienced older 4-H member who assists with local 4-H programs. There are various levels of responsibility that a Teen Leader may assume. As the individual acquires experience and training, Teen Leaders may actually become a Project, Activity or even an assistant for a local club.  |
| <b>General Leader</b>                          | Certified volunteers who serve at-large in a club or at the county level. They are capable of stepping into a variety of roles and experiences as needed.  |
| <b>Resource (SPIN) Leader</b>                  | Short-term volunteer with special skills, knowledge and experiences who serves as an instructor for a special interest program(s), mentor to a planning committees/club, etc.  |
| <b>Executive Committee</b>                     | This is the team of local club youth officers elected by the membership. They are responsible for planning and conducting the club's business meetings and representing their club at a county level.  |
| <b>Advisory Committee</b>                      | The Advisory committee is composed of 4-H members, officers, parents and volunteers who represent the diverse interest of the club. This group assists the club leader in developing and implementing the annual Local Club Program Plan.  |
| <b>Committee(s)</b>                            | Clubs will have standing committees and short-term committees. Standing committees meet ongoing needs such as community service, fund raising, etc. Short-term committees are formed for a brief time for a specific purpose i.e., Share-the Fun, End of Year Picnic, Club T-shirt, etc. Committees should be composed of club members, parents and officers.  |
| <b>County Extension Educators</b>              | OCES Extension Educators are responsible for managing the total 4-H program in the county. A para-professional or program assistant who assumes some of the responsibilities may assist the professional staff. The OCES staff provides support and training for implementing and maintaining a volunteer-leadership program. They provide Parent-Volunteer Training that provides the tools and knowledge that parents and volunteers need to successfully implement, maintain and develop 4-H clubs and members. Extension personnel work cooperatively with volunteers, families and 4-H members. |

# 4-H Club Meetings

Successful 4-H members and clubs require families involved in supporting the member, the 4-H project as well as participation in local and county programs. All families and 4-H members share in the leadership and responsibilities of being members of the 4-H organization.



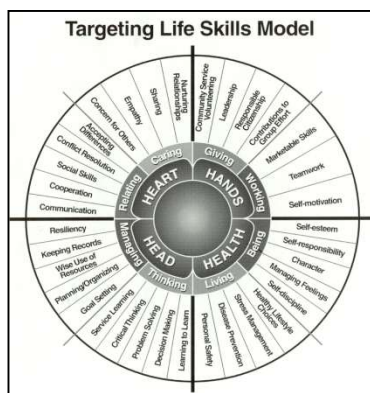
## MEETINGS DEVELOP LIFE SKILLS

4-H programs concentrate on helping young people acquire life skills.

Life skills are developed as a member learns a “skill”. There is a difference in a skill and a life skill. A “skill” is a learned ability to do something. “Life skills” are the ways we apply the information learned to real life situations.

Below are a few life-skills developed in a club setting.

- **Decision-making** — choosing among several alternatives
- **Learning to learn** — acquiring, evaluating and using information; understanding the methods and skills for learning.
- **Self-responsibility** — taking care of oneself; being accountable for one’s behavior and obligations; choosing for oneself between right and wrong.
- **Goal Setting** — deciding on the purpose or desired result; something to work toward, learning responsibility and how to set goals
- **Problem Solving** — clearly identifying a problem and a plan of action for resolution of the problem.
- **Cooperation** — to work or act together for a common purpose or mutual benefit.
- **Leadership** — to assist the group in meeting its goals by showing or directing along the way; using personal influence to guide the group in reaching its goals.
- **Contributions to group efforts** — to give or supply along with others for a common purpose.
- **Critical Thinking** — strategies for analyzing, comparing, reasoning, and reflecting focused on deciding what to believe or do; discovering meaning; building connections with past learning.
- **Responsible Citizenship** — an individual demonstrating love and devotion in response to duties, rights, and privileges as a member of a community or country.
- **Nurturing Relationships** — two or more people form a connection that contributes to their mutual well-being, each providing care and attention to the other person.
- **Concern for others** — to worry about, give attention to, the well-being of others.



To have a better understanding of the 4-H life skills definitions review literature # 4H.VOL.135 Life Skills Definitions.

## A 4-H MEETING SHOULD BE...

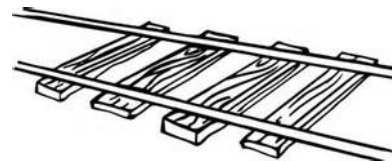


- Supported by caring adults.
- On a regular/consistent schedule - date, time and place.
- Run by the youth officers, with supervision and guidance from positive adult volunteers/leaders.
- Pleasant, fun and an educational experience for 4-H members and families.
- Well organized (use of On TRAC planning processes)
  - Planned in advance
  - Start and end on time

- Move briskly
- Properly use parliamentary procedures
- Informative and educational
- ✿ An opportunity for recognition and peer support.

## ✿ On TRAC (TAKING REVITALIZATION TO ALL CLUB) PROCESS

On TRAC is a planning process designed to help each club plan a fun, organized and educational program each month. The planning involves a team of parents, volunteers, 4-H members and club officers. The process takes place before the new program year begins or very early in the new program year. Pre-planning reduces stress and allows clubs to begin the year with an organized fresh start.



### Purpose for On TRAC

- Encourage cooperation and teamwork between adults and youth (youth-adult partnership) as they plan and carry out the club year.
- Assist in the delegation of club responsibilities (educational program, service projects, recreation, public speaking, field trips, crafts, refreshments, etc.) among the leadership team, members, families and parents.
- Provide an agenda for each month, which includes educational program topic, community service, recreation, public speaking and refreshments.

The County Educator's On TRAC lesson plan/guide and PowerPoint slides are located under Club Management on the 4-H webpage <http://4h.okstate.edu/educators/club-mangement-1/4-h-on-trac>.

★ At the conclusion of the program year at least 2/3rds of the plans should have been completed and reported against in the End-of-Year Report.

## ✿ PARTS OF A 4-H CLUB MEETING

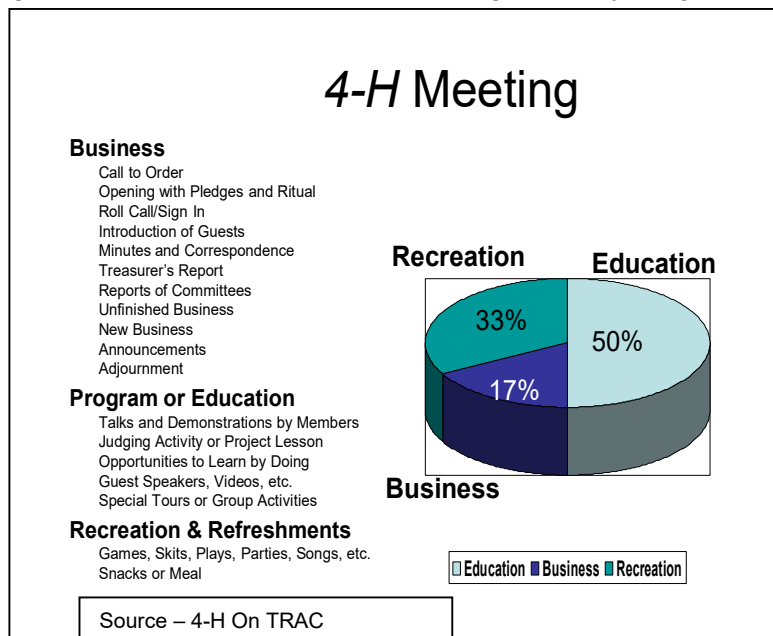
See literature # **4H•VOL•305 Beginning – The Club Meeting** and **4H•VOL•306 Beginning - 4-H Club Ritual**, each of these resources will guide the club leadership in providing a quality program.

1. Opening Ceremony – 4-H Ritual and Pledge

*Nothing more clearly expresses the purpose and character of 4-H Club work than the Ritual. The ritual should be part of every meeting, and members should be encouraged to commit it to memory.*

2. Monthly Business Meeting - agenda
3. Educational Program
4. Speeches/Demonstrations by members
5. Recreation
6. Refreshments (optional)

*(Consider an activity or game for members arriving early. Busy hands are constructive hands.)*





## ❁ DEVELOPING CLUB LEADERSHIP

Excerpt from literature # 4H•VOL•304 *4-H Leadership Guide*.

The ultimate goal of 4-H leadership development is to allow members to explore the various faces of leadership, find the best fit for them as an individual and provide opportunities to get the knowledge and skills necessary to be successful in their chosen leadership role.

★ Leadership is much more than being an “officer.” Effective leaders start by being “participants” and good club members who regularly attend meetings and participate in activities planned by the club. As members gain knowledge about 4-H, the club and demonstrate responsibility they then combine their own unique talents and apply their skills to the various leadership teams serving the club. ★ **No “one” leadership role is more important than another.** All youth leadership experiences are important to the growth of the individual and the club.

Leadership development starts at the local club level early in the 4-H career by introducing leadership opportunities, other than elected office. There are three stages of leadership development: Awareness, Interaction and Mastery, (Fertman & Van Linden, 1998). We will call the three stages, “Progressive Leadership Development.”

Progressive leadership development is based on the idea that an individual/4-H member gradually acquires knowledge and skills through participation. With each new and more challenging experience, the individual determines the level of leadership in which they feel most capable and comfortable. Eventually, the individual possesses fundamental skills and knowledge necessary to take on and be successful in an “elected” office.

\*\* See literature # 4H•VOL•309 *Beginning – Are You Ready to Serve* when working with the local 4-H club.

Resources: [http://4h.okstate.edu/literature-links/lit-online/leadership-personal\\_development/leadership-development-1](http://4h.okstate.edu/literature-links/lit-online/leadership-personal_development/leadership-development-1)

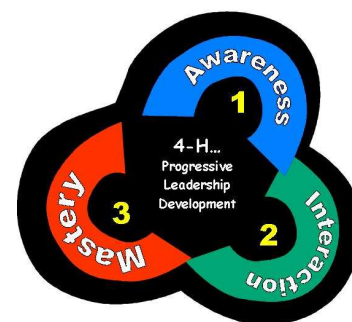
The **awareness stage** of leadership development can be as simple as choosing to participate in a group activity planned by club members.

The next stage of leadership

development is **interaction**. Interaction can be making the decision to serve on the planning committee for an activity because one enjoyed the experience or would like to help the experience grow. The final stage of leadership development is **mastery**. Mastery occurs when the individual makes the decisions to serve in an important leadership role (such as committee chair, sub-committee chair, officer or teen leader).

Think of “Progressive Leadership Development” as a series of events much like a series of dominos standing on end. When each domino is positioned correctly and one is nudged to fall forward it causes the next to fall, and so on. The energy is passed from one domino to the next. If one domino is out of place the chain of events stops. Effective leadership development depends on the 4-H member participating in all three stages of leadership development. Each stage prepares a stable foundation for the next. 4-H members who gradually assume additional responsibility and skills are prepared for future leadership experiences.

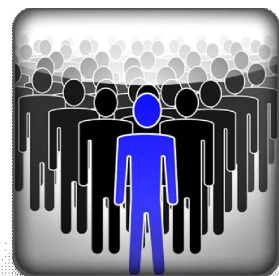
Club leaders, parents and teen leaders should provide opportunities to help youth identify, develop, apply and enhance *personally* significant leadership skills, through assumed leadership roles. As a result, members are prepared with confidence, competence and are conscientious about the leadership roles they assume.



3 Stages of Leadership Development  
(Fertman & van Linden, 1999)

## 4-H CLUB OFFICERS AND COMMITTEE CHAIRS

Club officers and committee chairs are an important part of the leadership team in the local 4-H club. These roles help the member develop leadership skills as he or she performs the duties of office. See literature # **4H•VOL•304 4-H Leadership Guide** and **4H•VOL•310 Committee**.



Establishing and maintaining an effective local club leadership structure translates into a stronger and more effective county leadership structure. This reinforces the need for investing quality time and resources in training and counseling new clubs, families, parents, volunteers and leadership teams at the local club level.

**Officer Training** - Some form of formal education should be provided to club officers at the county level. This is often referred to as *Local Club Officer Training*. Under the supervision of the County Educator it can be planned and conducted by the county officers/teen leaders using the various 4-H Leadership resources listed on page 25. The organizational leader/volunteers will continue the educational process as a mentor/teacher/helper at the local club. Appendix 2 is a working outline for the training.

Club officers are typically elected each year. Officers can be elected before the new program year begins or very early in the program year. End of year elections reduces stress and allows clubs to begin the year with an organized fresh start. No matter when officers are elected youth should fully understand the responsibility and expectations. Criteria for office should be part of the club by-laws. The criteria can be of assistance in electing youth for their ability/responsibility rather than for popularity.

**Election of Officers** - Allowing 4-H clubs to elect their own officers serves the following purposes:

- All members learn about and participate in an election process.
- Those elected, learn to be responsible to their peers, learn leadership skills and learn to practice parliamentary procedure.
- Members feel ownership in their club meetings.

### Typical leadership positions:

**President** - presides at all the meetings. The president manages the club's business meeting, appoints committees and helps keep order during the meeting. (Lit. 4H.VOL.301 4-H Club Presidents Planning Guide)

**Vice President** - takes charge of the meeting in the president's absence. The vice president may serve as chairperson of the program committee and/or coordinate committee work. (Lit. 4H.VOL.301 4-H Club Presidents Planning Guide)

**Secretary** - keeps written minutes of all meetings in the Oklahoma 4-H Club Secretary's Record Book, Lit. 4H.VOL.302. The secretary also keeps a record of each member's attendance.

**Treasurer** - takes care of all club funds. The treasurer works in cooperation with the extension office/school/foundation to keep an

accurate record of the club's funds, reporting to the membership at club meetings and files necessary reports. (Lit. 4H• VOL•303 Treasurer Guide)

**Reporter** - writes interesting and accurate reports about club meetings and special club activities, and sends them to the local newspaper and/or post to appropriate website(s). The reporter helps keep the community informed about 4-H activities. The office may even manage club website, scrapbook and history.

**Recreation/Song Leader** - promotes enthusiasm through games and songs at 4-H club meetings and other activities.

**Standing Committee Chair(s)** - chairs committees important to the general operation of the club year after year. Not to be confused with appointed committees.

A club may elect additional officers. In some clubs, the offices of secretary and treasurer may be combined into one office. Leadership positions should have a defined purpose. Positions and responsibilities should be included in the club by-laws. The club's size and its members' age will help determine the number and kinds of officers to elect.

One of the goals of 4-H is to develop leadership skills. Perspective club officers should be developing and gaining leadership skills through committee work. The existing officer team should be helping develop future leaders by involving members in committee work. Committees are where leadership development starts. See literature # 4H•VOL•310 *Beginning –Committee*.

It's a good idea to pass jobs around so members gain different experiences. This will usually mean that the same member doesn't hold the same office in consecutive years. A variety of experiences will help the member grow in leadership and develop new skills. For additional information see literature # 4H•VOL•304, *4-H Leadership Guide*.

## ✿ DEVELOPING THE MEETING AGENDA

See literature # 4H•VOL•312 *Beginning –The Agenda*, 4H•VOL•305 *The Club Meeting* and 4H•VOL•307 *Meeting Guide*

A club leader/advisor will consider the following things when helping the club officers plan a 4-H club meeting.

1. A week or two before the meeting the club leader or designated volunteer will meet with the Executive Board (club officers) to prepare the agenda.
2. The president will have used the previous meetings agenda and the secretary's minutes to prepare a draft agenda for the executive officer meeting.
3. Vice President should follow-up with any committees prior to the officer meeting. If a committee chair is ready to report, the report is placed on the agenda. The Vice President should remind the committee chair to have two copies of the report in writing – one for the secretary and the other for the club leader.
4. The club leader will review the same materials and have suggestions to the team as they build the final agenda. As the agenda is reviewed be sure everyone knows his or her responsibilities. Ask what is planned and how much time will be needed. They should come to the executive meeting ready for the club meeting.
5. Make sure everyone gets a copy of the agenda. Have a place where the agenda can be made public to families and members at least one week in advance.
6. The day of the meeting ask the officers to arrive 15 – 30 minutes early so they can organize things for the meeting.
7. Make sure the room is set up so that it is favorable to a business meeting. A semicircle with chairs facing the officers' table is one example of an inclusive seating plan.
8. Following the meeting, debrief with the officers, making the meeting a learning experience.



See literature #  
**4H.VOL.311 *How does  
our Meeting Measure  
Up?***



## PARLIAMENTARY PROCEDURE (2013)

See literature # 4H•VOL•308 *Beginning – The Motion* and Appendix 5 *“The Motion Start to Finish”*

Parliamentary Procedure is a set of rules for making sure members of an organization, like a 4-H club, have time to talk about a topic of interest and arrive at a decision that is the “choice” of the membership. 4-H clubs should teach simple Parliamentary Procedures. As youth grow in their experiences, increase the introduction of more advanced forms of Roberts Rules of Order.

The single most important procedure we can teach youth is an understanding of what a “motion” is and how it is to be used to conduct business. Start by teaching a main motion. A main motion is used to introduce items to the membership for their consideration. Too often people think a topic must be discussed before a motion is made and voted on. **IN CORRECT.** A motion should be made before something is discussed. A motion simply “allows” the body/club to discuss the item prior to a vote.

### ✿ BY-LAWS

★ A 4-H club or organized group should have a set of By-laws. By-laws are rules established by an organization or community to regulate itself. By-laws should be written to provide structure, yet be flexible enough to grow with the organization’s needs. By-laws adopted by any 4-H groups must fulfill the principles of “Positive Youth Development,” must not conflict with any established 4-H guidelines or principles and should be fair/apply to all members.



Alice Sturgis in her book, "THE STANDARD CODE OF PARLIAMENTARY PROCEDURE" (p. 194) makes an interesting comment: "Good by-laws alone do not make an effective organization; they are an outline of its structure. However, suitable bylaws are necessary to enable an organization to function well." She then adds, several paragraphs later, "By-laws should be custom made to fit each individual organization."

Let's think of by-laws as government by impartial law, not the changing whims of men. By-laws enable members to determine what rules they can all agree with and abide by, and yet allow the members to make changes when the organization grows and changes. These rules ensure stability, continuity and structure especially during times of rapid growth or when there are not many "old" members to tell the new members what to do.

To prevent problems, every member should be given a copy of the by-laws with the understanding they apply to all members/families. If there are by-laws the members are opposed to or outdated it is better to change them than ignore them. A copy of the club By-Laws is to be uploaded to 4HOnline and reviewed at least every five years by the club/organization. (2015)

Although by-laws should be "custom made" to the organization the following essentials should be included:

- Name
- Objective of the Organization/Purpose
- Membership
- Officers
- Meetings
- Executive Board
- Committees
- Parliamentary Authority
- Amending Bylaws.

See appendices for examples of By-Laws for a Local Club (Appendix 1) and Parent-Volunteer Association (Appendix 4). Added 10/2005

Resource: [The Spotlight on Bylaws](#) (a booklet on writing by-laws), NATIONAL ASSOCIATION OF PARLIAMENTARIANS, 213 South Main St. Independence, MO 64050-3850 1-888-NAP-2929

## ✿ HOUSE RULES/STANDING RULES

Another means for conducting efficient meetings and curbing controversy, is the establishment of house or standing rules. The membership must approve house rule.

*Common questions about establishing house/standing rules:*

### **"Can we limit additions to the Agenda?"**

Yes, adopt a rule that members must submit agenda items in writing or call the president/secretary at a specified time, to have business included in the agenda.

member's debate/discussion to three or four minutes each time he or she speaks. Or, members can only speak twice to each motion unless the members adopt rules that are different.

Follow the printed agenda. Avoid discussion of things not on the agenda. Inform members those items will be considered for discussion on the next agenda/meeting.

### **"Can we assign time limits to each agenda item?"**

Yes, give each order of business a time allocation and write it in bold print by each agenda heading. Then have the assembly adopt the agenda, when the time is up, the assembly must decide what to do—"vote on it," "postpone it to another time" or "refer it to a committee." No more spinning your wheels! Go forward.

**"What is the best way to recognize the person who has permission to speak (has the floor)?"** To obtain the floor – a member must rise and be recognized by the chair before beginning to speak.

In groups under twelve participants and depending how the meeting room is arranged, it may not be necessary for the member to rise, but to raise his hand to be recognized by the chair.

**"Can we make a motion at the beginning of the meeting that states the time that we adjourn?"** Yes, you can.

**"Can we insist that motions are presented in writing?"** Yes, a well thought out motion includes what the group is to do, how and when it is to be done and how much time and money is to be spent. This saves time in having to amend a motion.

**"Can we limit the amount of time each member speaks?"** Adopt a rule at the beginning of the meeting that limits a

By putting a motion in writing the secretary can accurately record the motion and president can repeat the motion as stated/written.

## ✿ CLUB CEREMONIES - INSTALLING OFFICERS OR NEW MEMBERS



Ceremonies are a wonderful way to build a sense of belonging and community in a 4-H club.

### **WHY USE A CEREMONY?**

Ceremonies are used to highlight or recognize membership, leadership, accomplishments and/or goals attained. They can be used to convey a message or lesson or to challenge and inspire the members to reach greater heights in personal growth in the 4-H organization.

Group loyalty and personal identity are enhanced by the formal membership and reinforced by the use of ceremonies. Recognition is a basic human need that is more meaningful when it is presented in front of "significant others" – peers, family and friends. When planned and executed properly, a ceremony can allow for all these things.












A formal/informal ceremony can and should be used anytime a member has completed a goal or special accomplishment, achieved a rite of passage or been recognized for a noteworthy task. The accomplishments on the part of the group should also be recognized by ceremonies. There is no defined time or place for a ceremony, but it should be timely to the deed. Different times and locations for ceremonies help to make the recognition more special to all involved.

Examples of ceremonies for inducting new members and club officers can be found in Appendix 1.

## Oklahoma 4-H Club Leadership Publications

|             |   |   |   |
|-------------|---|---|---|
| 4H•PDL•501  | Teen Action and Growth (TAG) – training teen leaders    | 4H• VOL•310   | Beginning –Committee                        |
| 4H•PDL•504  | Many Faces, One People – A Multicultural Training Guide | 4H• VOL•311   | Beginning –How Does Your Meeting Measure Up |
| 4H•VOL•301  | President Guide   | 4H• VOL•312   | Beginning –The Agenda                       |
| 4H•VOL•302  | Secretary Guide   | 4H•VOL•130  | 4-H Core Competency Unit 1                  |
| 4H• VOL•303 | Treasurer Guide   | 4H•VOL•131  | 4-H Core Competency Unit 2                  |
| 4H• VOL•304 | 4-H Leadership Guide                                    | 4H•VOL•132  | 4-H Core Competency Unit 3                  |
| 4H• VOL•305 | Beginning – Club Meeting                                | <a href="http://4h.okstate.edu/literature-links/lit-online/leadership-personal_development/leadership-development-1">http://4h.okstate.edu/literature-links/lit-online/leadership-personal_development/leadership-development-1</a> |   |
| 4H• VOL•306 | Beginning - 4-H Club Ritual                             |   |   |
| 4H• VOL•307 | Beginning – Meeting Guide                               |   |   |
| 4H• VOL•308 | Beginning – The Motion                                  |   |   |
| 4H• VOL•309 | Beginning – Are You Ready to Serve                      |   |   |

## USDA/NIFA Factsheets

|   |  |
|---|--|
| • <a href="#">Charters The Key to Official Recognition.pdf</a>  |  <a href="#">Inclusive Diverse Learning Experiences.pdf</a> (218.23 KB) |
| • <a href="#">4-H Charters Fact Sheet.pdf</a>   |  <a href="#">Inquiry Based Learning Methods.pdf</a> (364.54 KB)         |
|  <a href="#">Youth Protections v.2013.pdf</a> (353.02 KB)      |  <a href="#">Targeting Life Skills.pdf</a> (131.18 KB)                  |
|  <a href="#">4-H Guiding Principles.pdf</a> (55.29 KB)         |  <a href="#">Understanding Learning Styles.pdf</a> (232.04 KB)          |
|  <a href="#">4-H Mission Mandates.pdf</a> (272.63 KB)          |  <a href="#">Vulnerable Populations.pdf</a> (778.27 KB)                 |
|  <a href="#">Developmental Appropriateness.pdf</a> (202.68 KB) |  |
|  <a href="#">Essential Elements.pdf</a> (259.16 KB)            |  |
|  <a href="#">Experiential Learning.pdf</a> (265.86 KB)         |  |



# Chapter 2

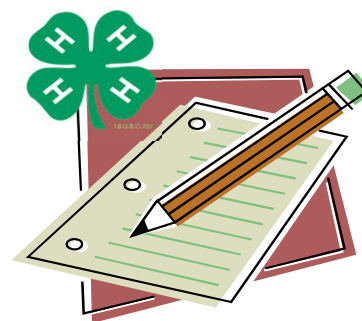
## Measuring Success in a Local Club





# Measuring Success in a 4-H Club

Success can be many things to different people. In an effort to be consistent with our program philosophy and principles remember we are focused on positive youth development, a healthy environment for growth and education, and a safe fun place where youth and families choose to spend their time.



This chapter will focus on providing information which will help the Extension Educator in guiding/educating/training volunteers/officers working with local clubs. All efforts and procedures are intended to be shared and used in a positive and constructive manner. Evaluation (feedback), self or group is an important part of the educational process of 4-H. It is found in the Experiential Learning Model, Life Skills Model and 4-H Recognition Model. Our 4-H motto best sums up why we evaluate, “To Make the Best Better.”

## RECOGNITION IN A 4-H CLUB

When used effectively and appropriately, recognition encourages and supports learning in all parts of our lives. It is broader than competition. A comprehensive recognition program includes opportunities for recognizing 1) participation, 2) progress towards self-determined goals, 3) standards of excellence, 4) peer competition and 5) cooperation. (See literature # **4H.VOL.105 Recognition Model**)

Recognition is a key aspect of youth and volunteer development and should be built into the club program. It is a



way of saying “thank you” or “job well-done.” When an individual excels beyond mediocrity – “what is expected” or “commonplace,” it only makes sense to recognize and reward him/her for their initiative, creativity, innovation, etc. Recognizing and reinforcing a personal accomplishment encourages continued improvement. It also serves to encourage continued growth and participation.

Recognition Model applied to the club setting:

- **Participation** – youth are recognized for attending/participating in club meetings, giving a speech/demonstration at a club meeting, participating in club activities/trips, attending county activities/events, etc. Joy comes from being part of the group.
- **Progress Toward Self-Determined Goals** – youth enroll in a project, use 4-H curriculum to set goals and complete project work. Youth evaluate themselves, what they learned and did/did not do. A mentor or project leader listens and encourages continued growth and re-direction.

**Research has shown** that successful recognition programs address the following principles:

1. Emphasize success rather than failure.
2. Deliver recognition in a personal and honest manner. Avoid providing recognition that is too slick and over produced.
3. Tailor recognition and reward to the unique needs of the people involved. A variety of recognition and reward options makes it possible to acknowledge accomplishments in ways appropriate to the individual and the particulars of a given situation.
4. Timing is crucial. Recognize contributions throughout a project or program year. Reward contributions close to the time an achievement is realized. Time delays weaken the impact of most recognition.
5. Strive for a clear, unambiguous and well-communicated connection between accomplishments and the recognition received. Be sure people understand why they receive awards and the criteria used to determine awards.
6. Plan recognition that is in proportion to the achievement. Be consistent in recognizing all when they contribute in comparable ways although the type of recognition may differ.
7. Recognize recognition. That is, recognize people who recognize others for doing what's best for the organization and the members they work with.



- **Standards of Excellence** – standards are established and the club/individual knows up front what they must do to be a Blue Award Group (grade of A/excels), Red Award Group (grade of B/good - satisfactory) or White Award Group (grade of C/satisfactory - room for growth).
- **Peer Competition** – youth and their project are judged against one another, not necessarily on what was learned or personally achieved. There are winners and losers, no room for in-between.
- **Cooperation** – youth working or acting together for their common/mutual benefit, as opposed to working in competition for selfish benefit. Example - Service-Learning

## ✿ EVALUATING CLUB EFFECTIVENESS

In our positive youth development efforts there are desired outcomes of a 4-H Clubs experience. Active participation in a 4-H club helps young people develop the following assets and life skills:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Greater knowledge and appreciation of themselves and others.</li> <li>• Decision-making skills.</li> <li>• Public interactions with other young people and with adults.</li> <li>• Responsibility for themselves.</li> <li>• An ethic of service to group and community.</li> <li>• An attitude of lifelong inquiry and application of information.</li> <li>• An ability to relate to a constantly changing world.</li> </ul> | <ul style="list-style-type: none"> <li>• Strengthened family interactions.</li> <li>• Career exploration and workforce preparation skills.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Greater understanding of and appreciation for diversity.</li> <li>• Practical knowledge and skills in project areas.</li> <li>• Positive conflict resolution skills.</li> </ul> |
|---|---|

Evaluation (assessment) starts with the Educator preparing the club – education, training, and imparting the knowledge of why and how the club will be evaluated.

The evaluation and assessment of a local club is just as important as the annual enrollment process.

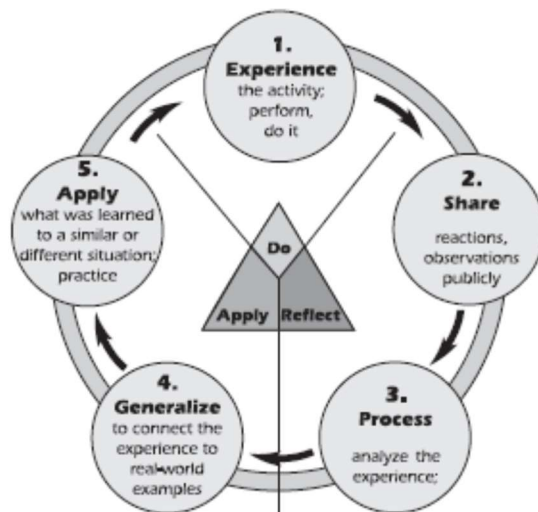
★ Focus on the educational outcome achieved through the process and the increased quality of programming offered our membership. The process should be seen no differently than the evaluation provided to our members with regard to their 4-H project work.

★ The primary purpose for the process is to provide club leadership with constructive feedback which will encourage club growth. The process highlights positive growth taking place and challenges the club to identify ways it can stretch and grow. Added 10/2005

To evaluate the 4-H Club's effectiveness, apply the Experiential Learning Model.

Through the On TRAC planning process, the club is engaged in the "Do." The club evaluates the experience(s) provided to their membership through the "Reflect and Apply" steps. Club leaders, officers, members, families and the Extension Educator are part of the evaluation process.

Evaluation can be as simple as an informal discussion with members, officers, parents and volunteers about their general satisfaction with the 4-H club experience. Or, evaluation can be more formal – the use of the "Annual Club End-of-Year Assessment" form, a qualitative survey, focus group, scrapbook, presentation, etc.



★ Annually, county staff should visit club meetings and meet with the club leadership (officers and volunteers) to discuss programming and to evaluate club meetings. The list below is a good tool to open discussion on the question, “*Are these things present in your club?*” (See literature # 4H•VOL•310 **Beginning – How Does Your Meeting Measure Up.**)

The behavior of members and volunteers listed below can be observed in a 4-H club that is successful in achieving the goals and outcomes of a positive 4-H Youth Development Program.

## Successful 4-H Club Behaviors

### Active Participation in Learning

- By developing competency in chosen projects and life skills.
- By doing and discovering through multiple learning styles.
- By doing things that have tangible results.
- Through progressive accomplishments and challenges.
- Fun for young people and adults.

### Decision-Making Opportunities

- In groups (such as establishing group goals, plans and actions and experiencing the democratic process).
- Individually (such as making choices in project work and evaluating progress).

### Social Interaction

- Learning to participate appropriately in competitive and cooperative learning situations.
- With peers, adults and persons outside the group.
- Family-centered activities.
- Fun.

### Leadership

- Members involved in leadership roles. Common roles include committee members, president, vice president, secretary, treasurer and committee chair.
- Adults serving as facilitators and showing how, without doing for youth.
- Shared leadership among adults, parents and youth.
- Participation in leadership training – youth and adults.

### Evaluation

- Assessing personal progress and club organization.
- Feedback on results, products and achievements.
- Using feedback to plan future activities.

### Recognition

- Appreciation of club's accomplishments.
- Interpersonal acknowledgement and reinforcements of an individual's accomplishments
- Incentives for individuals and groups.

### Public Affirmation

- Exhibition of products – end of year report, youth participating in county activities/events.
- Public presentation of ideas (speeches and demonstrations, displays, service-learning, social media, etc.).

### Community Involvement

- Involving community resources.
- Contributing to the welfare and development of the community.

### Affiliation

- With county, state, national and international 4-H programs.
- With county Parent-Volunteer Association
- With Oklahoma State University or Langston University.
- With the Oklahoma 4-H Foundation/County 4-H Foundation.

# ANNUAL ASSESSMENT OF A CLUB

## Club Self-Assessment

★ Each club is expected to complete and submit some form of an Annual Club End-of-Year Report/self-evaluation each year. Documentation will be uploaded in the Club's file in 4HOnline.

The county may use the "Annual Club End-of-Year Evaluation" (EOY) form which is a Standards of Excellence check sheet completed by the club (officers and leaders). It will not show the size, scope or impact of the club's efforts. If the county has a reporting process in place, it can be used in place of the evaluation

If a county does not have an evaluation system in place and does not want to use the EOY evaluation form, work with the PVA, Leaders Council and/or a team of youth and volunteers to develop a reporting process. When clubs are provided ownership they are more inclined to participate and support the process. Re-evaluate the criteria every 3-5 years. The Extension Educators role is to make sure decisions support/encourage the principles and philosophy of positive youth development, support the Charter requirements and embrace the 4-H Recognition Model. Possible options:

OPTION 1 – Have clubs turn in the following items with the evaluation form:

- President's Planning Guide # 4H.VOL.301
- Secretary's Book # 4H.VOL.302
- A copy of On TRAC plans with any changes.
- A brief summary of how the club actively recruited and retained new members.

OPTION 2 - An Electronic or E-scrapbook is a way to maintain a historical record of club activities, report club work and maintain records for future committees, officers and volunteers using minimal storage space. Sample instructions for E-scrapbook located in Appendix 3. Added 9/2007

OPTION 3 – A scrapbook highlighting the club's efforts

OPTION 4 – PowerPoint presentation or Video highlighting the club's efforts

OPTION 5+ – Be creative and innovative with the principles of the 4-H Recognition Model.

## County Educators Assessment of the Club – Charter Renewal

The Extension Educator will review the report/materials turned in by the club, prior to completing the annual "Club Charter Renewal" form (Appendix 3). ★ The renewal form will go in the clubs file in 4HOnline and a copy will be given to the club leader.

Specify in the Needs Improvement box what must be done to "met standards" in the future. *It is the county Educator's responsibility to meet with the club leadership to counsel and provide the necessary education/training so the club can achieve Met Expectations or higher.* (Revised 11/2004) As a result of the meeting, a written plan of improvement will be agreed upon, which will be uploaded to 4HOnline with the Club Charter Renewal document completed by the Educator.

| Annual Club End-of-Year Evaluation   |                                 |  |
|--|---------------------------------|--|
| Club Name  | Date                            |  |
| This evaluation is to be completed by the club leadership team (officers and leaders). The evaluation is based on a Standards of Excellence rating. Be honest and use the tool to "make the best better." Use it as a way to determine the club's strengths and those things which need to be goals for the next year. |                                 |  |
| Excellent<br>"A" - Blue  | Met<br>standards<br>"B-C" - Red | Needs<br>improvement<br>"C" or below -<br>White  |
| <b>Active Participation in Learning</b>  |                                 |  |
|  |                                 | Two-thirds of the members made progress towards individual 4-H project goals -- i.e. following through with at least one project enrolled in.  |
| <b>Decision Making Opportunities</b>   |                                 |  |
|  |                                 | The club had at least 3 project groups supporting 4-H project work development.  |
| <b>Social Interactions</b>   |                                 |  |
|  |                                 | Submitted the annual Monthly 4-H Meeting Planning Guide to the county Extension office. kept OCES informed of changes and additions to plans and of club activities outside of club meetings (Charter Requirement).                      |
|  |                                 | Members were actively involved in determining the yearly program plan (On TRAC).   |
|  |                                 | The club's On TRAC plans were printed/posted/distributed to members, families and volunteers.  |
|  |                                 | Completed a timely enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained. (2012) (Charter Requirement).   |
|  |                                 | Actively recruit and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community. (Charter Requirement).  |
| <b>Leadership</b>  |                                 |  |
|  |                                 | Members had a planned part in the program during the year (examples--serving on committees, doing an organized talk or demonstration, refreshments, obtaining local speakers/program, helping younger members, doing community service). |
|  |                                 | Officers/leadership team elected/renewed and fulfilled leadership roles. Participate in county officer training.   |
|  |                                 | Secretary's book contains minutes of all club meetings, officer meetings and attendance records.   |
|  |                                 | President's book contains the agenda's for business and officer meetings.  |

| Club Charter Renewal  |   |  |
|---|---|--|
| Club Name   | Program Year  |  |
| The charter renewal process is an educational practice that confirms 4-H's commitment to ensuring clubs provide a quality experience and safe environment. The renewal process must be completed by August 31. The process is intended to assist a club and their leadership team in establishing goals and making progress toward those self-set goals.  |   |  |
| Excellent   | Met standards                                       | Needs Improvement - i.e. what needs to be improved |
| 1. <b>Club Management</b> - Submitted annual set of Monthly 4-H Meeting Planning Guides to the county Extension office. Club met regularly and kept OCES informed of changes/additions to plans, completed 2/3rd of the plans and the club had Activity and Event Intent Form 7 for activities outside club meetings.   |   |  |
| 2. <b>Enrollment</b> - Annually renew enrollment of 4-H members and volunteers, maintaining a healthy and/or adequate youth-adult ratio based on enrollment. Club enrollment included a minimum of five or more youth from two or more families and certified volunteer(s). Annually the club actively recruits volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community. |   |  |
| 3. <b>Reporting</b> - Club completed an end of year report of club activities and submits it to county Extension office. Report could include but not limited to the Annual Club End-of-Year Evaluation and/or E-scrapbook/Scrapbook/other county requirements celebrating club activity.   |   |  |
| 4. <b>Finances</b> - At a minimum, one annual financial accounting of funds maintained by the county office/club activity and foundation is completed and approved by the club's officers/leadership team. Copy of minutes filed with county office. (2012)   |   |  |
| 5. <b>Continuing Education</b> - Have a team of local parent(s)/volunteer(s) attending all Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.   |   |  |
| 6. <b>Leadership</b> - Club represented at all county Parent-Volunteer Association meetings by parent(s)/volunteer(s). (2013)   |   |  |
| Comments:   |   |  |
| Upload this completed document to the 4HOnline Club records before August 31 each year.   |   |  |
| Revised Charter RENEWAL or PROBATION in 4HOnline  |   |  |
| Charter Renewed for Program Year - upload Club on probation for Program Year with the signed form to 4HOnline understanding to maintain their Charter then must develop and implement within a plan of improvement.   |   |  |
| Date<br>Reviewed: 8/2013  | Signatures:<br>Extension Educator<br>Club Leader(s) |  |



As a means for rewarding the clubs who meet the requirements for charter renewal status, the club may be presented with the Charter Renewal certificate and CMS sample letter 3. **Be sure to record the date in the field “Annual Charter Renewed – signed form uploaded.”**

*Probation is not intended to be punitive.* ★ It should be handled in a constructive manner befitting positive youth development. There must be a firm understanding that the club must be diligent in completing the

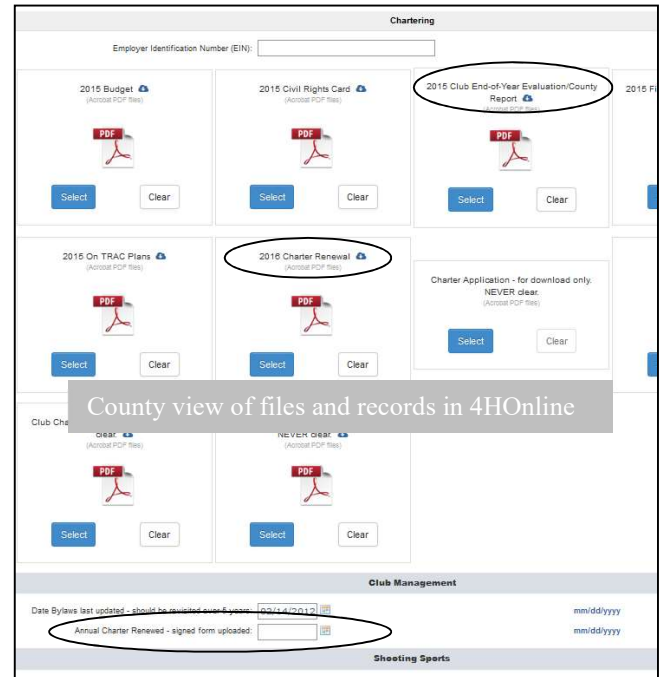
written plan of improvement.

If a club **does not** meet minimum standards following a year of probation their Charter can be revoked. A revoked charter means the club is not visible or available for enrollment in 4HOnline.

★ Funds from clubs dissolved or inactivated come back into the county 4-H program. This includes funds held by a school.

**FOR GREATER DETAIL AS TO THE DEFINITION OF EACH STATUS AND MANAGING CLUB RECORDS IN 4HONLINE, DOWNLOAD 4HONLINE FACT SHEET – B-100 CHARTERED CLUBS.**

<http://4h.okstate.edu/for-educators/4honline-enrollment-and-event-registration/club-management>. (2018)



★ Notify the district/state office when a club is being placed on probation, when the Charter is being revoked or the club goes inactive. (2015) **Only the state office has access to record the date Charter Provisional, Probation, Revoked, Inactive, etc. in 4HOnline.**

## STEPS TO DISBAND A CLUB

1. Vote of the Club membership documented by minutes of the club.
2. Notify all membership by USPS or email.
3. Contact the State Office so it can be recorded in 4HOnline. This will keep anyone from enrolling in the club.
4. Move all finances from club/school account to general county 4-H program account.
5. Contact the State Office



# Chapter 3

## Chartered 4-H Club

What it means...



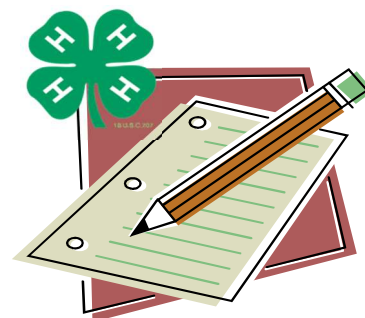




# Charter 4-H Club

All 4-H clubs must be sanctioned as a **Chartered Club** to be permitted to use the 4-H name and emblem. **No exceptions.**

- (Refer to [Charters The Key to Official Recognition.pdf](#) 2/2015 and [4-H Charters Fact Sheet.pdf](#) 7/2017 USDA/NIFA



**A Charter is issued through the State 4-H Office** upon the receipt of a “Charter Application” (<http://4h.okstate.edu/educators/club-mangement-1/starting-a-club>). The application, charter and charter letter will be uploaded to 4HOnline. Download a copy of the Charter and letter for the club leader(s). NEVER remove the application, charter or letter from the club’s electronic file. All club files will be housed in 4HOnline by 2017. (2015) Each time club leadership changes a copy of the charter and letter is to be given to the new club leadership. **A club is NOT re-chartered when club leadership changes.** (2013)

★ **Club Name Change** - Once a charter is issued the club cannot randomly change its name. If at any time a club chooses to change their name, then the original charter becomes void and a new charter must be issued. (2013)

**Inactive or Disbanded Clubs – NOTIFY THE STATE 4-H OFFICE** and the club will be deactivated in 4HOnline. All records of the club will be archived within the system in the event the club was to be re-activated under the same name. ★ Funds from clubs dissolved or inactivated come back into the county 4-H program. This includes funds held by a school.

Membership records of an inactive/disbanded club can still be transferred to another club or county.

## ✿ QUALIFICATIONS TO CHARTER

The Oklahoma qualifications necessary to obtain a charter include:

- At least five youth members from two or more families.
- Certified volunteer(s) who cares about working with members, teen leaders and parents.
- Establish and maintain a necessary/appropriate youth-adult ratio.
- 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 local group/club.
- Involvement in the community through service-learning.
- Personal evaluation and recognition of progress on individual and group/club goals.
- Effective blend of all five components of the 4-H Recognition Model.

## QUALIFICATIONS TO MAINTAIN CHARTER

To maintain a charter, an Oklahoma 4-H club is asked to:

1. Maintain an enrollment of five youth members from two or more families and certified volunteer(s). Annually renew enrollment of 4-H members and volunteers, maintaining a healthy and/or adequate youth-adult ratio based on enrollment. (2012)
2. Meet regularly and actively recruit and retain volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. Submit annual set of *Monthly 4-H Meeting Planning Guides* to the county Extension office.
4. Complete an end of year report of club activities and submit to county Extension office.
5. Annual review financial accounting/funds from the county office/school activity fund/foundation and have approved by the club/club's leadership team. Submit to county office.
6. Have a team of local parent(s)/volunteer(s) attend Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.
7. Club represented at all county Parent-Volunteer Association meetings by parent(s)/volunteer(s). (2013)

## OVERVIEW OF STEPS IN CHARTERING A 4-H CLUB

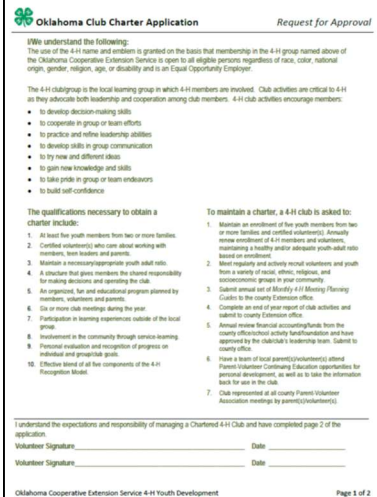
1. **Before starting the charter process read chapter five titled "Steps to starting 4-H Clubs."** Download the application and review it with the individuals starting the club. This is a fillable form and is NOT to be filled out by hand. The form has dropdown options to avoid incorrect information.
2. County Educator meets with club leadership and/or school administration. Be sure all understand what a 4-H Club is, how it functions and what is required to maintain the club's "Charter." Have a copy of the Charter application at the meeting.

3. Club volunteers must have completed the certification requirement and the volunteer's records must be completed in 4HOnline before the club will be activated for enrollment. (2018) The club will be "Inactive" until volunteers are certified. To remove the "Inactive" status the Extension Educator is responsible for notifying the state office. (2018)

4. Completing Application:

- a) **Club Name** - Please advise the group to carefully consider what they want to be called. Once a charter is issued the club cannot randomly change its name.
- b) **Type of Club** - Clubs will be entered in 4HOnline as one of the following:

- **Organized 4-H Community Club** which includes both
  - **Community clubs** typically meets in the evenings, on weekends or after school and offers multiple self-directed learning experiences and activities.
  - **SPIN/Project Club** typically meets in the evenings or on weekends and offer self-directed learning experiences and activities focused on the "project."
- **Organized 4-H In-school clubs** meet during school hours. The club has planned activities beyond school enrichment and offers multiple self-directed learning experiences and activities outside of school time.



**Oklahoma Club Charter Application** Request for Approval

I/We understand the following:  
The use of the 4-H name and emblem is granted on the basis that membership in the 4-H group named above of the Oklahoma Cooperative Extension Service is open to all eligible persons regardless of race, color, national origin, gender, religion, age, or disability and is an Equal Opportunity Employer.

The 4-H club/group is the local learning group in which 4-H members are involved. Club activities are critical to 4-H as they educate both leadership and cooperation among club members. 4-H club activities encourage members:

- to develop decision-making skills
- to cooperate in group or team efforts
- to practice and refine leadership abilities
- to develop skills in group communication
- to try new and different ideas
- to gain new knowledge and skills
- to take pride in group or team endeavors
- to build self-confidence

The qualifications necessary to obtain a charter include:

1. At least five youth members from two or more families.
2. Certified volunteer(s) who can assist with activities, meet leaders, and parents.
3. Maintain a necessary appropriate youth-adult ratio.
4. A structure that gives members the shared responsibility for making decisions and spending the club.
5. An organized, fair, and educational program planned by members, volunteers and parents.
6. Six or more club meetings during the year.
7. Participation in learning experiences outside of the local 4-H office.
8. Involvement in the community through service learning.
9. Personal evaluation and recognition of progress on individual and group goals.
10. Effective record of all four components of the 4-H Recognition Model.

To maintain a charter, a 4-H club is asked to:

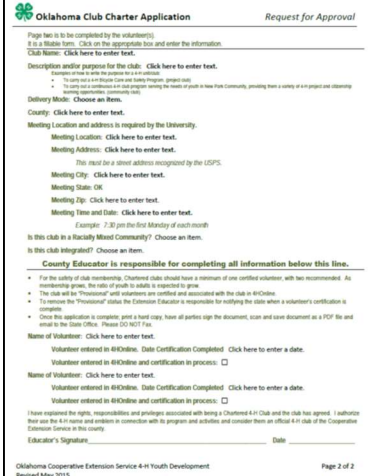
1. Maintain an enrollment of five youth members from two or more families and certified volunteers. Annually renew enrollment of 4-H members and volunteers, maintaining a healthy youth-adult ratio based on enrollment.
2. Meet regularly and actively recruit volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. Submit annual set of *Monthly 4-H Meeting Planning Guides* to the county Extension office.
4. Complete an end of year report of club activities and submit to county Extension office.
5. Annual review financial accounting/funds from the county office/school activity fund/foundation and have approved by the club's leadership team. Submit to county office.
6. Have a team of local parent(s)/volunteer(s) attend Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.
7. Club represented at all county Parent-Volunteer Association meetings by parent(s)/volunteer(s).

I understand the expectations and responsibility of managing a Chartered 4-H Club and have completed page 2 of the application.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Oklahoma Cooperative Extension Service 4-H Youth Development Revised May 2015 Page 1 of 2



**Oklahoma Club Charter Application** Request for Approval

Page two is to be completed by the volunteer(s).  
It is a fillable form. Click on the description box and enter the information.  
Club Name: Click here to enter text.

Description and/or purpose for the club: Click here to enter text.

County: Click here to enter text.

Meeting Location and address: Click here to enter text.

Meeting Address: Click here to enter text.

This must be a street address recognized by the USPS.

Meeting City: Click here to enter text.

Meeting State: Click here to enter text.

Meeting Zip: Click here to enter text.

Meeting Time and Date: Click here to enter text.

Example: 7:30 pm the first Monday of each month.

In this club is it a Family Based Community? Choose an item.

In this club integrated? Choose an item.

County Educator is responsible for completing all information below this line.

- For the safety of club membership, Chartered clubs should have a minimum of one certified volunteer, with two recommended. As membership grows, the ratio of youth to adults is expected to grow.
- The club will be "Inactive" until volunteers are certified and associated with the club in 4HOnline.
- Involvement in the "Recognition" within the Extension Educator is responsible for notifying the club when a volunteer's certification is complete.
- Once the application is complete, print a hard copy. Have all parties sign the document, scan and save document as a PDF file and email to the State Office. Please DO NOT Fax.

Name of Volunteer: Click here to enter text.

Volunteer entered in 4HOnline. Date Certification Completed: Click here to enter a date.

Name of Volunteer: Click here to enter text.

Volunteer entered in 4HOnline. Date Certification Completed: Click here to enter a date.

Volunteer entered in 4HOnline and certification is pending: ☐

Volunteer entered in 4HOnline and certification is pending: ☐

I understand the rights, responsibilities, and privileges associated with being a Chartered 4-H Club and the club has agreed. I authorize the use of the 4-H name and emblem in connection with its program and activities and consider them an official 4-H club of the Cooperative Extension Service in the county.

Educator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Oklahoma Cooperative Extension Service 4-H Youth Development Revised May 2015 Page 2 of 2

<http://4h.okstate.edu/for-educators/club-management-system/starting-a-club>

- **Organized 4-H After-School Care clubs** are organized within settings which provide child care after school. They meet the above definition of a 4-H Club and the young people and adults identify themselves as 4-H members and volunteers.
- **Organized Military 4-H clubs** are organized by the Armed Forces, often on military installations and principally for military dependents.

### c) Purpose Defined

Examples of how to write the purpose for a 4-H unit/club:

- Project/SPIN Club - To carry out a 4-H Bicycle Care and Safety Program.
- Community Club - To carry out a continuous 4-H club program serving the needs of youth in New Park Community, providing them a variety of 4-H project and citizenship learning opportunities.

- d) **Meeting Location and Time** - A monthly 4-H club meeting should be on a regularly scheduled day and time at a consistent location. As part of the Universities Risk Management Plan for minors and affiliated organizations it is require that the following information be on file.

*Meeting Time Example:* 2<sup>nd</sup> Tuesday of each month at 7 pm

*Location:* Greenville High School, 444 County line Road, Mountain View, OK, 77000

It is understood that a healthy 4-H club will have meetings outside of the monthly meeting, i.e. officer team planning the meeting with the club leader; committee meetings; project group meetings; preparation for an event such as Share the Fun; etc. Be sure to be timely in communicating these meetings with club membership and families. Keep the Extension office informed of any activities outside of the monthly meeting using WWM form 7 - Activities and Intent.

- e) **Signatures** – Once the application (Fillable Form – do not hand write) is complete; print a hard copy, have all parties sign the document, scan and save document as a PDF file. Both the signatures of the County Educator and Club Leader(s) are required.

4. Email document to the State 4-H Office. DO NOT Fax.

5. The State Office will enter the club in 4HOnline.

## ✿ MAINTAINING CLUB RECORDS (details chapter 4)

Files with a “year” associated with the record are Archived at Rollover and remain visible in the system.

- 1) Keep volunteer records current in 4HOnline data management system. Be sure all certification records are complete and recorded no later than July 31 each year.
- 2) Be sure the club meeting location, date and time are kept current in the on-line data management systems as per OSU WWM requirement. Annually confirm the information is correct.
- 3) No later than July 31 each year complete the charter renewal process with each club. Be sure a plan of improvement is completed if the club does not meet the criteria. Once the club signs off on the plan of improvement upload with Club Charter Renewal Checklist, revisit it with the club throughout the year.
- 4) Annually meet with the club leader(s) to complete their volunteer annual assessment. File the assessment in the volunteers 4HOnline personnel file no later than July 31 each year.
- 5) For additional information see 4HOnline Help Sheet B-100 “Chartered Clubs”

County view of files and records in 4HOnline



# Chapter 4

## **4-H Club Management Practices for the County Educators**

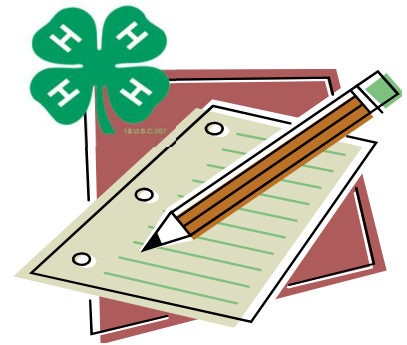
Clubs and SPIN/project groups





# The Management of 4-H Clubs and SPIN/Project Groups

Extension Educators will be responsible for informing, educating and reviewing club management practices with new and veteran volunteers. The following items are important to the day to day management of a 4-H Club.



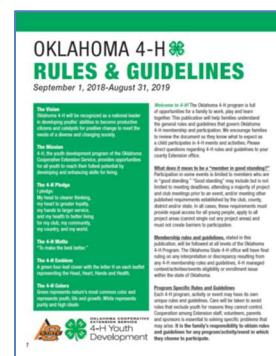
## ✿ Enrollment

- Counties are to continue the implementation and transition to the Family responsibility of online enrollment and data management. If the family does not have access to on-line enrollment, provide opportunities/access to a computer/intranet. (2015)
- Extension educators are responsible for training leaders, volunteers, members and families in the use of 4HOnline and for managing and approving enrollment/data. (2015)
- If a family believes that they are enrolled either from having previously enrolled or by verbal communications with a staff member/leader, the court system would likely agree that a verbal contract was in place if membership "was implied" and if the family had not received written notification regarding membership. Communication is essential in alleviating potential problems. Families managing their "Profile" through 4HOnline will receive notification from the system that their enrollment must be renewed. This will *not alleviate the need* for the county to continue using the 4-H newsletter, email/text/web page, postal delivery, newspaper and/or school communication regarding enrollment. Use multiple methods to communicate as to not create a hardship or barrier for any family.
- Establish a system that will not create any barrier (financial, equipment, internet access) to complete enrollment.
- Effective 2002 all members are required to renew enrollment - through 4HOnline, the local club and/or Extension Office.
- 4-H Program Fee – Annually 4-H members 5-19 are responsible for the fee. The county is responsible for assisting those who cannot financially afford the fee. (2016)
- No one other than the member/family can legally complete and sign the enrollment.
- For youth who show livestock, the completion of an animal nomination form does not constitute 4-H enrollment. (Revised 10/2005)
- Once enrollment is "approved" in the on-line enrollment database it will not be removed. The status however will change from being "active" to "inactive" on September 1 each year. If membership is not renewed the enrollment will be "archived." Archived records can be re-activated. Once a youth leaves 4-H their status changes to "alumni" and later can be changed to "volunteer", or "contact." (2015)
- Avoid membership rules that are designed to solve individual problems or intended to keep persons from participating in a specific activity. These are often hard to verify and enforce. If your Parent-Volunteer Association opts "to adopt a minimum participation rule, then it must be used for all events, activities and projects not just a specific event. Specifically, if you want to require members to attend 2-3 meetings before showing in the livestock show; 1) make sure all members are notified in advance, 2) that there are adequate meetings to fulfill the requirement, and 3) that the same rule is used for all events not just the livestock show.
- 4-H Membership Guidelines are well defined in *4-H Membership Rules and Guidelines*. <http://4h.okstate.edu/literature-links/lit-online/others/policies-and-promo-items>



## ✿ 4-H MEMBERSHIP RULES AND GUIDELINES

These guidelines are an annual publication, for the Oklahoma 4-H Youth Development Program. The stated policies for membership should be followed at all levels of the Oklahoma 4-H Club Program. Policies related to participation are specific to those events conducted on a district or state level. Counties may adopt the participation guidelines for their county/unit activities or they may develop other regulations for activities limited to their county/unit. This should be done with involvement of the county/unit 4-H Parent/Volunteers' Council and advisory. (2013)



**By-Laws** – By-laws are rules established by the club to regulate itself. (Refer back to pages 23-24 for additional information.) Each club should have a set of by-laws (sample set of by-laws Appendix 1) which state a standard meeting time/day/schedule, location and the number of meetings each year. By-Laws shall be reviewed at a minimum ever 5 years and are to be maintained in 4HOnline.

## ✿ 4-H Name and Emblem



The 4-H Youth Development Program is the youth outreach program from the Land Grant Universities, Cooperative Extension Services, and the United States Department of Agriculture. The 4-H Name & Emblem is intended to represent the ideals of the program with its focus on **Head, Heart, Hands, and Health**. Today, it is one of the best-known and most valued images emblematic of a century of 4-H achievement. The 4-H Name & Emblem is very important to us as an organization because it represents who we are.

The 4-H Name & Emblem belongs to the 4-H Youth Development Program, under the authority of USDA and anyone wishing to use it must obtain permission to use it ahead of time.

There are very specific rules and guidelines for the use of the emblem. Be sure to reference the materials before placing the emblem on any ANYTHING. 2017 guidelines <https://nifa.usda.gov/4-h-name-and-emblem>.

## ✿ CONTINUING EDUCATION DIRECTED AT HEALTHY 4-H CLUBS

There is a lot of educational content to choose from and many creative means for delivering the information to club members, officers, volunteers and parents. County Educators with the assistance of the County Officers/Teen Leaders and/or Parent-Volunteer Association are encouraged to develop a flexible timeline for on-going club training. Flexibility is important for including new trends or addressing unforeseen needs/issues. Below is a simple timeline.

| Content   | Odd Year   | Even Year                             | Odd Year   | Even Year                             |
|---|--|---------------------------------------|--|---------------------------------------|
| Basic Content with varied delivery methods/activities | Local Club Officer Training and On TRAC planning | Simple Parli-Pro and On TRAC planning | Local Club Officer Training and On TRAC planning | Simple Parli-Pro and On TRAC planning |
| Flexible Content blended w/basic content              | Service – meeting the needs of others.           | Public Speaking at club meetings      | Project Groups                                   | Team Building                         |

The training can be guided by the county educator with the county officers, volunteers and/or community resources taking the lead in presenting the content and planning the training. The most important factor is that fresh, fun and purposeful education focused on strengthening the local club experience for 4-H members and families takes place. Appendix 2 houses an outline with ideas for developing officer training.

In 2014 a Club Management site for volunteers was added to the 4-H Webpage <http://4h.okstate.edu/volunteer-development>. It houses a variety of CE opportunities, resources and materials for club and project leaders.

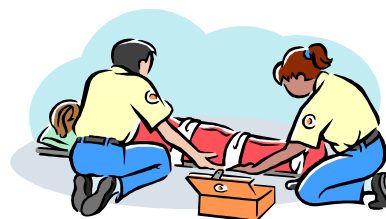
## ❁ PARENT-VOLUNTEER ASSOCIATION

The PVA is another form of a “4-H Club.” The meetings “model” what should be taking place in a local club. The officers plan the agenda and run the meeting with the county educator serving in an advisory role. Committees are in place, functioning and reporting back to the body as a whole. Fundamental parliamentary procedure is being used correctly and effectively. A set of By-laws are in place to assist with providing structure, yet flexible enough to grow with the organization’s needs. For additional information go to the chapter 6 County Parent-Volunteer Association and refer to appendix 4 for a sample set of By-laws.

## ❁ RISK MANAGEMENT

The possibility of accidents is always present, but 4-H volunteers can take precautions to prevent accidents and to lessen the extent of any incidents that do occur.

- ***Some risk must be taken.*** There is no way to reach most goals or outcomes without taking at least some risk. Participants must be willing to accept exposure to some inherent risks.
- ***Risk management should not become an excuse for doing nothing.*** The goal is to provide safe ways for participation, not a convenient way to refuse to do certain activities.
- ***Risks cannot be managed if they are not understood.*** Time should be devoted to considering the risks associated with any activity. Then a plan should be developed for managing those risks.
- ***Consistency is more important than changing strategies.*** When an incident happens one must ask if it happened due to an inherent risk, or was it due to external influence or personal error. Rather than developing policy based upon individual incidents, policies and practices should be based upon a long-term review and assessment of a situation.
- ***Discuss Risks.*** Persons should know what risks are involved and should be allowed to make choices. Likewise, the organization should consider what the risks are and communicate them so staff and volunteers can protect against the risk or be prepared if they occur.



The Oklahoma Governmental Tort Claims Act provides certified volunteers a limited level of protection. This legislation provides protection for personal liability when the 4-H volunteer is functioning on behalf of Oklahoma State University and within the realm and scope of his or her written position description.

To learn more about effective Risk Management go to Nonprofit Risk Management Center <http://www.nonprofitrisk.org/>.

OK Risk Management Resources and Tools <http://4h.okstate.edu/for-educators/risk-management-resources/risk-management-resources-and-tools>

## VOLUNTEER POSITION DESCRIPTION

As provided by the Oklahoma Governmental Tort Claims Act, volunteers and paid staff are protected under the Act equally, when they are working within the realm and scope of their employment. Employment being volunteer efforts. The easiest way to determine what a person's scope of employment is to operate with a position description that is inclusive enough to cover their major duties, yet not so exclusive that there is not freedom to do normal tasks related to the duty.

As a public institution, the University must ensure compliance with federal statutes of the Department of Labor governing employment and volunteerism. Effective September 2014, a new set of Oklahoma State University Volunteer Guidelines went into effect. These guidelines insure the University is in compliance with changes in Federal Labor Laws.

The "good" management practice maintained by the University is to use the liability waiver (WWM Form 5: [Non-Certified Adult Volunteer Risk and Release of Claims and Publicity Release](#)) accompanied by a position description when there is a recognized/sanctioned/planned 4-H activity or event sponsored by Extension/4-H. This management practice is most critical for the episodic volunteer who is not receiving the training of a certified volunteer.

The position description does not need a lot of detail, but it should include enough information that it reflects the general duties and responsibilities. Providing a timely email/letter and/or orientation is a good practice as well as a professional means of doing business. It shows the 4-H program is organized and respects the valuable time and services being shared. Secondly it is a good risk management practice because it provides 4-H, Extension and the University a level of protection.

Additional information on the preparation and use of Position Descriptions is included in the [4H.VOL.122 Working with Minors](#) (2017).

As a result of the 2014 University guidelines, WWM form 5 (Adult Volunteer Risk and Release of Claims and Publicity Release) was been included as part of re-enrollment and the new volunteer application for certified volunteers. Position descriptions for volunteers are posted <http://4h.okstate.edu/for-educators/volunteer-management-system> and hyperlinked in 4HOnline (2016).

- Cloverbud Leader Agreement
- Club Leader Agreement
- General Volunteer/Leader
- Project Leader
- Activity Leader
- Teen Leader
- Parent-Volunteer Association Officer/Board Member
- Template - Positions Description
- **Chaperone – Day Event**
- **Chaperone - Overnight**

★ The position description for Cloverbud Leaders and Club Leaders **must** be signed annually and uploaded to the volunteers file in 4HOnline. As a program we will continue to strengthening our efforts to impress the *good practice* of using position descriptions with all certified and episodic to be in compliance with University Volunteer guidelines.

The image shows two versions of the 'Organizational Club Leader' form. The top version is a general template with sections for Purpose, Primary Responsibilities, Specific Duties, Benefits, Qualifications, Training/Continuing Education, and Time Required. The bottom version is a completed form for a '4-H Club Project' with specific details filled in, including a signature line and date.

★ Form 5 accompanied by a position description will be used with episodic volunteers recruited to assist with activities and programs.

★ With the new university guidelines, any Extension employee classified as “exempt” in their employment with OSU, volunteering at a 4-H function which is not part of their normal daily work routine (after hours or on weekends), including acting as a parent/guardian/grandparent/club leader/general volunteer **complete a waiver as part of the enrollment process.**

Employees, not a certified volunteer, volunteering at a 4-H function which is not part of their normal daily work routine (after hours or on weekends), including acting as a parent/guardian/grandparent/episodic volunteer must be provide Form 5 with a position description. The signed Form 5 must be on file in the event someone was ever to take legal action against 4-H, OCES or the University.

## FORMS FOR MANAGING RISK AND REPORTING INCIDENTS AND ACCIDENTS

The following tools can be of assistance in managing risk and keeping the extension office informed of sanctioned club activity. All of the following forms are located at <http://4h.okstate.edu/events-and-activities/forms>.

### WWM Form 7 – Activity and Event Intent

Any activity taking place outside of a regular club meeting is to be reported to the Extension Office on Form 7. This tool indicates that the activity is sanctioned, manages liability and risk, and it keeps the county office informed of club activities. The form(s) is stored in the field provided in 4HOnline.

The image shows a screenshot of the 'WWM Form 7 - Activity and Event Intent' form. The form is titled 'Activity and Event Intent' and includes a section for 'Activity and Event Information'. It contains fields for 'Activity Name', 'Location', 'Date', 'Time', 'County', 'District', 'Project Leader', 'Event Coordinator', and 'Contact Information'. There is also a section for 'Sanctioning Information' with checkboxes for 'Sanctioned', 'Not Sanctioned', and 'Not Applicable'. The form is labeled 'Page 1 of 1'.

Form 7

### WWM Form 8 – Incident and Accident

The form is used to document an incident (threat, abuse, harm, inappropriate language, etc.) or an accident (personal injury or mishap). Use the form to describe what happened, how it was handled (meetings and/or correspondence) and any first aid administered in the event of a personal injury. The club leader/project leader/event coordinator/etc. is responsible for filing the form with the county office. **The county office must upload the form(s) to 4HOnline as well as maintain an “Incident and Accident” folder where all forms will be kept.** ★ By Oklahoma law the individual (minor) has up to 3 years after the age of majority (18 years of age in Oklahoma) to possibly file suit or revisit the incident/accident.

### WWM Form 9 – County Crisis Management Plan

This is a risk management planning tool. *Extension Educators should have form 9 with them when attending any Oklahoma 4-H activity along with the emergency contact information for parents of all youth in attendance.* A copy of form 9 is to be left in the county office and quickly accessible.

The club or group Crisis Management Plan was incorporated into Form 7 in 2015.

## CLUB MEETING LOCATION AND TIME

★ **Importance of Meeting Location** – As a part of OSU POLICY AND PROCEDURES 1-0135 all club/project group meeting information and emergency contacts are to be kept current with the County Extension Office and recorded in the on-line data management system. Annually the county Extension office shall confirm this information with the club leadership and make changes to 4HOnline (2016). Any deviation from meeting time and place should be reported to the Extension Office prior to the event/meeting and written notification placed in the club file (Form 7 could be used).



## WORKING WITH MINORS – OSU POLICY AND PROCEDURES 1-0135

This statement sets forth Oklahoma State University's policy regarding children under the age of 18 (Minors) who participate in activities and programs, taking place on university property and in facilities or under the authority and direction of the university at other locations, including branch campuses.

### *Application to 4-H Youth Development efforts:*

Any 4-H sanctioned activity or event is considered an “extension” of the university campus. These policies apply to the 4-H club and club activities, county/district/state 4-H activities & events and any other OCES youth development activities. Some portions of the policy are more directed as general best practices and should always be given due consideration.

This policy does not apply to general public events where parents or guardians are expected to provide supervision of minors.

All certified 4-H volunteers are required to annually review the WWM training on-line or in a classroom setting. Parents and other episodic volunteers are encouraged to be knowledgeable of the policy. (2013) Annually the training will be reviewed and updated by OCES. Be sure to use the most current *approved* training. September 1 begins a new year for all training for the current program year.

Effective 2015 all employees and volunteers must complete Title VII & IX training annually.



## ✿ TRANSPORTING YOUTH

When transporting minors, it is advised to have more than one adult present or multiple minors in the vehicle during transportation. It is not advised to be alone in a car with a minor, who is not your child. We fully recognize that this may require programmatic changes; however, this is a best practice for youth serving organizations operating successfully today. When this situation cannot be avoided be sure to have written parental permission.



While it is not against Oklahoma law, it is against OSU policy to transport people in the bed of pick up. The exception might be a trailer or pick up used in a parade where extreme caution should be used!

When teens are driving other youth or going between events at night, please be cognizant of the Oklahoma Graduated Driving Laws.

Before transporting youth, establish procedures such as: walking in groups, crossing the street, regrouping if a group (on foot or in a car caravan) is separated by a traffic light, traffic, etc.

A copy of WWM forms 1 should be completed and kept in the car when members are being transported for a sanctioned club activity.

Use due diligence in selecting drivers. The use of certified 4-H volunteers is VERY STRONGLY encouraged as they will have the fullest degree of protection by the University. You should strive to develop a practice of having drivers provide a copy of their Oklahoma Driver's License and insurance verification which can be maintained in their confidential volunteer personnel file in 4HOnline. The primary reason is to avoid having someone driving who may have a restricted or suspended license or who does not have car insurance.

The OSU certificate of self-insurance will be in effect for volunteers who are working within the scope of their duties as an OCES volunteer. However, if a claim is denied for some reason, their personal insurance may be called into effect. Oklahoma's State Certificate of Self-Insurance ([http://rpm.okstate.edu/sites/default/files/documents/Certificate\\_of\\_Self\\_Insurance.pdf](http://rpm.okstate.edu/sites/default/files/documents/Certificate_of_Self_Insurance.pdf)) only provides

protection against liability caused by negligent injury or death of other persons or damage to their property by an employee (employee being a volunteer and/or University personnel). The State's limits are noted on the face of the certificate.

## ✿ CHAPERONING OR INSTRUCTING YOUTH

The following basic factors should be taken into account when teaching, supervising or chaperoning youth. This is not an all-encompassing list.

- Seek to provide a safe environment at all times.
- All teens and adult volunteers who have direct and unsupervised contact with children must be certified volunteers and must annually complete the requirements to maintain their certification.
- The chaperone (adult) to youth ratios should be appropriate based upon the setting, the project and the youth involved. No one adult or teen should ever be put in a situation to supervise any group single handedly.
- Volunteers should have training regarding positive youth development, club management, teaching/leading 4-H project work,
- planning/implementing/evaluating events and activities, as well as certification(s) for high risk disciplines.
- When possible, a lone adult should not be housed with a group of youth in a cabin where quarters or restroom facilities are shared. At the same time, children should not be housed in a cabin without adult supervision for safety and conduct reasons.
- When possible, separate restroom and shower facilities should be provided for youth and adults or have posted shower/restroom times.
- A lone adult should not be housed in the room with a single child, even when traveling in a small group if this can be avoided. If this cannot be avoided, parental consent should be obtained in advance of departure.



## ✿ INSURANCE

Several insurance companies offer group plans that include coverage for all 4-H club members at an extremely low rate. Other options include purchasing special activity insurance for specific events. Be aware that some levels of coverage are just accidental and not medical. None of the policies are liability coverage. Revised 10/2005 Go to <http://4h.okstate.edu/educators/risk-management-resources-and-tools> for Risk Management Resources and Tools. (2014)

Other insurance issues volunteers should consider:

- ★ Homeowner's insurance coverage for meetings/activities held on personal property (check with insurance agent).
- ★ Liability and coverage for meetings held in other locations – Oklahoma State University through the State of Oklahoma holds a Certificate of Self-Insurance. Oklahoma's State Certificate of Self-Insurance ([http://rpm.okstate.edu/sites/default/files/documents/Certificate\\_of\\_Self\\_Insurance.pdf](http://rpm.okstate.edu/sites/default/files/documents/Certificate_of_Self_Insurance.pdf)) only provides protection against liability caused by negligent injury or death of other persons or damage to their property by an employee (employee being a volunteer and/or University personnel). The State's limits are noted on the face of the certificate. The policy does not provide direct insurance for volunteers, members or Extension educators.

The following are best practices. They are based upon usual conditions that exist in the 4-H Program in Oklahoma.

- Generally, there are two types of coverage available: 1) one-time activity insurance is for a specified activity for a specific time period, and 2) yearlong coverage that covers the members while involved in any 4-H event. Both generally cover the insured while traveling to and from an event. Carefully study each plan and ask the company for clarification to insure the purchase of the best coverage.
- As part of the state 4-H program fee, a *full-year coverage* is available providing a simple and cost effective coverage for active members. 2018-19 provider is American Income Life - <https://www.aillife.com/SpecialRiskDivision/4H-Extension>
- Cloverbuds (5-7 year olds) are provided the same level of coverage as traditional club members. They are currently insured under both the year round 4-H Club Policy and the Special Activities/Event coverage used to insure individual events. (2018 AIL Insurance)
- Insurance is not necessarily required for all 4-H events. However, if the leaders, members and/or families will be involved in any type of physical activity, insurance should be in place. Always remember the potential for injury exists when planning any event or activity.
- Use good judgment when determining insurance needs for adult (volunteers and parent) events such as continuing education/training. The nature of the event and its duration are major considerations.
- Insurance should always be obtained when working with power tools, livestock, dogs, motorized craft, horses, in water activities, sporting arms, or other activities that have a high potential of risk.
- Be aware that certain events have different levels of coverage with some companies. When insuring events with horses, winter sports, ATV, shooting sports, and other risk prone events, read the policy and carefully note any exclusions. If you are not certain of the coverage, call the company.
- Insurance should be obtained if an overnight stay is required, such as with judging trips, exchanges, conferences, camps, etc.
- Unless specified in the registration information for a conference or workshop, it is assumed that the county/club will obtain activity insurance for members that participate in events, including those at the district or state level. If you are in doubt about the activity insurance, ask the event coordinator.
- When a fund-raising activity is being conducted such as a trail-ride, walk-a-thon, carnival, etc. insurance must be provided for both those organizing and conducting the event as well as those who participate in the event. Your risk is increased when others pay a fee to participate in “your” event.
- The waiver a participant is asked to sign have limited protection against being sued. If injury or loss occurs because of negligence, the waiver is generally of no protective value against litigation.



## MEDICAL INFORMATION AND TREATMENT

In addition to insurance, Extension educators and volunteers should have health and special needs information about members and adults. Educators and volunteers need to be aware of allergies, special nutritional needs, medications, physical and/or mental limitations, etc.

- WWM Form 1 - Youth Participation – Pages 1 and 2 provide emergency contact and medical information including the authorization to seek emergency medical care if necessary. This information is particularly important if participants have allergies of any kind. Pages 3 and 4 - Youth RX Med Self-Admin is required for the participant to *self-administer* required medication. **The key word is “self-administered.”** Serious consideration should be taken and agreed to by the family for any situation not being self-administered by the child. The agreement should be in writing and on file. Please be aware, when a volunteer or staff taking responsibility for medication or the administration of the medication the level of personal liability and risk increases.

Pages 3-5 are to allow the **self-administration** of prescription and/or over the counter medicine. If a participant needs to self-administer a narcotic medication, pages 3-4 will require the signature of the treating or prescribing medical professional.

A prudent practice would be to have the form completed and managed by the family through 4HOnline. The family can keep the form current, as well as it being accessible to club leaders if they have been provided 4HOnline login privileges. A health form completed as part of a paper enrollment, should be updated prior to being used as a best risk management practice. (2018)

Health forms should be completed and accessible when members are being transported (a copy should be in the car they are being transported in), attending overnight activities, or when members are in the primary custody of the volunteer or Extension educator.

A similar health form (WWM Form 4 - Adult 4-H Medical Info & Authorization) is available for use by adults and county educators in the event they require emergency treatment while on a 4-H trip/at an event. ★ Best practice, if the youth need a medical form, adults need a medical form.

In the event any medical attention is needed, be sure to use WWM Form 8 – Incident and Accident to document what happened and what action/care/treatment was given in regard to the incident/accident. The club leader/project leader/event coordinator/etc. is responsible for filing the form with the county office. The county office must maintain an “Incident and Accident” folder where all forms will be kept permanently on file. **The county office must upload the form(s) to 4HOnline as well as maintain an “Incident and Accident” folder where all forms will be kept.** ★ By Oklahoma law the individual (minor) has up to 3 years after the age of majority (18 years of age in Oklahoma) to possibly file suit or revisit the incident/accident.

In the event there is no incident or medical attention necessary, health form # 1 should be shredded at the end of an event to protect the confidential information provided.

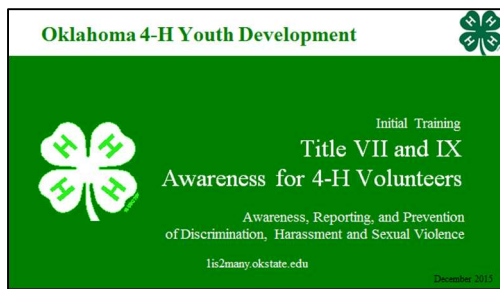
## **DISCRIMINATION, HARASSMENT AND SEXUAL VIOLENCE**

Oklahoma State University takes acts of discrimination; sexual violence and sexual harassment extremely seriously and strongly believe that one victim is too many.

Given that 4-H is a federally assisted program and as such, all programs, activities, events and competitions (state, area, county, local, regional and national) must be non-discriminatory according to federal law. Additionally, the 4-H program may not accept sponsorships, donations or awards that are based on discriminatory practices.

Title VI and VII prevents discrimination by government agencies or Universities that receive federal funds. If an agency is found in violation of any of these laws the agency may lose its federal funding. (Reference: Taken directly from 4-H National Headquarters Fact Sheet: title IX & 4-H Youth Development.)





Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. Since Cooperative Extension 4-H Programs receive Federal financial assistance for education programs, they must adhere to USDA regulations prohibiting discrimination on the basis of gender.

Consistent with these regulations, no State Extension may have an exclusive or formally gender-segregated 4-H

program. Although, some individual 4-H clubs/groups may attract members of one gender, this is the result of interests and choice and should not be a requirement of membership.

As of 2012, Title IX requires colleges and universities to eliminate the hostile campus environment caused by sexual violence, domestic violence, dating violence and stalking. As an extension of Oklahoma State University all locations hosting an activity in the name of 4-H Youth Development become an extension of the university's campus.

Effective 2015 all employees and volunteers must complete Title VII & IX training. New volunteers will participate in the "Initial Training."

## CHILD ABUSE

By Oklahoma Law ANY ONE is required to report suspected child abuse or neglect. Any Oklahoma citizen who believes a child under the age of 18 has been abused or neglected is mandated by law to report the suspected abuse. Failure to do so is a crime.

| Emergency                       | 911  |
|---------------------------------|--|
| OKDHS                           | 800-522-3511   |
| OSU Police                      | 405-744-6523 or 311  |
| EthicsPoint                     | 866-294-8692 or <a href="http://www.osu.ethicspoint.com">www.osu.ethicspoint.com</a> |
| OSU Director of Human Resources | (405) 744-7420.  |

## CLUB FINANCIAL MANAGEMENT

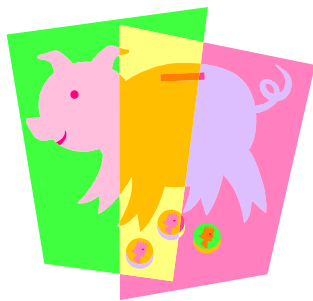
### OK 4-H Guide - 4H.VOL.303 – Club Financial Guide and Treasurer's Records (Appendix 1)

As the county educator you are ultimately responsible for the information contained in the guide, for providing adequate education and training to clubs and club leaders regarding club funds, managing financial disputes or discrepancies and praising clubs with good financial practices. Ultimately the Extension office is responsible for all funds raised, collected or donated in the name of 4-H so it is important to provide adequate information and training to all organizations using the name and emblem.

Thoroughly read the guide so you have in all good faith a better understanding of rules, state and federal laws, as well as "good" book keeping practices that provide a level of protection for anyone handling or responsible for club funds.

In some situations, the information is presented as a guiding principle, other times it may be a policy or in some cases as a legal fact. If you do not understand some part of the guide seek guidance at the district or state level.

The second half of the document is an excellent teaching/training tool. The "good" practices develop 4-H life skills which can be used at home, work or transferred to another organization.



## Local Club Finances

Local clubs may choose to generate funds for their own purposes through fund-raising efforts and collecting dues.

Fund raising should be done for the good of the total group and should be consistent with the state and county 4-H fund-raising policies. Fund-raising should not be the main focus of group activities nor exclude any individual from participation. Clubs are encouraged to support the financial needs of county, state and national 4-H programs.

## USDA/NIFA (2017)

- [4-H Contests and Awards 2011.pdf](#)
- [Fundraising Private Support for 4-H 2011.pdf](#)
- [Livestock Sales and Winnings IRS FAQ.pdf](#)
- [Raffles Lotteries Gaming and 4-H 2011.pdf](#)
- [Sponsorships Promotions rev 2011.pdf](#)

**501(c)(3)** - A section 501(c)(3) organization is an organization (i.e., a corporation, trust, or unincorporated association) that is exempt from federal income tax because it is organized and operated exclusively for certain tax-exempt purposes, such as charitable, educational, religious or scientific purposes. These organizations take their name from the part of the Internal Revenue Code that describes them, section 501(c)(3). Charitable contributions made to these organizations by individuals and corporations generally are tax deductible. For more information, see Publication 4220, Applying for 501(c)(3) Tax-Exempt Status. <https://www.irs.gov/Charities-&-Non-Profits/Application-Process>

## ✿ CLUB OR GROUP ACCOUNTS

There is no longer a federal group exemption number for 4-H. Local clubs have a limited level of tax exempt status through the University by having club funds handled through a OCES county agency account, school account or county foundation. ★ Counties with surplus funds (more than what is budgeted for use in a two-year period) can transfer funds to a county account in the Oklahoma 4-H Foundation, Inc. Revised 2012

*The following information on club funds is an excerpt from publication 4H.VOL.303 OK 4-H Club Financial Guide and Treasurer's Records. Appendix 1.*

## Club/Group Financial Account Options - 2012

### Option 1 - School Activity Accounts

4-H clubs that meet in the school or who are affiliated with a local school can place money in the school activity fund and receive tax exempt status from the school. The club would be responsible to follow the school's policies regarding check requests, reports, etc. In some cases, this option might also allow the club to avoid paying taxes on purchases if they were made directly by the school.

★ Be sure there is a written statement of understanding stating the funds belong to (name) county 4-H in the event the club dissolves or the charter is revoked. Upload a copy of the Financial Agreement to the club's file in 4HOnline.

### Option 2 – OCES County Agency Fund (recommended by Internal Audits)

Local club accounts were closed prior to July 1, 2012 and all funds moved into categories within the County Agency Fund. Based upon the amount of activity, the county administrative assistant might need to work with club treasurers to set up some operational procedure for handling and verifying deposits, distributions, etc.

With this system the county could also transfer funds to the Oklahoma 4-H Foundation, where each county currently has an account. The Foundation will not set up sub accounts for each local club but would provide regular account balances to the county. Counties need to keep track of the individual club funds.

These funds would not be invested funds on behalf of the county and interest gained would be retained by the 4-H Foundation. However, if the county has accumulated a large amount of funds they could consider setting up endowments within the Foundation and be earning interest.

### Option 3 - Local 501c3

Local clubs or counties could apply for their own 501c3 status and set up an accounting system and report their own tax liabilities to the IRS. Current county 501c3 foundations will need to apply for a Group Exemption Number if the local clubs wish to be subordinates of the foundation moving their funds into the established local foundation. In other words, if the county leader's council is a 501c3 it does not cover the other clubs in the county unless they are covered by a

GEN or were originally set up as part of that county foundation.

★ For Counties, Boards, Shows etc. that may wish to become a 501c3 the following information will be helpful. Keep in mind that groups like livestock

show committees that handle premium sale money might have a hard time passing the test unless most of the money they handle is not restricted. In other words their primary purpose cannot be to receive money from a buyer and cut a check

to an exhibitor. These transaction are not charitable because they are not gifts to 4-H they are income to the exhibitor and are to be reported by the exhibitor in most cases.

**Annual Account Reconciliation** - At a minimum, the club leadership team shall request an annual financial accounting of funds from the county office/school activity fund/foundation. The club's leadership team/club shall review and formally approve the accounting report. A record (minutes from a meeting) of the club's approval shall be filed with the entity managing the funds. (2012) The materials will be uploaded to the club's file in 4HOnline. (2015)

Why is this necessary? It is called due diligence. Just because an entity is entrusted with club funds, does not mean that the group is no longer financially responsible for transaction taking place in the account. This process insures that club and the agency books are in agreement and any discrepancies can be addressed in a timely manner.

★ **School 4-H Club Accounts** - Funds held by a school are not exempt from this practice. The county office should receive an annual detailed account of club transaction being held within a school account.

It is the county educator's responsibility to meet with school officials holding/managing 4-H club funds so there is no misunderstanding as to who the funds belong to. ★ ***If a club dissolves/inactive the funds belong to 4-H, not the school.***

## ✿ HANDLING 4-H FUNDS

The following are best practices. They are based upon usual conditions that exist in the 4-H Program in Oklahoma.

- As part of Oklahoma State University, it is appropriate and desirable to handle all 4-H funds through the agency account that is established according to OSU Cooperative Extension Policy and Procedures. This is not to say that all local club funds must be moved to the county office. A county may elect to become a subordinate of an IRS approved County Foundation. Clubs associated with a school may choose to have their funds handled by the school. (2012)
- All funds that are collected for events or from donations must be accounted for in compliance with Federal Statutes and US Federal Code related to the use of the "4-H name and emblem."

Sales collected from a fundraiser such as car wash, food, stationary, etc. do not have to be individually receipted by the

youth/family. Best practice for the treasurer/volunteer would be to give the (family/child) a receipt stating the amount received/turned in. Then have one itemized deposit with names and amounts collected to turn in with the deposit to the agency account.

At least once a year the "account manager" (extension office/school/foundation) shall provide the club leadership a basic income and expense statement for funds received and disbursed in the club name.

- Any organization that has funds is expected to develop a budget (sample provided), allocating funds for the year. The budget is approved by the club/PVA. With this process, committees know how much they have to work from and the extension office knows what bills can be readily paid. Anything over the budgeted

amount or not in the budget must be approved by the PVA/club.

The club budget is to be uploaded to the club's file in 4HOnline. (2015)

- When using an agency/school/foundation account to pay for purchases it is appropriate and desirable to use "their" check. Doing so allows you to make program purchases free of state sales tax when applicable. Educational institutions do not have tax-exempt numbers, but all are exempt from paying sales tax.
- **Individual clubs are not exempt from paying Oklahoma sales tax unless they have a tax- exempt number.** Local clubs that use the banking services of a school activity account or the county Agency Account would be exempt when payments are with that agency's check.
- If a volunteer makes a purchase, paying with a personal check or credit card they **DO** pay sales tax. With a receipt, they will be fully reimbursed – merchandise and sales tax from the agency account. (2012)
- 4-H is exempt from paying income tax on profits from sales, donations or other income. Additional information on sponsorships and promotions can be found on the [USDA/NIFA website](#).
- Other than the CED on an Agency Account, Extension educators should not be an authorized signature on a local club, county Parent-Volunteer Association or foundation account. While these accounts generally do not exist after July 2012, these accounts should have two signatures and, as mentioned above, should provide an annual financial report.
- For funds held in an OSU Agency Account there are certain state laws and policies that limit the kinds of things which can be purchased. The County Extension Director can provide information or inquire of Extension Finance for policies or best practices. (2013)
- No personal purchases should be made through an account managed by the agency in an effort to avoid tax.
- **Club money should never be put/co-mingled in someone's personal account.**

## COUNTY MANAGEMENT OF CLUB RECORDS

**County staff is responsible for uploading the following items in the Club's Profile in 4HOnline. (2105)** Each item has a document box for uploading a PDF version of the original. This is not an all-encompassing list and will change as necessary.

1. Charter Application – Done by the state office when the club is entered in the system. NEVER clear/delete. Only for download.
  2. Club Charter - Done by the state office when the club is entered in the system. NEVER clear/delete. Only for download.
  3. Club Charter Letter - Done by the state office when the club is entered in the system. NEVER clear/delete. Only for download.
  4. Club By-laws – By-laws are to be reviewed every 5 years by the club.
  5. Club Financial Agreement – Statement of understanding with school or other organization house Chartered 4-H Club funds.
  6. Other - Any correspondence notes, etc. related to the club.
- Annual Reports – archived at rollover
7. Activity and Intent Form 7 – Forms filed with the office.

8. Club Budget
9. Civil Rights/Affirmative Action Card – Will be archived annually
10. *Club Charter Renewal* form - Completed by the Extension Educator. Include the Plan of Improvement developed with the club.
11. *Club End-of Year Assessment/County Report* - Completed by the club.
12. Financial Accounting w/ minutes - Copy of minutes and a financial statement approving fund balance in designated account.
13. Incident & Accident Reports Form 8 – Forms filed with the office.
14. 4-H On TRAC plans
15. County SS Safety Plan Form. Archived annually. (2016)
16. Jan. Firearm Inventory. – Archived annually. (2016)
17. July firearm Inventory – Archived annually. (2016)

Other documentation related to Club Management will be house on the club/Cloverbud leaders profile.

1. Annual Club Leader Agreement – Signed and archived annually.
2. Annual Volunteer Assessment – Must be conducted with club and Cloverbud leader. If a volunteer assessment or counseling session is conducted with any other “type” of volunteer, upload the documentation in this field.

Additional information on items referenced above.

- **Incident and Accident** Folder (#13) – Never destroy/delete any Form 8 documenting a reported incident and/or accident. (2013) The office will have one primary folder for ALL documents. Each club will have a file for Incident and Accident form 8 in 4HOnline.
- **Youth-Adult Ratio** –Club members’ personal health and safety are assured through an adequate number of recruited, trained and informed certified volunteers associated with chartered clubs and designated groups. At any time, a report can be generated in 4HOnline using Shared Reports/Clubs/ Charter Clubs - Youth-Adult Ratio SUMMARY: Active Enrollment Only, NO NAMES (2018)  
Local parents/volunteers of clubs and project groups attend Parent-Volunteer continuing education and Parent-Volunteer Association meetings to be informed and aware of best practices. Attendance of certified volunteers will be recorded on the individual’s profile in 4HOnline under Training. Volunteer

attendance at PVA meetings is recorded under “Activities” NOT training.

- **Enrollment** - Coordinate an annual “Enrollment” meeting/process for club leaders – review expectation of a club and membership, the enrollment process, project work, etc. (2013) Fall 2014, *Tools of the Trade* PPT and teaching outline was introduced to aid educators.

<http://4h.okstate.edu/for-educators/club-management-system/club-leader-fall-orientation-meeting>



Members and volunteers’ complete annual enrollment process and records are updated in the designated electronic data management system in a timely manner.

- **Annual Accounting of Funds** (#12)– A copy of minutes from a club/officer meeting stating that the group is in agreement with the club ledger being managed by an agency/school/organization account.



Upload the completed materials to the club's profile in 4HOnline.

- **Club Financial Agreement (#5)** – Funds not managed by the Extension office or 4-H affiliate should have a signed agreement on file. (pg 53)
- **Certified Volunteers** – all volunteers maintain certification requirements - annually complete 4 CEU and renew WWM and Title VII & IX training. Participation is recorded to the individual's record in the designated data management system.

★ Club leader(s) must annually sign the "[Organizational Leader Agreement](#)" located with VMS forms. Upload the document to the individual's profile in 4HOnline.

★ Meet with the club leader(s) to conduct the annual assessment, using "[Volunteer Assessment Club Leader](#)," as a guide. It is located in the VMS guide.

Upload the completed document to the volunteer's profile in 4HOnline.

An assessment should be used to celebrate successes, share concerns and obtain information which will grow the 4-H program as well as opportunities for youth and adults. If a plan of improvement is necessary, it needs to be put in writing (See VMS manual for details)

- **On TRAC (#14)**– Paper/electronic copy of plans (Appendix 1) filed with office when the club year begins. Review plans to insure educational programs are focused on positive youth development and were

planned with youth. Upload the completed materials to the club's profile in 4HOnline.

Two-thirds of *Monthly 4-H Meeting Planning Guides* should be completed at the end of the program year. This will be noted in the evaluation done by the county educator and the self-evaluation done by the club.

- **Train Officers** - Annually coordinate training for club officers and volunteers. Appendix 2 (2013)

Annual visit made to club meeting and time spent with club leadership team discussing meeting, club goals and needs.

- **Charter Renewal** – annually complete renewal process (Appendix 3) – including but not limited to
  - (#12) Annual Club financial statement(s) filed/approved
  - (#11) Annual Club End-of-Year Assessment submitted/reviewed
  - (#10) Annual Club Charter Renewal form completed by the Extension Educator. Each of these items will be uploaded to the club's profile in 4HOnline. Be sure to visit with the club leadership and provide them a copy of the form. Optional - presenting Club Charter Renewal certificate.

If a club does not meet the renewal criteria it will be placed on probation with a mutually agreed upon plan of improvement. The written plan will be kept in the club profile in 4HOnline. Throughout the year revisit the plan with the club and assist them in being successful with the plan. (Review Chapter 2 for greater detail.)





# Chapter 5

## Steps for Starting a 4-H Club





# Steps to Starting 4-H Clubs

The steps for starting and sustaining a club owned and operated by the community are not mutually exclusive; two steps can occur at the same time or overlap into other steps. *The process takes time.* Think through all the steps and focus on results. This will guard against making the process too complex. Forms and resources posted at <http://4h.okstate.edu/for-educators/club-management-system/starting-a-club>.



However, when volunteers are ready to start a club proceed quickly and within the bounds of protocol so interest is not lost and momentum is maintained.

## **Step 1: Needs and Interest Assessment**

The first step in the club development process is establishing need and interest. Clubs that are planned and “owned” by the adults and youth of a community have the greatest stability, commitment and long term success.

Keep in mind that a community can be a housing development, a block on a city street, a subdivision, church, school, library, a small town or a broad rural area.

Review past 4-H enrollment records and talk with past and present 4-H members, volunteers, retired/current Extension staff, youth organizations, schools and church leaders.

### **COUNTY NEEDS ASSESSMENT**

When conducting a comprehensive county needs assessment, establish a team - individuals from existing committees, such as 4-H councils, boards that represent all geographic areas and socioeconomic groups. The team will analyze county information, review the locations of existing clubs and identify target areas of low participation. If you have a lot of experience in the county, outside observations can ensure that your perception of county needs is accurate.

A need assessment will include some of the following information:

- Population, age distribution, family size and family structure
- Natural resources
- Geography
- Community organization
- Community groups

- Income levels
- 4-H statistics from previous years
- Past supporters of 4-H program
- Program and participants of other youth organizations
- Facilities available for meetings
- School districts
- Types of transportation available
- Public agencies and officials

### **COMMUNITY NEEDS ASSESSMENT**

The community needs assessment affirms the need for a 4-H club in a targeted community. Establish a local team to move forward with establishing a club.

The team is a group of individuals committed for up to a year to do information meetings, mentor and/or serve as club resource leaders. Team members may be 4-H alumni, current adult and teen volunteers, 4-H members, and community leaders.

If a decision is made to establish a new 4-H club, develop a plan and timetable before undertaking step 2.

## **Step 2: Build Awareness with Marketing**

Before recruitment can take place, it is necessary to raise the community’s awareness of and interest in 4-H. Visibility of the 4-H program is not only critical to starting clubs, it is also vital to its sustainability.

## **Step 3: Informed Decision**

Potential **families** (youth and parents) are invited to the information meeting.

The local team will work with the Extension Educator to conduct the meeting. Families from other clubs should be invited to come for Q & A, to bring project examples, etc.

The information meeting is an important step in getting a 4-H club started and will require asking/answering the question, *“Should we start a new 4-H club in this neighborhood, school or community?”* The decision will rest with the families and parents who are agreeing to accept their role(s), responsibilities and provide support and leadership to the club. While the meeting will indicate the degree of interest, it cannot resolve the question of leadership. Volunteer certification protocol must be followed.

The agenda might include (but is not limited to) the following items:

- Understanding of what 4-H is – youth development, mission and philosophy.
- Benefits of 4-H to youth, adults and community.
- Expectations and role of volunteers and parents to the youth and club.
- Expectations of a club (i.e. being chartered)
- 4-H Project Work – enrollment, project manuals/resources, project groups, as well as project growth and development. Provide a diverse sample of projects and an explanation of supporting club and county activities. Do not focus on competition, but individual and family responsibility to project work and one’s self-evaluation of success through goal setting and completion of goals.



- County yearbook or calendar of activities and events. Strive to make them realize the club is a part of a larger 4-H program.
- Questions and Answers

Have a means to get names, address, email and phone numbers of interested families.

***This is not the time to do enrollment;*** this is a meeting for informing families about 4-H and the commitment they are making to the club, their child and as a family.

Should the group decide not to start a club, you can refer any interested families to other existing clubs. Whatever the reasons the group has for not starting a club, be sure to carefully document them for future reference.

If the group attending the information meeting is large, it is possible that more than one club may be started. If the people who volunteer to act as club leaders are inexperienced, they are more likely to succeed when working with a smaller group of 10 to 20 members.

**Successful 4-H clubs require a strong core of volunteers.** Recruitment of volunteers is critical to the club development process. The Extension educator/local team will spend time counseling with potential individuals interested in providing primary leadership. Be upfront and honest regarding expectations.

#### **Step 4: Volunteer Selection, Orientation and Training**

All prospective volunteers working with children must be processed through the OCES Volunteer Management System as a certified volunteer.

It is imperative that parents are willing to fill the leadership/volunteer roles within a 4-H club or there is no need to proceed with chartering a club. A club’s success will depend on volunteers who understand and are willing to support the 4-H philosophy, mission, objective(s) and expectations. Extension Educators should never put themselves, even temporarily in the role of club leader.

Within the first year or maybe longer, monthly personal contact with staff is critical. If a new club is struggling, you may need to make more frequent contact. Utilize the team mentioned in step 1.

Designate a club mentor(s) – experienced volunteer(s) trained to help new clubs. Regular contact with an *experienced* volunteer can bring a great deal of reassurance to the new volunteers/club. For many new clubs, this contact will continue into the club’s second year or longer.

### **Step 5: Chartering the Club**

With family and community support and volunteers in place, a Charter Application can be completed and filed with the State 4-H Office. **At this point the club leaders/volunteers have completed the certification process. (2018)**

The group should carefully choose the club name as it cannot be changed once a charter is established. The group must state its purpose and the time, place and frequency of meetings as part of the charter application.

The club leader(s) sign the Civil Rights Compliance card.

A club profile is started at the State 4-H Office when the charter application is received. The profile replaces paper files. The profile will contain the Charter Application, Civil Rights Card, Charter, Charter letter and other paperwork. 2015

Once the Club profile is created the county can download an electronic version of the Charter and a letter reinforcing what it means to be chartered. Present club leadership with a copy of the “**Charter**” and the letter. The charter documents authorize the clubs use of the 4-H club name and emblem. In the event a club leader changes the new leader needs to receive a copy of the letter. (2014)

### **Step 6: Organizing the Club**

During the initial stages of starting a club there is no hard and fast rule. It will be important to guide each group based on its circumstances and needs. There are general steps which need to be reached at some time in the first or second year.

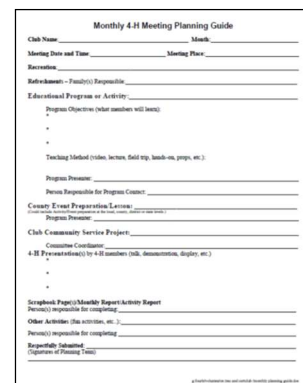
A staff member or club mentor should attend the planning and club meetings to lend support. The extension office can provide a *Yearly Local Club Programming Guide* (Appendix 1) to assist the club in calculating when/how to prepare the membership for participation in county events.

Planning – All new clubs should have a written plan - goals and an agenda. The plan should be a team effort of youth and adults. If the group is small they may wish to focus on education and project development in the first year, deferring to elect officers. This does not

mean that adults dictate or run the club but will involve youth and families in decisions and leadership opportunities. This is a critical step in establishing club ownership and the membership being vested in 4-H.

For new clubs, committee and organizational details need to remain simple and clear. Committees are an excellent way to involve members in the decision-making process, organizing the club's activities and develop new leadership skills.

4-H On TRAC, *Monthly 4-H Meeting Program Planning Guide* (Appendix 1) will focus and prioritize plans – education, recreation and business. Meetings should be fun, educational and inspirational. This combination will keep youth coming to the meetings and will cause youth/families to recruit others.

A form titled "Monthly 4-H Meeting Planning Guide". It includes fields for Club Name, Month, Meeting Date and Time, Meeting Place, Recreation, Refreshments, Educational Program or Activity, Program Objectives, Teaching Method, Program Duration, Needs Assessment, County Event Preparation, Club Community Service Project, 4-H Project/Activity, and a section for Graphbook Paper/Club Report. It also has checkboxes for "Person(s) responsible for completing" and "Person(s) responsible for organizing".

Families/members should all have responsibilities for the On TRAC plans – getting a speaker, doing a speech/demonstration, bringing refreshments, recreation, etc. A 4-H club is a shared experience.

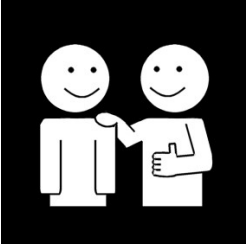
SPIN/Project Groups – Based on enrollment in specific project area(s) the club will establish project groups lead by “project leaders.” The project groups will meet outside of the regular monthly meeting to help youth grow their knowledge and skills in a specific project.

Project groups are critical in the early stages in helping youth establish good project habits.

Club Officers – If the group chooses to elect officers, work with the group to help them understand the elements of effective meetings and the responsibilities of being an officer. The club leader will not run the meetings but guide and nurture the officer team as they plan and grow their confidence in conducting the meetings.

4-H Ritual – This should be a standard part of every club meeting – whether the club has a

business meeting or just education. The process of repeating the ritual helps the youth/families understand the meaning of 4-H and instills a sense of belonging to the entire organization.



#### **Step 7: Counseling the Club**

During the first few years it is extremely important that the Extension Educator makes sure the club is

- establishing good habits,
- providing a safe positive environment where youth are thriving and learning,
- healthy - participation, enrollment and retention remaining stable or growing.

This club management practice of the extension professional is insuring that members are having a positive 4-H experience and volunteers feel supported.

#### **Step 8: Club By-Laws**

Within the first 2-3 years, once the club is established, assist them in developing a set of by-laws.

# Chapter 6

## Parent-Volunteer Association







# County Parent-Volunteer Organization/Association

In chapter 3 of **4-H Century III, A Model for Oklahoma 4-H**, a county leadership management model is described. All counties are expected to establish and maintain some form of an organization for parents and volunteers.

PVA/Leaders Council is an organized body of parents and volunteers who provide program leadership at the county level. This organization may be called an association, organization or council. The PVA is a good means for assisting local parents and volunteers in getting acquainted, sharing ideas and providing ownership. In cooperation with the County Extension office, the objectives of the organization are to:

- Support the mission and objectives of the 4-H Youth Development effort.
- Aid in the physical, mental and the social development 4-H members through clubs, programming, activities and events.
- Encourage and support Youth-Adult Partnerships in the planning, conducting and evaluation of county activities and events with general guidance from the Extension Office.
- Encourage a cooperative spirit among 4-H clubs and members.
- Encourage representation and participation of all clubs in the business and committee work of the PVA.
- Promote OCES 4-H Youth Development programs through marketing and visibility efforts at the local and county level.
- Encourage and support the certification and continuing education of 4-H adult and teen volunteers.
- Recruit and train volunteers for local and county volunteer responsibilities.
- Supplement and enhance efforts of the Oklahoma Cooperative Extension Service.

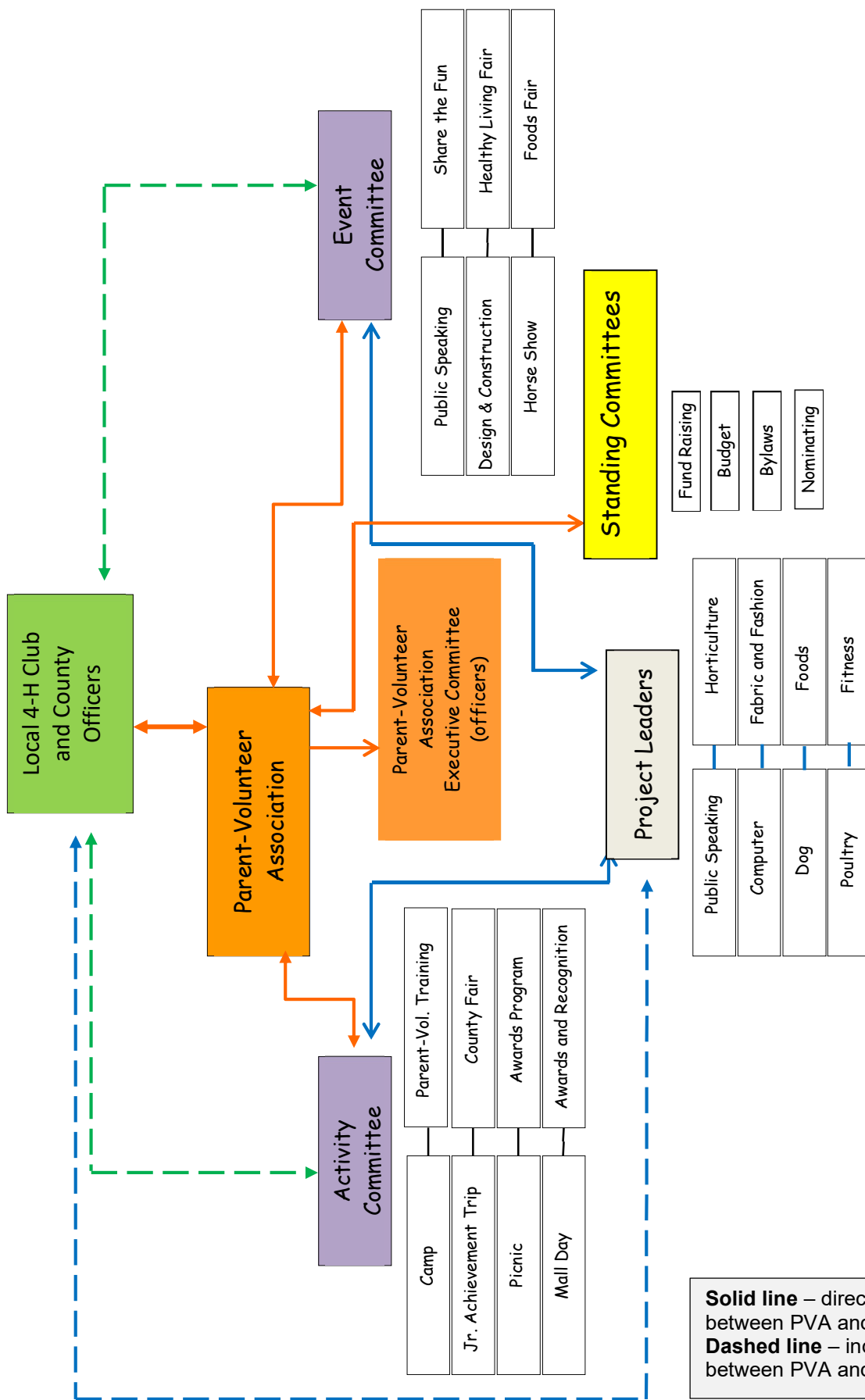
The flowcharts on the next two pages illustrates that the county structure is dependent on a healthy and active 4-H club(s). The solid lines indicate a direct flow and the dashed lines an indirect flow. This is another reason why such great importance is placed on involving parents in many roles in the local club and certifying a greater number of volunteers at the local level.

Establishing and maintaining an effective local club leadership structure translates into a stronger and more effective county leadership structure. Thus reinforcing the need for investing quality time and resources in training and counseling new clubs, families, parents, volunteers and leadership teams at the local club level.

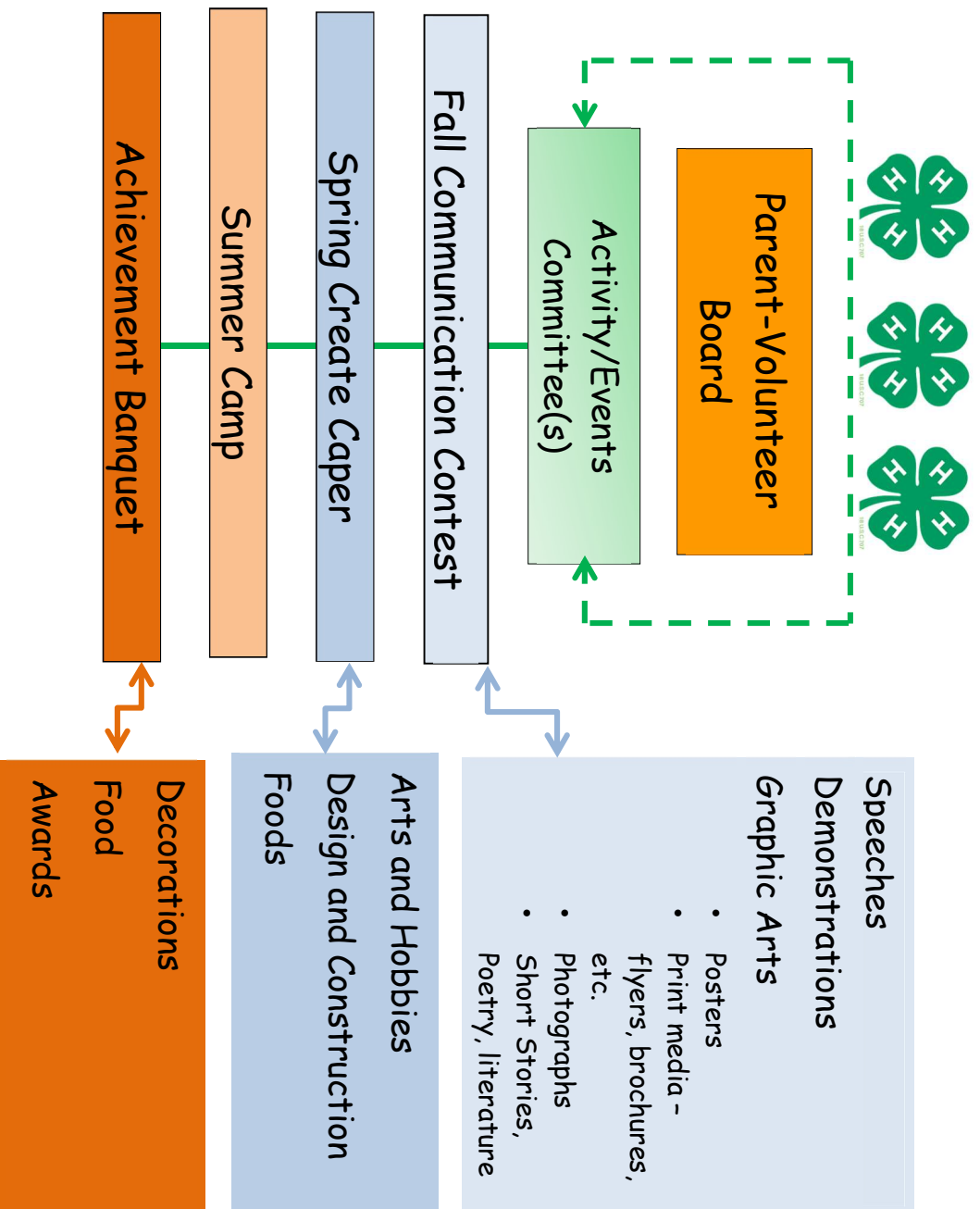
As an “educator” and “manager” you will spend the largest percentage of your time educating/training and advising teams of volunteers who have assumed responsibility and ownership in *their* 4-H program. It will be your responsibility as an advisor, to see that their decisions follow the philosophies and guiding principles of the 4-H program as they plan, implement and evaluate *educational* programs/activities/events. When their plans stray from the 4-H Youth Development mission and philosophies or established rules/protocol then you will be responsible for re-focusing them and possibly re-introducing information which will keep their programming efforts focused on our purpose.

\*\* October 2015 a 4-H Monthly Update was recorded on the topic of “Parent-Volunteer Association/Leaders Council.” Can be viewed at <http://dasnr.adobeconnect.com/p8e2fm1hvjc/>.





PVA on a large scale



In the off semester the project leaders help youth prepare projects for the event the following semester.

PVA on a smaller scale

The PVA organization should have a set of by-laws (Appendix 4) which will state a standard meeting time/day/schedule, location and the number of meetings each year. The location may vary if the association chooses to hold meetings in several locations around the county to help accommodate volunteer schedules and travel. With technology meetings could even be conducted through webinars, conference calls and other electronic methods. Meetings need to accommodate and encourage participation of working families and volunteers. The PVA could meet 4-12 times each year as a decision of the body. The meeting purposes are to:

- Provide updates to club leaders, parents and volunteers
- Conduct county business and present committee work
- Provide an opportunity for parents and volunteers to share successes and concerns with the staff

***This organization should mirror and exemplify the expectation of a model 4-H club.*** The group should be led by a set of officer/leadership team and practice appropriate parliamentary procedure. The county educator will function as an advisor – working in cooperation with the executive body (officers/leadership team) to prepare the agenda, coordinate committees and insure that the organization functions within the guiding principles of positive youth development, reflects the understanding and use of 4-H models (life skills, experiential learning, 8-essential elements, recognition, etc.) and any rules set forth by OSU/OCES/4-H.

## TIPS FOR EFFECTIVE MEETINGS

Consider the following practices for more effective meeting and instilling ownership.

1. Executive Board (officers) meets two weeks in advance with the Extension educator to discuss and prepare the agenda.
2. The Vice President should follow-up with any committee chairs prior to the executive meeting to see if there is anything to report. If there is action to report, the committee is added to the agenda. Remind the chair someone needs to be at the business meeting to report on behalf of the committee.

If there is nothing to report, the committee is not placed on the agenda. Only those committees ready to report are called on at the meeting.

Vice President should ask committee chairs to have 2 copies of their committee report prepared or send electronic copy. One copy is presented to the secretary and the second to the Extension educator.

3. Establish and approve standing rules. Standing rules/House rules make for more efficient meetings and curb the controversy that sometimes occurs without them.

The standing rules can include:

- a. The preparation and use of the agenda.
  - b. Have a deadline for committee reports and for volunteers, club leaders and/or parents to submit items for consideration on the agenda. The standing rules need to be on the agenda at every meeting.
  - c. Only items on the agenda can be discussed, all other items brought up at the meeting will be taken under advisement for the next meeting.
4. Make the agenda public record and accessible to families, parents, volunteers, and leaders. This allows people to know when something of interest will be discussed or presented.
  5. Follow a standard agenda as noted on the next page. Stick to the agenda and do not deviate. (Keep committee reports under committee reports and not under new business.)

To expedite the presentation of reports, chairpersons should sit in the front so that they don't waste time moving to the front to

share the reports. Use parliamentary rules of order for presenting and accepting minutes of committee meeting (i.e., the individual making the committee report moves that it be accepted. No second is needed from the body.)

If you have a committee that is researching a project and that committee is supposed to give a recommendation to the membership in its report, phrase the recommendation as a "motion", not a recommendation. The motion should come at the end of the report, and the reporting member of the committee (usually the chairman), states: "By direction of the committee, I move that ...." A motion coming from a committee does not need a second because at least one other committee member has agreed that it should be discussed. This cuts out a step. If a committee makes a recommendation, someone still has to make a motion to accept the committee's recommendation under unfinished business.

New and unfinished business should be items presented in the form of a motion that need to be discussed and voted on by the group as a whole. This is not a time to do committee work or make announcements.

Print announcements on the agenda. Ask if there are any questions or clarifications needed. Don't waste time readying the announcements.

6. Follow parliamentary procedure in making a motion – make the motion and gain a second. The motion allows the body to discuss the item prior to a vote. See "Making a Motion" in Appendix 5.

No discussion occurs prior to the motion. If a motion isn't seconded, it isn't discussed.

A motion does not mean a person agrees or disagrees with the statement, it only means that it is OK to discuss it. A "second" means another person is in favor of discussing the idea.

Presidents who know the rules know how to keep discussion moving and when to take a vote without someone having to "call for the question".

7. A time waster is ill-conceived motions. Officers and members should be provided with paper and pencil to write out a clearly thought out motion. This saves time because the motion doesn't have to be amended to make it clear; or it doesn't have to be withdrawn and then start again. A well thought out motion includes what the group is to do, how and when it is to be done and how much time and money is to be spent. Then the discussion begins.

### **Sample Agenda**

1. Call to Order
2. Minutes and Correspondence
3. Treasurers' Report/Foundation Update
4. Committee Reports
5. Unfinished Business
6. New Business
7. Sharing Time – Club successes
8. Announcements
9. Adjournment of Business Meeting





## Appendix 1

### 4-H Club Management

The latest versions of “**On TRAC**” Forms, PPT and lesson guide are on line at <http://4h.okstate.edu/for-educators/club-management-system/4-h-on-trac> .

#### USDA National 4-H Headquarters Facts sheets

#### 4-H Policy and Program Fact Sheets (2017)

Below are selected national 4-H organizational policy and regulation documents. These documents and fact sheets supersede previous guidance or policies that have been issued by 4-H National Headquarters, NIFA, USDA. All documents are in PDF format unless otherwise noted.

<http://nifa.usda.gov/programs>.

#### [4-H Name and Emblem](#)

- 4-H Name and Emblem User Guide 2014.pdf
- 4-H Name and Emblem Policy Guide 4-H Professionals 2014.pdf
- 4-H Charter Factsheet.pdf

#### [4-H Club Design](#)

- Charters The Key to Official Recognition.pdf
- 4-H Charter Fact Sheet

- Youth Protections v.2013.pdf
- 4-H Guiding Principles.pdf
- 4-H Mission Mandates.pdf
- Developmental\_Appropriateness.pdf
- Essential\_Elements.pdf
- Experiential\_Learning.pdf
- Inclusive\_Diverse\_Learning\_Experiences.pdf
- Inquiry Based Learning Methods.pdf
- Targeting Life Skills.pdf
- Understanding Learning Styles.pdf
- Vulnerable Populations.pdf

#### [4-H Program Development](#)

**Down load and insert the 4-H Club Financial Guide and Treasurer's Records Lit No. 4H.CLUB.303 in this appendix.** <http://4h.okstate.edu/literature-links/lit-online/leadership-development/leadership-development-1>



# Example

20\_\_ - \_\_  
**Yearly Local Club Programming Guide**  
 \_\_\_\_\_  
**County 4-H**

| Month     | County Activity/Event   | Suggested Programs or Activities  |
|-----------|---|---|
| August    | * New Club Leader Training<br>Pork Quality Assurance Training   | <i>Local Club Lesson Plan:</i> How to Plan a 4-H Live Action Booth for Fun Fest, County Fair and Healthy Living Fair<br><br>Fun Fest Preparation<br><br><i>Local Club Lesson Plan:</i> What is Share the Fun & How to Prepare                                   |
| September | <b>County and State Fairs</b>   | New 4-H Family Orientation (video "So You're a 4-H Parent")<br><br>Enrollment   |
| October   | <b>Fun Fest</b><br>* Keeping Records of Project Work – 101 Workshop<br>* Parent-Volunteer Training            | <i>Local Club Lesson Plan:</i> Planning Your 4-H Project Work – "Getting the Most from 4-H"<br><br>Basic Record Keeping<br><br>Guest Speaker in preparation for December Service Projects.  |
| November  | <b>Share the Fun</b><br><br><b>Parent-Volunteer Association</b><br>* New Volunteer Orientation and Enrollment | <i>Local Club Lesson Plan:</i> What is the Healthy Living Fair and How to Prepare<br><br><i>Local Club Lesson Plans:</i> Meal Planning (Party Planning), Newsletter, Production Team (producing a video, slide show, power point)                               |
| December  |   | <i>Local Club Lesson Plan:</i> What is the Communication Event and How to Prepare<br><br><i>Local Club Lesson Plan:</i> Preparing My 4-H Presentation<br><br>Ronald McDonald House – <i>How 4-H is Making a Difference</i> (video "Kids Helping Kids Campaign") |
| January   | <b>Healthy Living Fair</b><br>Pork Quality Assurance Training<br>* Parent-Volunteer Training                  | <i>Local Club Lesson Plan:</i> What is Fabric and Fashions and How to Prepare<br><br>Practice 4-H Talks and Demonstrations for Communications Event   |

|          |  |                                    |
|----------|--|------------------------------------|
| February | <b>Communication Event</b><br><b>Ronald McDonald Campaign</b><br><b>Parent-Volunteer Association</b><br>* New Volunteer Orientation and Enrollment   | How to fill out the 4-H Medal Form |
| March    | <b>County and State Spring Livestock Shows</b>   |                                    |
| April    | <b>Design and Construction Event</b><br><b>Jr. Record Books Due</b><br><b>On Trac Planning Session</b><br><b>Jr. Achievement</b><br><b>CB Celebration</b><br>Sr. Record Books Due<br>* Parent-Volunteer Training | Record Keeping Update              |
| May      | Medal Forms Due  | Begin work on scrapbook.           |
| June     | <b>Camp Registration Due</b><br><b>Parent-Volunteer Association</b><br>* Parent-Volunteer Training   | Preparing for the County Fair      |
| July     | <b>Camp</b>  |                                    |
| August   | <b>Awards and Recognition Program</b><br><b>County Fair Horse Show</b><br><b>Parent-Volunteer Association</b><br>* New Organizational Leader Training  |                                    |

## Monthly 4-H Meeting Planning Guide

**Club Name:** \_\_\_\_\_ **Month:** \_\_\_\_\_

**Meeting Date and Time:** \_\_\_\_\_ **Meeting Place:** \_\_\_\_\_

**Recreation:** \_\_\_\_\_

**Refreshments – Family(s) Responsible:** \_\_\_\_\_

**Educational Program or Activity:** \_\_\_\_\_

Program Objectives (what members will learn):

\*

\*

\*

Teaching Method (video, lecture, field trip, hands-on, props, etc.):

Program Presenter: \_\_\_\_\_

Person Responsible for Program Contact: \_\_\_\_\_

**County Event Preparation/Lesson:** \_\_\_\_\_

(Could include Activity/Event preparation at the local, county, district or state levels.)

Program Presenter: \_\_\_\_\_

**Club Community Service Project:** \_\_\_\_\_

Committee Coordinator: \_\_\_\_\_

**4-H Presentation(s)** by 4-H members (talk, demonstration, display, etc.)

\*

\*

\*

**Scrapbook Page(s)/Monthly Report/Activity Report**

Person(s) responsible for completing: \_\_\_\_\_

**Other Activities** (fun activities, etc.): \_\_\_\_\_

Person(s) responsible for completing \_\_\_\_\_

**Respectfully Submitted:** \_\_\_\_\_

(Signatures of Planning Team)

\_\_\_\_\_

Download Civil Rights  
Compliance Card at  
<http://4h.okstate.edu/educators/club-management-1/starting-a-club>



## Oklahoma 4-H Civil Rights Compliance

The \_\_\_\_\_ County Oklahoma Cooperative Extension Service complies with the Civil Rights Act of 1964. The membership of the \_\_\_\_\_ 4-H Club is open to all youth of the community without regard to race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion or disability. As a volunteer/leader of this 4-H club I certify compliance.

Signature(s) \_\_\_\_\_

Printed Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Club Meeting Location \_\_\_\_\_

Club Meeting Day \_\_\_\_\_ Club Meeting Time \_\_\_\_\_

Address of Club Meeting Location \_\_\_\_\_

Electronic Media: Club Web Address, Facebook, etc. \_\_\_\_\_

4H•CLUB•112

Revised 11/2016

A copy of these by-laws can be downloaded at <http://4h.okstate.edu/for-educators/club-management-system/charter-starting-a-club>

**Oklahoma Cooperative Extension Service  
4-H Youth Development Program**

\_\_\_\_\_ County

**\_\_\_\_\_ CLUB BY-LAWS**

**ARTICLE 1 - NAME**

The name of this 4-H club will be the “\_\_\_\_\_ Club.”

**ARTICLE 2 - CLUB OBJECTIVE**

*(What is the reason for the group's existence? The statement should be general in its application since it sets boundaries within which business can be introduced at meetings. State it in a single sentence. If the sentence is long, set each thought off with semicolons or as bullets.)*

Example Objective for a Community Club:

The purpose of this club will be to provide a cooperative hands-on educational environment which encourages responsibility for the equal training of the Head, Heart, Hands and Health of our membership and their families.

Example Objective for a Project Club:

The purpose of this project club will be to provide our membership with a well-rounded 4-H experience with cooperative hands-on educational experiences related to the study and training of Dogs.

**ARTICLE III - CLUB CHARTER**

**Section 1. Maintaining Charter**

To maintain our “Chartered” status as a 4-H club we will work to:

1. Submit annual set of *monthly 4-H Meeting Planning Guides* to the county Extension office. Keep OCES informed of changes and additions. Complete 2/3rds of plans submitted.
2. Actively recruit and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. Complete and file the **Annual Club End-of-Year Evaluation** and any other county requirement (E-scrapbook/Scrapbook/Officer books/etc.) illustrating club activities with county Extension office.
4. At a minimum, request an annual financial accounting of funds from the county office/school activity fund/foundation to have reviewed and approved by the club's leadership team. A copy of the minutes is to be filed with county office and place in the club file.
5. Complete a regular enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained.
6. Have a team of local parent(s)/volunteer(s) attending **all** Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.
7. Club represented at **all** county Parent-Volunteer Association meetings by parent(s)/volunteer(s).



## **ARTICLE IV - MEMBERSHIP**

### **Section 1: 4-H Membership**

Membership shall include youth 9-19 years old irrespective of race, color, national origin, gender, religion, ethnicity, age or disability who have completed their annually enrollment in \_\_\_\_\_ County 4-H.

### **Section 2: Dues**

There will be no annual dues, but the club does expect members to make a reasonable effort to participate in fund raising activities which will benefit the club and its membership.

### **Section 3: Active Membership**

- A. Annually members are expected to participate in 2/3rds of the regularly scheduled club meetings and at least one club service project.
- B. Members will participate in committee work, project meetings and club activities.
- C. Members follow through with a minimum of one 4-H Project area each year.
- D. Members participate in \_\_\_\_\_ county activities and events.

## **ARTICLE V - OFFICERS**

### **Section 1: Offices**

Elected officers shall consist of President, Vice-President, Secretary, Treasurer, Recreation Leader and Reporter.

### **Section 2: Qualifications**

- A. Must be enrolled as an active member.
- B. Must have been an active club member for a minimum of one year.
- C. Must be able to attend County Officer Training.

### **Section 3: Officer Duties**

- A. Officers are expected to serve as positive role models for their peers. As such, adhering to all items listed and inferred by the Oklahoma 4-H Code of Conduct and any other published policies or rules governing 4-H affiliated events and activities. Officers will automatically forfeit their office if found in violation, following a review process.
- B. Officers must agree to attend officer meetings, regular business and committee meetings, follow through with projects, participate in club and county events as determined by the officer team, and to perform responsibilities as outlined for their office.
- C. Officers who miss more than two meetings or one required event, without notifying the club leader and president at least one week in advance with legitimate cause; or who fail to fulfill their commitments, agrees to set in review before the Executive Committee and Club Leader(s) to determine if they should continue in their office.

### **Duties include but are not limited to...**

#### *President:*

- A. Coordinate club efforts necessary to maintain Charter 4-H Club status.
- B. Encourage a team spirit and promote a sense of inclusiveness amongst officers, members and families.
- C. Coordinate club efforts to plan, prepare and submit On TRAC Annual Monthly 4-H Meeting Planning Guides.
- D. Preside at all club and executive committee meetings, this include the preparation of an agenda.
- E. Appoint committees.

- F. Attend to such duties as are necessary for the club.
- G. Annually turn in a completed Secretary's Book to the county office.

*Vice-President:*

- A. Serve in the absence of the president.
- B. Perform all duties delegated by the president.
- C. Assist president on questions of Parliamentary Procedures.
- D. Coordinate club committees and written progress reports of committees.

*Secretary:*

- A. Annually turn in a completed Secretary's Book to the county office.
- B. Record minutes of business and executive committee meetings.
- C. Distribute minutes to officers and club leader(s) within two weeks of a meeting.
- D. Collect and maintain written committee reports for the club.
- E. Conduct official correspondence for the club.
- F. Perform duties delegated by the president.

*Treasurer:*

- A. Keep club informed of account balance and activity.
- B. Keep all financial records in accordance with OCES guidelines and procedures.
- C. Request a copy of the clubs account activity quarterly from the organization managing the account. At least once a year the club/executive body shall submit a copy of the minutes to the extension office where the group approves/reconciles with the accounting bodies report.
- D. Chair the Club's Budget Committee.
- E. Pay bills in a timely manner.
- F. Serve as a member of the Fund Raising Committee.

*Recreation Leader:*

- A. Plan and conduct group recreation and/or singing at club meetings and activities.
- B. Coordinated refreshments for club meetings and activities.
- C. Promote 4-H enthusiasm.
- D. Chair the club's Annual Picnic committee.

*Reporter:*

- A. Work closely with media outlets within your community.
- B. Provide articles and information for the County Newsletter, Oklahoma 4-H web site, National 4-H BLOG site and any other respected outlets.
- C. Maintain an electronic history of the club's accomplishments and activities.
- D. Assist Executive committee in completing End-of-Year Report for maintaining 4-H Club Charter.
- E. Work actively with 4-H reporters in the district and state to communicate the 4-H story.

## **Section 4: Nominations and Elections**

- a. Applying for Office - Potential Candidates for office will complete and submit an application if they want to be considered for office. A Nominating Committee will review the applications and make sure the individuals meet the qualifications to serve as an officer.
- b. Nominations – All candidates who meet the qualifications will be placed in nomination for the office of their choice.
- c. Campaigning – Candidates may present a campaign speech no longer than one minute in length at the business meeting where elections are being conducted. Candidates must be present the day of the election.

- d. Balloting – Each member present may cast a ballot for the candidate of their choice. The candidate with a simple majority of votes will be declared the winner.
- e. Term of Office - An officer's term will be one year or until their successor is elected. An individual cannot succeed themselves in the same office.
- f. Vacancy of Office – In the event an officer resigns or their position is forfeited due to a violation of rules or not doing his/her duties, the Executive Committee will appoint a replacement to fulfill the term of office. In the event the position of President is vacated the Vice President will assume the office of President.

## **ARTICLE VI - MEETINGS**

### **Section 1. Meeting**

- A. The \_\_\_\_\_ 4-H Club will meet the fourth Thursday each month at 7 pm for a business meeting and an educational program.
- B. In the event a meeting is changed or cancelled the membership will be notified one week in advance, unless it is an emergency or due to weather conditions. In which cases all due effort will be made to contact members by phone or other designated means.

### **Section 2. Quorum**

Those members present at the scheduled time of the meeting shall constitute a quorum.

### **Section 3. Order of Business**

- A. The order of business shall be as follows: call to order and 4-H Ritual; attendance, reading and approval of minutes, treasurer's report, report of executive committee, standing committees, special committees, unfinished business, new business, and announcements. An educational program and recreation will follow the business meeting.
- B. Robert's Rules of Order will be used to conduct business.
- C. The agenda will be available 1 week prior to the club meeting.
- D. Elected Officers are to conduct the business meetings. The club leader(s) is to function only as an advisor to the officer team.

## **ARTICLE VII - COMMITTEES**

### **Section 1. Standing Committees**

Standing Committees shall consist of Membership, Budget, Oklahoma 4-H Week, Fund Raising, Recognition, Picnic, Community Service, Share the Fun, and County Fair.

### **Section 2. Executive Committees**

Executive committees shall consist of Nominating, By-Laws and any other deemed necessary by the President or Executive Committee.

### **Section 3. Committee Membership**

Committees will be composed of youth and adult volunteers who will share equally in the decision making and responsibilities. Each committee will have a chair and chair-elect. The chair-elect will be in training for assuming the chair position the following year.

### **Section 4. Committee Duties**

- A. Committees are appointed with the responsibility to plan and carryout an activity/event or to research alternatives for recommending action to the club.
- B. Committees will work within the designated budget and defined parameter of their assignment.
- C. Committee meetings/work shall be done outside the designated time of monthly Business meeting.
- D. The committee chair shall file a written report of all meetings with the club Vice-President, Secretary and Leader.
- E. The committee will keep the executive committee informed and report to the Club.

## **ARTICLE VIII - EXECUTIVE COMMITTEE**

### **Section 1. Membership**

- A. The Executive Committee shall consist of the club officers and club leader(s).
- B. Committee Chairs may be asked to attend Executive Committee meetings.

### **Section 2. Duties**

- A. Between regular business meetings the Executive Committee will address club business and needs and follow-up on committee work.
- B. They shall meet and plan the agenda for regularly scheduled club meetings and make the agenda available to membership 1 week prior to the meeting.
- C. The Executive Committee can call a special meeting of the membership in the event the club must take action.

### **Section 3. Quorum**

Half of the elected officers and the club leader constitute a quorum.

### **Section 4. Public Records**

The secretary must keep a written record of all meetings and actions taken. The report will be shared with the club.

### **Section 5. Spending**

The Executive Committee cannot spend money without the approval of the club membership.

## **ARTICLE IX - CLUB FUNDS**

### **Section 1. Purpose**

All club funds are for the purpose of providing educational opportunities for club membership and volunteers.

### **Section 2. Account**

*Accounting policies change regularly. Be sure to keep club by-laws amended to reflect the most current Extension and/or government regulations.*

- A. Keep a set of records which can be compared to agency records/ledger.
- B. Request a copy of the ledger account prior to each meeting and report transactions to the body.

### **Section 3. Budget**

- A. Annually a formal budget will be presented to and voted upon by the club membership.

- B. The Budget Committee will be responsible for developing a proposed balanced budget based on the account balance and needs of the 4-H club.

#### **Section 4. Fund Raising**

A Fund Raising committee will be responsible for developing opportunities and programs which will generate the revenue necessary to meet the club's needs. The recommendation(s) of the committee must be presented to and voted upon by the club membership.

#### **Section 5. Dissolution of the Organization**

In the event the club is disbanded or loses its Charter, all funds held in the club's name will become the property of the \_\_\_\_\_ County 4-H Program managed by the Oklahoma Cooperative Extension Service.

### **ARTICLE X - AMENDMENTS**

**Section 1.** These By-laws may be amended or revised at any regular meeting of the club by a two-thirds (2/3) vote of those members present, provided that said amendments shall have been presented in writing to the membership at least fifteen (15) days prior to its presentation for adoption.

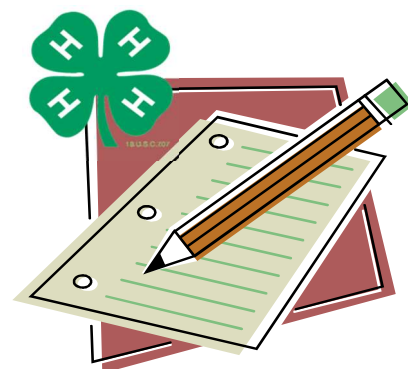
Date Adopted \_\_\_\_\_ 20\_\_

Revised \_\_\_\_\_ 20\_\_

# Planning a 4-H Ceremony

Ceremonies can be planned to induct/recognize new members, install/retire officers, recognize a rite of passage, etc.

Things to consider when planning a meaningful ceremony.



## THEME

The theme is a concept or idea around which the ceremony is built. It is most effective when they can be linked to something current or to an issue that the member can relate. Let the members of your club brainstorm together to come up with a theme. Use their ideas and help them by giving guidance and encouraging comments.

## MESSAGE

The message will be different depending on the purpose of the ceremony. The message can also be referred to as the purpose or objectives. When creating the message ask the following question: What will members learn or do as a result of participating in this ceremony? For instance, you may want to inspire them to be a good member, do good work, set goals or be a good officer.

Refer back to the message as the ceremony is developed. By coming back to the message throughout the program, participants and observers will be fully aware of the purpose and reason at the conclusion.

## FOCUS

A center of focus could be a symbolic feature or simple object to catch and hold the members' attention. Actions performed during the ceremony should be simple and occur around the focal point (i.e., a 4-H emblem, a book, flag, candle, etc.).

## NARRATORS

Those who have speaking parts should be carefully selected. They should rehearse so the delivery is in normal tones with appropriate expression. The presentation should be natural and heartfelt. Frequent pauses and slow reading can be very effective. Over dramatized, monotone or halting reading can lessen the ceremony's meaning or impact.

## SCRIPT

The narration is the heart of the message and must be composed to take full advantage of the message, focus, symbolism and theme.

If there are parts to be acted out or demonstrated rehearsal is necessary. This will ensure smooth transitions and that all props are in place and working.

## SETTING

The nature of the occasion will help to determine the place and atmosphere that is best suited for the particular ceremony. Take advantage of the area where the ceremony is held. Be creative!

## DRAMATIC EFFECTS

Use of dramatic effects can be a real asset to any ceremony. Swelling the music, lowering the lights, lighting candles, starting the campfire, getting the flag to ripple in the breeze of a fan, uncovering an object on a table, building a model and many other simple, easy gestures catch the attention of the group. Every ceremony should have a high point where the greatest impact will be felt by the audience.

If music is used during the narration it should be appropriate, effective and not distract from the message and actions.

## MOOD

In creating the proper mood for the program, it is necessary for the group to be in a proper mind set. Be creative in using a mood changer that transitions the groups and sets the proper mood.

## ENDING

The ending is just as important as the beginning. Design it to complement and reinforce the message of the ceremony in the minds and hearts of the participant.



# Who Should Plan a Ceremony?

The club leader should not have sole responsibility for planning ceremonies. The planning should involve members of the group and assistants to the leader who recruit the needed help. If you know someone who would be good at this type of planning, encourage him or her to develop an idea. There may be a parent in your group with many creative ideas. Form a committee within the to plan the ceremonies. **One often gains more in planning the ceremony than in participating in the actual ceremony.** Adults should be there to help the members, but the members should do the planning.



## WHERE DO I START?

It is easy to write a script if it is organized with an:

- Introduction: Remember that its purpose is to get and hold attention
- Body: Develop your main theme or idea here and build it towards a....
- Climax/Summary/Conclusion: Connect all the ideas together so that the ceremony will be remembered and significant to all. This can be done by impressive statements, the lighting of candles, the signing of an inspiring song or even a moment of silence when each formulates their own thoughts based on something just said or done

## WHAT ADVANCE PREPARATIONS MUST BE MADE?

Rehearse the ceremony so that those taking part will be relaxed and comfortable as it is presented. Carefully choose individuals with major parts carefully. They should have good clear voices and should be able to put expression and meaning into parts.

Assemble or move props well in advance. Involve members who are not on the ceremony committee in the preparation of props – if the audience is to be involved in any way – make sure they have the needed materials/are prepared.

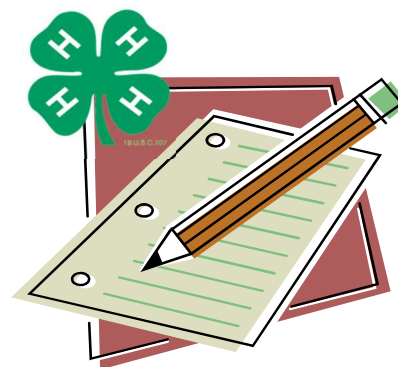
## THINGS TO REMEMBER

- Determine the purpose and choose a theme
- Assemble resource materials
- Write a script or find an appropriate ceremony already written
- Decide who will be included
- Delegate responsibility
- Consider setting or atmosphere needed
- Assemble props and equipment
- Rehearse as needed
- Keep it simple, impressive and interesting

## Sample Ceremony

# Recognizing of New Members

This ceremony can be used when new members join your 4-H Club. The club president asks new members to come to the front/stand facing the officers/designated presenters.



## PRESIDENT

*We welcome those of you who are about to become members of the (name) 4-H club. Being a 4-H member is a honor and with that comes responsibilities to yourself, your family, the club and the community.*

## VICE PRESIDENT

*Oklahoma 4-H is dedicated to helping Oklahoma youth, families, and communities reach their full potential. By providing hands-on programming and events in a large variety of projects, 4-H is not only helping youth learn the life skills they need to be the leaders of tomorrow, but it is also teaching its members they can lead today and can make tangible, significant changes in their clubs, their communities, their state and their world.*

## SECRETARY (EXHIBIT A 4-H EMBLEM)

*The 4-H Club emblem is a green four-leaf clover with a white "H" on each leaf. The "H"'s symbolize the four-fold development of Head, Heart, Hands, and Health. Our motto is "To Make the Best Better."*

## REPORTER

*Every loyal 4-H member carries out the work of a project under the guidance of a project leader. He or she attends club meetings and participates in committees and service projects. 4-H'ers finish what they start and focus on "Making their best Better." They win without boasting and lose without complaining. They help others succeed and, in turn, receive help from others when it is needed.*

## PRESIDENT

*Are you willing to live up to the ideals symbolized by the four "H's"?*

## NEW MEMBER(S)

*I am.*

## PRESIDENT

*Do you wish to become a 4-H member?*

## NEW MEMBER(S)

*I do.*

## PRESIDENT

## EVERYONE JOIN ME IN REPEATING 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.*

*You are now a member of the (name) 4-H club. May you be faithful in living our pledge, always striving in your everyday relationships with your parents, schoolmates and neighbors to live up to its high ideals.*

*Fellow member, I present to you the new members of our 4-H Club. (Give names.)*



## Appendix 2

### County Local Club Officer Training

Counties are encouraged to conduct a county wide local club officer training for the following reasons:

1. Creates relationships between individuals and clubs
2. Meaningful leadership opportunity for county officer team
3. Teens establish themselves as role models for younger youth
4. Encourages older youth to remain active in 4-H
5. All clubs/officers receive reliable and appropriate information regarding their leadership role in the club

There is a lot of educational content to choose from and many creative means for delivering the information to club members, officers, volunteers and parents. County Educators with the assistance of the County Officers/Teen Leaders and/or Parent-Volunteer Association are encouraged to develop a flexible timeline for on-going club training. Flexibility is important for including new trends or addressing unforeseen needs/issues. Below is a simple timeline.

| Content   | Odd Year   | Even Year                             | Odd Year   | Even Year                             |
|---|--|---------------------------------------|--|---------------------------------------|
| Basic Content with varied delivery methods/activities | Local Club Officer Training and On TRAC planning | Simple Parli-Pro and On TRAC planning | Local Club Officer Training and On TRAC planning | Simple Parli-Pro and On TRAC planning |
| Flexible Content blended w/basic content              | Service – meeting the needs of others            | Public Speaking at club meetings      | Project Groups                                   | Team Building                         |



# Outline for Training

The following are ideas for outlining training mentioned in the chapters “4-H Club Meetings” and “The Management of 4-H Clubs and Project Groups.”

The training can be guided by the county educator with the county officers, volunteers and/or community resources taking the lead in presenting the content and planning the training. *The most important factor is that fresh, fun and purposeful education is focused on strengthening the local club experience for 4-H members and families takes place.*



## TARGET AUDIENCE:

- All young people who will be serving as officers/leadership team in a club.
- At least one adult volunteer from each club who will be supporting the club officers.

Consider any combination of the following activities and topics when planning training.

- ✿ **Ice breaker** for the whole group
- ✿ **Teambuilding** - activity to build team/club unity
- ✿ **Expectations of Office** – Using 4-H publications below, make sure that each officer (president, vice president, secretary, treasurer, reporter and recreational leader) and the club leaders understand their roles. In order for the group to work effectively, everyone should also understand the others' roles,
- ✿ **4-H Meeting** – Review the parts of the meeting, using On TRAC Monthly Planning Guide/Agenda, skit/role play/demonstration of how a business meeting should look, etc... 4H• VOL•310 How Does Your Meeting Measure Up
- ✿ **Member Participation** – stress the importance of involving all club members in committees, discussions, decisions and making motions. Include members' doing speeches and demonstrations each month.
- ✿ **Executive Committee** – officers meeting with club leader to plan agenda and prepare for club meeting.
- ✿ **Goal Setting** – Officers/leadership team setting goals for their team. This would be the things they must do to improve the club experience for the membership.
- ✿ **Model Meeting** – maintaining club charter, Extension Educator attending club meeting, and county recognition for clubs, etc.
- ✿ **4-H Ritual** – why we do it and how to instill pride when reciting the ritual.
- ✿ **Marketing Your Club** – growing membership, increasing participation and higher retention of members re-enrolling
- ✿ **Parliamentary Procedure**
- ✿ **Guest Speaker** – Role model or inspiration to excel as a leader
- ✿ **If time allows** – recreation and/or refreshments

## Oklahoma 4-H Leadership Publications

4H•PDL•501 Teen Action and Growth (TAG)  
Handout 2\_2006 Ghost of a  
Dead Meeting or Handout  
2\_2008 Divine Intervention  
Building Leaders for Tomorrow (BLT)  
4H•VOL•301 President Guide  
4H•VOL•302 Secretary Guide  
4H•VOL•303 Treasurer Guide  
4H•VOL•304 4-H Leadership Guide  
4H•VOL•305 Beginning – Club Meeting  
4H•VOL•306 Beginning – 4-H Club Ritual

4H•VOL•307 Beginning – The Motion  
4H•VOL•308 Beginning – Are You Ready to  
Serve  
4H•VOL•309 Beginning –Committee  
4H•VOL•310 Beginning –How Does Your  
Meeting Measure Up  
4H•VOL•311 Beginning –The Agenda  
4H•VOL•130 4-H Core Competency Unit 1  
4H•VOL•131 4-H Core Competency Unit 2  
4H•VOL•132 4-H Core Competency Unit 3





## Appendix 3

### Measuring Success in a Local Club

<http://4h.okstate.edu/for-educators/club-management-system/renewing-club-charter>

#### Content of Webpage:

##### Charter - Renewing Club Charter

Process for annually renewing a club charter.

- **Club Charter Renewal Checklist (5/2015)**- Completed annually by Extension Educator and Club leadership. The renewal document must be completed and uploaded to *4HOnline* no later than July 31 each year.
  - [Fill-able Form](#)
  - [PDF version](#)
- **Club Charter Renewal Certificate (2015)**
  - [PDF version](#)
- [Sample Letters](#)
- [Annual Club Self-Evaluation](#) - Form can be completed by the club if the county does not have some other form of "end of year" evaluation in place for club self-assessment.



# Measuring a Successful 4-H Club



A 4-H club achieving the goals and outcomes of a positive 4-H Youth Development program can be observed when the following behaviors are seen in members, families and volunteers. As a club plans the year, consider how these behaviors can be instilled as part of the club culture.

The Officer Team and club leader(s) need an opportunity to formally measure their success. On page 99 an “Annual Club End-of-Year” Assessment tool has been developed using the principles of “Standards of Excellence” in the 4-H Recognition Model.

The *Successful 4-H Club Behaviors* introduced in chapter 2, have had all of the bullets changed to numbers so they can be matched directly to the items in the *Annual Club End-of Year assessment* tool. The table on the next page illustrates the relationship of the two pieces and will assist the educator and/or volunteer in explaining/educating/evaluating success in a club.

## Successful 4-H Club Behaviors

### Active Participation in Learning

1. By developing competency in chosen projects and life skills.
2. By doing and discovering through multiple learning styles.
3. By doing things that have tangible results.
4. Through progressive accomplishments and challenges.
5. Fun for young people and adults.

### Decision-Making Opportunities

1. In groups (such as establishing group goals, plans and actions and experiencing the democratic process).
2. Individually (such as making choices in project work and evaluating progress).

### Social Interaction

1. Learning to participate appropriately in competitive and cooperative learning situations.

2. With peers, adults and persons outside the group.
3. Family-centered activities.
4. Fun.

### Leadership

1. Members involved in leadership roles. Common roles include committee members, president, vice president, secretary, treasurer and committee chair.
2. Adults serving as facilitators and showing how, without doing for youth.
3. Shared leadership among adults, parents and youth.
4. Participation in leadership training – youth and adults.

### Evaluation

1. Assessing personal progress and club organization.
2. Feedback on results, products and achievements.
3. Using feedback to plan future activities.

### Recognition

1. Appreciation of club's accomplishments.
2. Interpersonal acknowledgement and reinforcements of owns accomplishments
3. Incentives and awards for individuals and groups.

### Public Affirmation

1. Exhibition of products – end of year report, and/or youth participating in county activities/events.
2. Public presentation of ideas (speeches and demonstrations).

### Community Involvement

1. Using community resources in 4-H.
2. Contributing to the welfare and development of the community.

### Affiliation

1. With Oklahoma State University or Langston University.
2. With county, state, national and international 4-H programs.
3. With the Oklahoma 4-H Foundation.

The table below illustrates how two tools were carefully aligned, as well as how the behaviors guided the development of the evaluation tool.

| Successful 4-H Club Behaviors   | Behavior # | Annual Club End-of-Year Evaluation   |
|---|------------|--|
| <b>Active Participation in Learning</b>                                 |            |  |
| Active Participation in Learning  | 1-5        | Two-thirds of the members made progress towards individual 4-H project goals – i.e. following through with at least one project enrolled in.   |
| Decision Making Opportunities   | 2          |  |
| Recognition   | 2          |  |
| Active Participation in Learning  | 1-5        | The club had at least 2 project groups supporting 4-H project work development.  |
| Decision Making Opportunities   | 2          |  |
| <b>Decision Making Opportunities</b>                                    |            |  |
| Decision Making   | 1          | Submitted annual set of <i>Monthly 4-H Meeting Planning Guides</i> to the county Extension office. Kept OCES informed of changes and additions to plans and of club activities outside of club meetings. (Charter Requirement)                           |
| Decision Making   | 1          | Members were actively involved in determining the yearly program plan (On TRAC).   |
| <b>Social Interactions</b>  |            |  |
| Social Interaction  | 1-4        | The club's On TRAC plans were printed/posted/distributed to members, families and volunteers.  |
| Social Interaction and Leadership                                       | 2          | Completed a timely enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained. (2012) (Charter Requirement)  |
| Social interaction  | 1-4        | Actively recruit, retain and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community. (Charter Requirement)   |
| <b>Leadership</b>   |            |  |
| Leadership  | 2          | Members had a planned part in the program during the year (examples—serving on committees, doing an organized talk or demonstration; refreshments; obtaining club speakers/program; helping younger members, doing community service).                   |
| Leadership  | 1, 2, 4    | Officers/leadership team elected/selected and fulfilled leadership roles. Participate in county officer training.  |
| Leadership  | 1          | Secretary's book contains minutes of all club meetings, officer meetings and attendance records.   |
| Leadership  | 1          | President's book contains the agenda's for business and officer meetings.  |
| Leadership  | 1, 4       | Club represented by parent(s)/volunteer(s) at all county Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club. (Charter Requirement)                                |
| Leadership  | 1-4        | Club represented by parent(s)/volunteer(s) at all county Parent-Volunteer Association meetings by parent(s)/volunteer(s). (2013) (Charter Requirement)   |
| Leadership and Decision Making  |            | At a minimum, request an annual financial accounting of funds from the county office/school activity fund/foundation to have reviewed and approved by the club's leadership team. Copy of minutes filed with county office. (2012) (Charter Requirement) |
| <b>Evaluation</b>   |            |  |
| Evaluation  | 1-3        | A minimum of 75% of the club's annual goals/On TRAC plans were reached.  |
| Evaluation  | 2, 3       | Submitted the Annual Club End-of-Year Evaluation (this form) to the county office. (Charter Requirement)   |
| Evaluation  | 2, 3       | In addition to End of Year Report, the club completed an e-scrapbook, scrapbook or any other designated county report.   |
| <b>Recognition</b>  |            |  |
| Recognition   | 1-3        | A scheduled celebration/recognition event was held for members, families.  |
| <b>Public Affirmation/Community Involvement/Affiliation</b>             |            |  |
| Public Affirmation  | 1, 2       | Two-thirds of members took part in a variety of county events and/or meetings (examples—County Council; county planning committees; workshops; county fair, camp, contests, etc.).   |
| Affiliation   | 2          |  |
| Community Involvement, Affiliation, Public Affirmation, and Recognition |            | Two-thirds of membership was involved in at least nine club planned activities/events during the year (examples--meetings; tour; recognition night; club skating party, holiday parade, etc.).   |

## Annual Club End-of-Year Assessment

Club Name \_\_\_\_\_ Date \_\_\_\_\_

This evaluation is to be completed by the club leadership team (officers and leaders). The evaluation is based on a *Standards of Excellence* rating. Be honest and use the tool to “Make the Best Better.” Use it as a way to determine the club’s strengths and those things which need to be goals for the next year.

| Excelled<br>“A” - Blue                  | Met<br>standards<br>“B-C” - Red | Needs<br>Improvement<br>“C or below” -<br>White  |
|---|---------------------------------|--|
| <b>Active Participation in Learning</b> |                                 |  |
|   |                                 | Two-thirds of the members made progress towards individual 4-H project goals – i.e. following through with at least one project enrolled in.   |
|   |                                 | The club had at least 2 project groups supporting 4-H project work development.  |
| <b>Decision Making Opportunities</b>    |                                 |  |
|   |                                 | Submitted the annual <i>Monthly 4-H Meeting Planning Guides</i> to the county Extension office. Kept OCES informed of changes and additions to plans and of club activities outside of club meetings. (Charter Requirement)            |
|   |                                 | Members were actively involved in determining the yearly program plan (On TRAC).   |
| <b>Social Interactions</b>              |                                 |  |
|   |                                 | The club’s On TRAC plans were printed/posted/distributed to members, families and volunteers.  |
|   |                                 | Completed a timely enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained. (2012) ( <i>Charter Requirement</i> )                                       |
|   |                                 | Actively recruit, retain and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community. ( <i>Charter Requirement</i> )  |
| <b>Leadership</b>                       |                                 |  |
|   |                                 | Members had a planned part in the program during the year (examples—serving on committees, doing an organized talk or demonstration; refreshments; obtaining club speakers/program; helping younger members, doing community service). |
|   |                                 | Officers/leadership team elected/selected and fulfilled leadership roles. Participate in county officer training.  |
|   |                                 | Secretary’s book contains minutes of all club meetings, officer meetings and attendance records.   |
|   |                                 | President’s book contains the agenda’s for business and officer meetings.  |

Leadership continued...

|  |  |  |
|--|--|--|
|  |  | Club represented by parent(s)/volunteer(s) at <b>all</b> county Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club. ( <i>Charter Requirement</i> )                                |
|  |  | Club represented by parent(s)/volunteer(s) at <b>all</b> county Parent-Volunteer Association meetings. (2013) ( <i>Charter Requirement</i> )   |
|  |  | At a minimum, request an annual financial accounting of funds held by the county office/school activity fund/foundation and have it reviewed and approved by the club's leadership team. Copy of minutes filed with county office. (2012) ( <i>Charter Requirement</i> ) |

#### Evaluation

|  |  |  |
|--|--|--|
|  |  | A minimum of 2/3rds of the club's annual goals/On TRAC plans were reached/completed.                                   |
|  |  | Submitted the Annual Club End-of-Year Evaluation (this form) to the county office. ( <i>Charter Requirement</i> )      |
|  |  | In addition to End of Year Report, the club completed an e-scrapbook, scrapbook or any other designated county report. |

#### Recognition

|  |  |   |
|--|--|---|
|  |  | A scheduled celebration/recognition event was held for members and/or families. |
|--|--|---|

#### Public Affirmation/Community Involvement/Affiliation

|  |  |   |
|--|--|---|
|  |  | Two-thirds of members took part in a variety of county events and/or meetings (examples—County Council; county planning committees; workshops; county fair, camp, contests, etc.).                    |
|  |  | Two-thirds of membership was involved in at least nine <u>club</u> planned activities/events during the year (examples--meetings; tour; recognition night; club skating party, holiday parade, etc.). |

| In the boxes below, total the number of check marks in each column. |               |                   |
|---|---------------|-------------------|
|   |               |                   |
| Excelled  | Met standards | Needs Improvement |

**HOW IS OUR CLUB MEASURING UP? USE THE COLUMN TOTALS TO HELP PLAN FOR NEXT YEAR.**

Continue on next page



| In this column, list no more than 5 <b>successful programs</b> your group was proud of this past year. | In this column, list challenges the club will focus on overcoming next year? |
|--|--|
| 1.   | 1.   |
| 2.   | 2.   |
| 3.   | 3.   |
| 4.   | 4.   |
| 5.   | 5.   |

**Signatures of club leadership team completing the evaluation.**

Name

Office/leadership role

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

«Date»

«First\_Name» «Last\_Name»

«Address»

«City» «State» «Zip»

Dear «First\_Name»,

Thank you for your interest in starting a 4-H Club in the Oklahoma 4-H Youth Development program. The charter application was received and has been submitted to the State 4-H Office.

In the meantime, we will continue to work with you and other certified volunteers to establish the club, provide materials and resources for developing the leadership team, plan club meetings, handle finances, as well as providing continuing education for parents and volunteers.

The following meetings and continuing education sessions are scheduled for this year. Please encourage volunteers and parents to attend. The information will be valuable for establishing a healthy and active club.

| Date | Time | Orientation  | Location |
|------|------|--|----------|
|      |      | Tools of the Trade – Club Leaders  |          |
|      |      | New Parent Orientation   |          |
|      |      | Working with Minors Training   |          |
|      |      | Quarter I Volunteer Continuing Education (VCE)<br>– Teaching and Working with Youth and<br>Introduction to Geology Project |          |
|      |      | Quarter II VCE - Project Groups and starting<br>STEM   |          |
|      |      | Quarter II VCE– Project Groups and starting<br>STEM groups in your club  |          |
|      |      | Quarter III -  |          |
|      |      | Quarter IV -   |          |
|      |      | District Volunteer Conference  |          |
|      |      | State Parent-Volunteer Conference  |          |
|      |      | Quarterly PVA meeting – 7 pm, first Monday of<br>January, April, July and October.   |          |

Thank you for your willingness to share your time, talents and resources with the Oklahoma 4-H program.

Sincerely,

<name>

Extension Educator

4-H Youth Development Programs



## OKLAHOMA COOPERATIVE EXTENSION SERVICE

*Division of Agricultural Sciences and Natural Resources*

### **4-H Youth Development Program**

205 4-H Youth Development Bldg, Stillwater, OK 74078  
(405) 744-5390 (405) 744-6522 – fax

August 18, 2014

\_\_\_\_\_ Cooperative Extension Service

This is to advise you that the Oklahoma State University Cooperative Extension Service, 4-H Youth Development has approved \_\_\_\_\_ to use the 4-H Name and/or Emblem for the following purpose: educational programs, marketing and visibility and fund development that specifically supports the educational functions of 4-H and which support the overall mission of the Oklahoma 4-H Program.

Conditions of this approval are based on agreements between this office and \_\_\_\_\_ regarding the use of the 4-H Name and/or Emblem for the stated purposes. We reserve the right to review, inspect or withdraw approval at any time for violations in the use of the 4-H Name and/or Emblem.

The 4-H Name and Emblem are protected by federal stature. For all printed materials and other items where it is feasible, the words "18 U.S.C. 707" must be used as an integral part of the 4-H Emblem. Please see the 4-H National Headquarters USDA Fact Sheet at [http://www.csrees.usda.gov/nea/family/res/pdfs/using\\_the\\_4h\\_name.pdf](http://www.csrees.usda.gov/nea/family/res/pdfs/using_the_4h_name.pdf)

for the correct electronic version of the 4-H Emblem and a copy of the 4-H Name and Emblem Graphic Standards.

An annual Club assessment will be completed with club leadership to review whether a club shall maintain their "active" status as a Chartered Club. As standards evolve or change, the county educator will be responsible for communicating the changes directly to club leadership.

1. Submit annual set of *Monthly 4-H Meeting Planning Guides* to the county Extension office. Keep OCES informed of changes and additions.
2. Actively recruit and meet regularly with volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community.
3. Complete and submit to the county office an end of year report of club communicating/illustrating how the clubs focused on the implementation and/or performance of the 10 "Good Practices" of a 4-H Club.
4. At a minimum, request an annual financial accounting of funds from the county office/school activity fund/foundation to have reviewed and approved by the club's leadership team.
5. Complete a regular enrollment process for 4-H members and volunteers. Based on youth enrollment a healthy and/or adequate youth-adult ratio is maintained
6. Have a team of local parent(s)/volunteer(s) attend Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.

If at any time the club applies for an EIN or 501C3 status with the Internal Revenue Service that information must be filed with the county extension office.

A copy of this authorization is to be maintained in the county office and a copy provide to club leadership. In the event club leadership changes, a copy of the authorization will be provided to the "new" leadership.

Sincerely,

Kevin Allen  
State 4-H Program Leader and Assistant Director  
OCES, 4-H Youth Development

Oklahoma State University, U. S. Department of Agriculture, State and Local governments cooperating. Oklahoma State University in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures.

CHARTER CLUBS – **COMPLETED RENEWAL PROCESS**

Letter sent to club praising them for meeting or exceeding the renewal requirements.”

*Sample 3*

«Date»

«First\_Name» «Last\_Name»

«Address»

«City» «State» «Zip»

Dear «First\_Name»,

Congratulations your club met or exceeded the standard necessary to renew the club charter for next year! We recognize the hard work and dedication the leadership team placed on positive youth development, a healthy environment for growth and education and a safe fun place where youth and families choose to spend their time.

Please continue to practice our 4-H Motto, “To Make the Best Better.” This can be done by continuing to prepare and use On TRAC plans, recruit and retain members, set and evaluate goals for the club, involve all members in the decision-making process and provide opportunities for project growth all while providing a healthy, fun and safe environment for growth and education.

As a reminder, to maintain your “charter” status, the club will have to continue to meet or exceed the standards for being a chartered club.

Please do not hesitate to call and ask questions.

Sincerely,

<name>

Extension Educator

4-H and Youth Development Programs

Attachment: Certificate of Certification

# CHARTER CLUBS – NEED TO COMPLETE CHARTER RENEWAL PROCESS

Club has not completed some portion of the renewal process.

Sample 4

«Date»

«First\_Name» «Last\_Name»

«Address»

«City» «State» «Zip»

Dear «First\_Name»,

4-H clubs are the foundation of every successful 4-H program. As the primary delivery method of 4-H, clubs provide volunteers and members with unlimited opportunities for learning, building relationships and fun. The unique opportunity for social and personal development provided through the club/group structure is the most effective and efficient way to achieve the mission of 4-H.

Each year (name) county reviews with club leadership the expectations necessary to maintain the club's Charter. In reviewing our records, the following items have not been completed for this program year (Sept. 1-Aug. 31). If the following are not turned in/completed by the date noted, the club will be placed on probation and a plan of improvement will be developed for next year. If the club **does not** meet or exceed standards while on probation the Charter can be revoked. A revoked charter means the club is dissolved.

| To maintain a charter, an Oklahoma 4-H club is asked to: <i>(delete items which have been completed)</i>   | Needs to be completed by |
|--|--------------------------|
| <b>Club Management</b> - Submitted annual set of <i>Monthly 4-H Meeting Planning Guides</i> to the county Extension office. Club meet regularly and kept OCES informed of changes/additions to plans, completed 2/3 <sup>rd</sup> s of the plans and the club filed Activity and Event Intent Form 7 for activities outside club meetings.   |                          |
| <b>Enrollment</b> – Annually renew enrollment of 4-H members and volunteers, maintaining a healthy and/or adequate youth-adult ratio based on enrollment. Club enrollment included a minimum of five or more youth from two or more families and certified volunteer(s). Annually the club actively recruits and retains volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community. |                          |
| <b>Reporting</b> – Club completed an end of year report of club activities and submits it to county Extension office. Report could include but not limited to the <b>Annual Club End-of-Year Evaluation</b> and/or E-scrapbook/Scrapbook/other county requirements celebrating club activity.  |                          |
| <b>Finances</b> - At a minimum, one annual financial accounting of funds maintained by the county office/school activity fund/foundation is completed and approved by the club/club's leadership team. Copy of minutes filed with county office. (2012)  |                          |
| <b>Continuing Education</b> - Have a team of local parent(s)/volunteer(s) attending <b>all</b> Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.  |                          |
| <b>Leadership</b> - Club represented at <b>all</b> county Parent-Volunteer Association meetings by parent(s)/volunteer(s). (2013)  |                          |
| Club leader(s) met with county educator for annual review.   |                          |

Before (date) we need to visit with you regarding items noted above in an effort to insure that youth and families of the (name) 4-H club are being provided a safe healthy environment where they can thrive, grow and choose to spend their time.

Thank you for the time and interest you have shared with the (name) 4-H. Please let us know if we can be of assistance.

Sincerely,

<name>

Extension Educator

4-H and Youth Development Programs

**PLEASE NOTE**

This letter may be used in consecutive years when a club is truly working to move forward, yet still needs constructive guidance which benefits positive youth development. There are many scenarios' which may play out and will require different approaches. Please be flexible, yet focused on constructive steps rather than punitive. Seek advice from District or State staff as the situation requires.

REVOKING a CHARTER – No sample letter has been provided for revoking a charter. Before taking action consult with district or state staff and be prepared to provide documentation of the consultation/counseling which has taken place or the action which merits revoking a charter.

«Date»

«First\_Name» «Last\_Name»

«Address»

«City» «State» «Zip»

Dear «First\_Name»,

Oklahoma 4-H is dedicated to supporting and insuring that 4-H clubs provide a safe healthy environment where volunteers and members have unlimited opportunities for learning, building relationships and can look forward to club meetings and activities.

We met on (date) and agreed that the club would develop a feasible plan of improvement for the 20\_\_-20\_\_ 4-H year. As part of the plan the club leadership team (youth and adults) will make a diligent effort to achieve the written expectations with the support and assistance of the county extension office. Please know we are dedicated to helping the club achieve their goals. Together we continue to "Make the Best Better."

Sincerely,

<Name>

Extension Educator, 4-H and Youth Programs

Attachments: Written Plan of Improvement

# Club Charter Renewal

Club Name \_\_\_\_\_

Program Year \_\_\_\_\_

The charter renewal process is an educational practice that confirms 4-H's commitment to insuring clubs provides a quality experience and safe environment. The renewal process must be completed by July 31. The process is intended to assist a club and their leadership team in establishing goals and making progress toward those self-set goals.

|   | Excelled | Met standards | Needs Improvement – state what is to be improved |
|---|----------|---------------|--|
| 1. <b>Club Management</b> - Submitted annual set of <i>Monthly 4-H Meeting Planning Guides</i> to the county Extension office. Club meet regularly and kept OCES informed of changes/additions to plans, completed 2/3 <sup>rds</sup> of the plans and the club filed Activity and Event Intent Form 7 for activities outside club meetings.  |          |               |  |
| 2. <b>Enrollment</b> – Annually renew enrollment of 4-H members and volunteers, maintaining a healthy and/or adequate youth-adult ratio based on enrollment. Club enrollment included a minimum of five or more youth from two or more families and certified volunteer(s). Annually the club actively recruits and retains volunteers and youth from a variety of racial, ethnic, religious, and socioeconomic groups in your community. |          |               |  |
| 3. <b>Reporting</b> – Club completed an end of year report of club activities and submits it to county Extension office. Report could include but not limited to the <b>Annual Club End-of-Year Assessment</b> and/or E-scrapbook/Scrapbook/other county requirements celebrating club activity.  |          |               |  |
| 4. <b>Finances</b> - At a minimum, one annual financial accounting of funds maintained by the county office/school activity fund/foundation is completed and approved by the club/club's leadership team. Copy of minutes filed with county office. (2012)  |          |               |  |
| 5. <b>Continuing Education</b> - Have a team of local parent(s)/volunteer(s) attending <b>all</b> Parent-Volunteer Continuing Education opportunities for personal development, as well as to take the information back for use in the club.  |          |               |  |
| 6. <b>Leadership</b> - Club represented at <b>all</b> county Parent-Volunteer Association meetings by parent(s)/volunteer(s). (2013)  |          |               |  |

Comments:

**Upload this completed document to the 4HOnline Club records before July 31 each year.**

**Record Charter RENEWEL or PROBATION in 4HOnline**

Charter Renewed for \_\_\_\_\_ Program Year – upload signed form to 4HOnline

Club on probation for \_\_\_\_\_ Program Year with the understanding to maintain their Charter they must develop and implement written a plan of improvement.

## Signatures

Date \_\_\_\_\_

Extension Educator \_\_\_\_\_

Revised 5/2015

Club Leader(s) \_\_\_\_\_



Example of Scrapbook Content – electronic or paper

## 4-H Club Electronic Scrapbook Guide

All Chartered 4-H clubs in Oklahoma are to submit an annual "End-of-Year" report of club activities to county Extension office to maintain their Charter.

An Electronic or E-scrapbook is one way to maintain a historical record of club activities, report club work and maintain records for future committees, officers and volunteers without consuming lots of storage space. The same outline could be applied to a scrapbook.

### Who is Responsible?

The E-scrapbook is the responsibility of the reporter and secretary. The club may choose to form a Scrapbook committee to manage this task. This is a task which will require good time management in order to complete/organize/file the reports/information generated by a club.

### Definition of an E-scrapbook:

- 1) Electronic files containing materials created by the club: On TRAC Plans, meeting agendas, minutes and committee reports; club goals; flyers; conference/activity schedules or programs, news releases, scanned newspaper articles, etc., and
- 2) A PowerPoint/video/etc. presentation summarizing club work for the current year.

### Guidelines for setting up E-scrapbook:

#### Electronic Files for CD - (not all inclusive)

- **On TRAC plans**
- **Agendas**
- **Secretary's Book**
  1. Minutes
  2. Attendance Records, etc.
  3. Club Goals
- **Treasurer Reports and Records**
- **Correspondence**
  1. Thank you notes
  2. Letters to donors
- **Committee Reports** - Materials generated to plan, promote, conduct and evaluate activities and events.
  1. Share the Fun
  2. Club Picnic
  1. Spring Livestock Show
  2. Fabric and Fashion Event
  3. Communication Event
  4. Healthy Living Fair
  5. County Fair
- **Project Groups** – Materials, lesson plans, agendas, minutes, projects, pictures, etc.
  1. Food Science
  2. Health & Fitness
  3. Animal Science
  4. Shooting Sports
- **Service Projects** - Materials generated to plan, promote, conduct and evaluate project.
  1. Pull-tab Collection

2. Ronald McDonald Campaign
3. Each One Reach One Campaign

- **Awards and Recognition**
- **Publicity**

1. Newspaper Articles
2. News Release
3. Scanned newspaper articles printed

- **Website** - Web-pages managed/maintained by the team, *Other.* – Include other headings and sub-files appropriate to your club

**PowerPoint/Video/Scrapbook** – For sharing with decision makers and the community

- Keep the slides simple, yet informative.
- Choose a basic font and carefully select background for slide. It needs to be readily assessable so the PPT can be transferred from machine to machine.
- Each slide should communicate size, scope and growth of the program or activity.
- Pictures should be action oriented and tell a story.
- LIMIT "grip n' grin" and posed "hugs" they do not tell a story.
- Possible slides in order of importance
  1. Club goals and goals accomplished. Explain how the goal was accomplished in the note section of the PowerPoint slide.
  2. Activities and project undertaken by the club. Provide a written narration/summary about each in the note section of the PowerPoint slide.
  3. Showcase of activities and events members participated in throughout the year.

### Sample PPT Slides

This sample slide is an example of how one might report the items noted above.



### 4-Leaf Clover Senior Make A Difference Day

October 27, 2012

**Purpose:**  
Community wide fun-filled activity for families. All proceeds for the Ronald McDonald House.

**Impact:**

- 200+ participants
- \$350 raised and then matched by Wal-Mart for a total of **\$680** for the Ronald McDonald House
- Experienced teamwork and cooperation in action



## **Appendix 4**

# **Parent-Volunteer Association**



# A Motion from Start to Finish



This simplified version of parliamentary procedure will keep a group from becoming so bogged down in procedure that the group does not make progress on an issue.

1. **To Make a Motion**: Raise your hand and when recognized by the President "I move that ..."
  - a. Have the motion in writing. Make the motion as short and accurate as possible (what the group is to do, how and when it is to be done and how much time and money is to be spent). Well thought out and prepared motions alleviate time wasted and additional procedures necessary to amend a motions later.
  - b. Speak up so you can be heard by everyone.
  - c. Committee chairs make a motion on behalf of their report. No second necessary because it is on behalf of a committee who is composed of members of the body.
2. **Motions must be Seconded**: Raise your hand and say "Second"
  - a. A motion must be seconded.
  - b. If no second is received, the motion fails.
3. **Discussion**: After a motion is made and seconded, the President will open the floor for discussion. The maker of the motion has the first opportunity to speak, this then becomes the time to explain and persuade people to vote for the motion. If you are opposed, this is the time to tell the group why the motion should not pass. Amendments are made during the discussion.
4. **Call the Question** (or how to end discussion of a motion) This is not a mandatory step. If the group gets long winded and is repeating what everyone has said, the committee needs to make a decision. In that case you:
  - a. Raise your hand, get recognized by the President and say "I call the Question".
  - b. The President will then state "The question has been called, all in favor of ending discussion on this motion, say aye. Those opposed, say nay."
  - c. There must be a majority of 2/3 to pass the motion to end discussion, then the motion must be voted upon.
  - d. If there are not sufficient votes to pass the motion to end discussion, more discussion continues.
5. **Voting on a Motion**: Prior to voting on a motion, the President will repeat the exact wording of the motion.
  - a. **Voice Vote** The President will ask: "Everyone who is in favor, please say aye." He/she will then ask: "Anyone who is opposed please indicate by saying "nay".
    - 1) The President will then declare whether the motion passed or failed.
  - b. **Roll Call Vote** The President may call for a roll call vote when he/she thinks an item is of such importance that members' votes need to be on the record or when it appears that a voice vote will be very close.
    - 1) Members may ask for a roll call vote when they do not agree with the President's interpretation of the voice vote. or
    - 2) The member, after being recognized by the President, states: "I ask that a roll call vote be taken".
    - 3) The person making an original motion can include in the motion the statement that the motion be decided by a roll call vote.

Literature #  
**4H.VOL.308**  
**Beginners – The Motion** has been written for teaching the most elementary procedures. The fact sheet has an activity for teaching how to make a basic motion.

6. **Amending a Motion**: If you decide you want to amend a motion, you can do it three (3) different ways.
- a. **Friendly Amendment**: You can ask the Member who made the original motion whether he/she would agree to a friendly amendment. This is usually used when a point needs to be clarified.
  - b. **Early Amendment**: If you want to amend a motion during the discussion stage (before the motion has been voted upon), use the following procedure:
    - 1) Be recognized by the President and then state "I ask the motion be amended to state ..."
    - 2) The amendment must be seconded.
    - 3) The amendment must be discussed.
    - 4) The amendment must be voted upon and must pass by a majority vote.
    - 5) If the amendment passes, then discussion resumes on the amended motion, followed by a vote on the amended motion.
  - c. **Late Amendment**: If a motion has already been voted on, you can attempt to amend the motion by the following:
    - 1) Be recognized by the President and then state "I ask the last motion be amended to state ..."
    - 2) The amendment must be seconded.
    - 3) The amendment must be discussed.
    - 4) The amendment must be voted upon and must pass by a 2/3 majority vote.
    - 5) If the amendment passes, no other vote is required.
7. **Tabling a Motion**: If you believe that a motion should be deferred to later in the meeting, you should:
- a. Be recognized by the President and then state: "I move that we table this motion until a later time due to ...."
  - b. The motion to table must be seconded.
  - c. The motion to table must be discussed.
  - d. The motion must be voted upon and must pass by a majority vote.
8. **Postponing a Motion**: If you want to postpone the discussion on a motion until a future meeting or until some future time, you should:
- a. Be recognized by the President and then state: "I move that we table this motion until ..."
  - b. Your motion should state whether you are postponing until a specific future meeting or whether you are postponing the motion indefinitely.
  - c. The motion to postpone must be seconded.
  - d. The motion to postpone must be discussed.
  - e. The motion must be voted upon and must pass by a majority vote.

Sources [http://www.wahshashe.org/resources/training/BASIC\\_PARLIMENTARY\\_PROCEDURE](http://www.wahshashe.org/resources/training/BASIC_PARLIMENTARY_PROCEDURE). (2016 site no longer active)

\*\* A copy of these by-laws can be downloaded at <http://4h.okstate.edu/for-educators/club-management-system/charter-starting-a-club>.

Oklahoma Cooperative Extension Service  
4-H Youth Development Program

\_\_\_\_\_ COUNTY

## **4-H PARENT – VOLUNTEER ASSOCIATION BY-LAWS**

### **Article I                      Name**

This organization shall be known as the \_\_\_\_\_ County 4-H Parent – Volunteer Association.

### **Article II                      Objectives**

In cooperation with the County Extension staff, the objectives of this organization shall be to:

- Support the mission and objectives of the 4-H Youth Development effort.
- Aid in the physical, mental and the social development 4-H members through clubs, programming, activities and events.
- Encourage and support Youth-Adult Partnerships in the planning, conducting and evaluation of county activities and events with general guidance from the Extension Office.
- Encourage a cooperative spirit among 4-H clubs and members.
- Encourage representation and participation of all clubs in the business and committee work of the PVA.
- Promote OCES 4-H Youth Development programs through marketing and visibility efforts at the local and county level.
- Encourage and support the certification and continuing education of 4-H adult and teen volunteers.
- Recruit and train volunteers for local and county volunteer responsibilities.
- Supplement and enhance efforts of the Oklahoma Cooperative Extension Service.

### **Article III                      Membership**

The membership of this organization shall include all 4-H parents and adult volunteers in \_\_\_\_\_ County, irrespective of race, color, national origin, gender, religion, ethnicity, age or disability.

### **Article IV - Meetings**

#### **Section 1. Meeting**

- A. The \_\_\_\_\_ PVA will meet Quarterly (February, May, August, and November) on the fourth Thursday at 7 pm for a business meeting.
- Or The \_\_\_\_\_ PVA will meet the fourth Thursday of each month for a business meeting and an educational program.
- B. In the event a meeting is changed or cancelled the membership will be notified one week in advance, unless it is an emergency or due to weather conditions. In which cases all due effort will be made to contact members by phone or other designated means.

## Section 2. Quorum

*Choose an option which best serves your county and makes sure that clubs are represented and making decisions best for the total program. The following are possible alternatives.*

- Ten (10) members present shall constitute a quorum. Or
- 2/3rds of the clubs in the county are represented.

## Article IV                      Officers

### Section 1. Elected Officers

The elected officers of this organization are President, Vice-president, Secretary, Treasurer and Liaison to the \_\_\_\_\_ County 4-H Foundation. Officers will be referred to as the PVA Executive Committee.

### Section 2. Duties of Elected Officers

- A. The President shall: 1) Preside at all meetings of the \_\_\_\_\_ County Parent-Volunteer Association; 2) Appoint committees; 3) Serve as an ex-officio member of all committees except the nominating committee; 4) Consult with County Extension Educators and Executive Committee in the preparation of an Agenda for Business meetings and 5) Perform the usual duties of the presiding officer.
- B. The Vice-president shall: 1) Act in the capacity of President in the absence of that person, 2) Work closely with the extension educators to fill county 4-H activities and events chair and chair-elect positions, 3) Coordinate all PVA committees and 4) Perform all duties delegated by the president.
- C. The Secretary shall: 1) Record the minutes and actions of all meetings of the organization and submit to the Extension Office and Executive Committee ten (10) days following the meeting, 2) Maintain a copy of all PVA committee reports, and 3) Handle correspondence as needed.

*(Counties who have an established 4-H Foundation may have no need for a Treasurer and may choose to have a position titled Foundation Liaison.)*

- D. The Treasurer shall: 1) Keep all financial records in accordance with OCES guidelines and procedures, 2) Submit a Quarterly itemized statement of income and expenditures for approval at business meetings, 3) Chair PVA Budget Committee in establishing the organization's annual balanced budget, 4) Pay bills in a timely manner, 5) Serve as a member of the Fund Raising Committee and work closely with all county fund raising activities, 6) Maintain a record of the PVA Internal Revenue Employer Identification Number (EIN), 7) Have books audit at the end of term in office. 8) Request a copy of the clubs account activity quarterly from the organization managing the account. At least once a year the club/executive body shall submit a copy of the minutes to the extension office where the group approves/reconciles with the accounting bodies report.
- D. The Foundation Liaison shall: 1) Be a member of the \_\_\_\_\_ County Foundation Board 2) Represent the mutual interests of both organizations and 3) Provide communications between the two \_\_\_\_\_ organizations.



### **Section 3. Tenure**

All elected officers shall serve a (2) two-year term or until succeeded, without privilege of succession to the same office. A term of office will begin at the conclusion of the meeting at which an individual is elected. The President and Treasurer and/or Foundation Liaison shall be elected in odd numbered years. Secretary, Vice President shall be elected in even number years. The only exception shall be those individuals appointed or elected for incomplete terms. Such persons shall have privilege of succession for a full two (2) year term.

### **Section 4. Qualifications**

- A. The nominees for president, vice-president and treasurer shall have been a 4-H Parent – Volunteer Association Member for a minimum of one (1) year.
- B. Any individual qualified for membership in the organization is eligible to serve as an elected officer or appointed position, with the exception of the president, vice – president and treasurer.
- C. An individual who has previously served as an elected officer may again be elected to serve, provided at least one (1) year has lapsed since the last term of service.

## **Article V Election of Officers**

### **Section 1. Nominations**

- A. A nominating committee, with a minimum of three (3) members from three (3) separate communities, shall be appointed by the chairperson, at the quarterly meeting prior to the election.
- B. The Nominating Committee shall recommend two nominees for each elective office to be filled in that year.
- C. The Nominating Committee shall make the nominees known to members at large at least thirty (30) days prior to election.
- D. Nominations may be made from the floor, at the meeting at which elections are held as long as the individual meets the qualifications.
- E. All nominees shall have consented to serve if elected.

### **Section 2. Elections**

- A. Elections shall be held during the second quarter of the year.
- B. Elections may be by ballot, show of hands, standing count or acclamation.
- C. A majority of those votes cast shall be required for election to office.

## **Article VI Executive Committee**

### **Section 1. Membership**

- A. The executive Committee shall consist of the officers and the Extension 4-H Youth Development Educator(s).
- B. Committee Chairs may be asked to attend Executive Committee meetings.

## **Section 2. Duties**

The Executive Committee shall be responsible for the functions of the organization between quarterly meetings. A complete record of all its proceedings shall be kept. A report of the executive committee shall be made at the quarterly meetings of the organization.

## **Section 3. Meetings**

The president, in consultation with the Extension 4-H Youth Development Educator(s), shall call meetings of the Executive Committee as needed.

## **Section 4. Powers**

The Executive Committee shall have the authority to make appointments as needed.

A Parliamentarian may be appointed and shall serve at the discretion of the Executive Committee.

## **Section 5. Vacancies**

In the event an officer resigns, becomes disqualified, or fails to perform the duties of the office to which elected or appointed, the Executive Committee shall declare the office vacant, and name a successor to complete the un-expired term. The exception shall be a vacancy in the office of president to which the vice-president shall succeed.

# **Article VII          P.V.A. Order of Business**

## **Section 1. Business**

The order of business shall be as follows: call to order; attendance, reading and approval of minutes, treasurer's report, a report of the executive committee, standing committees, special committees, unfinished business, new business, and announcements.

The agenda will be available 1 week prior to the PVA business meeting. Elected Officers are to conduct the business meetings. County Extension Educators are to function only as an advisor to the PVA.

# **Article VIII          PVA Committees**

## **Section 1. Standing Committees**

Standing Committees shall consist of Budget, Fund Raising, Awards and Recognition, Achievement Banquet, Fabric and Fashion Event, Camp, Share the Fun, Communications Event, County Fair, Horticulture Show, and Healthy Living Fair.

## **Section 2. Executive Committees**

Executive committees shall consist of Nominating, By-Laws and any other deemed necessary by the President or Executive Committee.

## **Section 2. Membership**

Committees will be composed of adult volunteers and teen leaders who will share equally in the decision making and responsibilities. Each committee will have a chair and chair-elect. The chair-elect will be in training for assuming the chair position the following year.

### **Section 3. Duties**

- A. Committees are appointed with the responsibility to plan and carryout an activity/event or to research alternatives for recommending action to the PVA.
- B. Committee work shall be done outside the Quarterly Business meeting.
- C. Keep records of all committee work, correspondence, agendas and minutes, evaluations, etc. for future committees.
- D. The committee chair shall file a written report of all meetings with the PVA Secretary, Vice President and the County Extension Educator.
- E. The committee will keep the executive committee informed and report to the PVA.

## **Article IX                      PVA Funds**

### **Section 1. Purpose**

All PVA funds are for the purpose of providing educational opportunities for volunteers and youth.

### **Section 2. Account**

*Accounting policies change regularly. Be sure to keep club by-laws amended to reflect the most current Extension and/or government regulations.*

- C. Keep a set of records which can be compared to agency records/ledger.
- D. Request a copy of the ledger account prior to each meeting and report transactions to the body.

### **Section 3. Budget** (*This responsibility might fall to a 4-H Foundation in counties where a foundation is established.*)

A formal budget will be presented to and voted upon each year by the Association. The Budget Committee will be responsible for developing a proposed balanced budget based on the account balance and needs of the 4-H program.

### **Section 4. Fund Raising** (*This responsibility will fall to a 4-H Foundation in counties where a foundation is established.*)

A Fund Raising committee will be responsible for reviewing the needs of the 4-H program and developing opportunities and programs which will generate the revenue necessary to meet the needs of the \_\_\_\_\_ County 4-H program. The recommendation of the committee must be presented to and voted upon by the PVA.

### **Section 5. Dissolution of the Organization**

In the event the Parent-Volunteer Association dissolves all funds held in its name will be merged into the county 4-H program managed by the Oklahoma Cooperative Extension Service.

## **Article X                      Parliamentary Authority**

### **Section 1. Procedures**

- A. All meetings of the Parent–Volunteer Association and its Executive Committee shall be governed by these bylaws, and                      parliamentary rules and usage contained in the current edition of ROBERT'S                      115 RULES OF ORDER NEWLY REVISED. Any

member appointed as parliamentarian to advise the president shall not be disenfranchised by denial of the right to speak to and vote on issues before the organizations.

- B. These Bylaws shall have precedence over ROBERTS RULES OF ORDER NEWLY REVISED.

## **Article XI            Amendments**

**Section 1.** These By-laws may be amended or revised at any regular meeting of the organization by a two-thirds (2/3) vote of those members present, provided that said amendments shall have been presented in writing to the membership at least fifteen (15) days prior to its presentation for adoption.

Adopted \_\_\_\_\_ 20\_\_

Revised \_\_\_\_\_ 20\_\_



