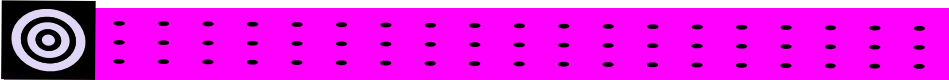




University of Nevada
Cooperative Extension

SP-10-06

Southern Area 4-H Program



Handbook For New 4-H Leaders

Walter Barker, Ph.D., Area Extension Specialist
Lori Leas, Community Based Instructor

A Resource Guide



Inside:

- Contact Information
- Risk Management Overview
- Programs and Projects Overview
- 4-H Council Information

Clark County, Nevada

Southern Area 4-H Program

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▶ 4-H Volunteer Contact Information

National 4-H Headquarters
National Institute of Food and Agriculture (NIFA)
At the United States Department of Agriculture
National 4-H Headquarters, NIFA, USDA located in Washington, D.C., works in partnership with the Cooperative Extension Service nationwide, land grant universities, private partners and other programs that constitute 4-H to promote the power of youth
www.national4-hheadquarters.gov

University of Nevada, Reno
A land grant university
Mail Stop 404, Reno, NV 89557-0404
(775) 784-7070
www.unr.edu

University of Nevada Cooperative Extension (UNCE)
University of Nevada, Reno
Dean and Director – Karen Hinton
Mail Stop 404 - NJC 118, Reno, NV 89557-0404
(775) 784-7070
www.unce.unr.edu/4-H

UNCE- Southern Area
Area Extension Specialist – Walter Barker, Ph.D.
8050 Paradise Road, Las Vegas, NV 89123-1904
4-H Offices
(702) 257-5538
www.unce.unr.edu/areas/southern



▶ **Clark County 4-H Offices**

Southern Area 4-H Youth Development Specialist

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barkerw@unce.unr.edu

(702)257-5538

▶ Northeast Clark County (Logandale, Overton, Moapa, Mesquite and Bunkerville)

4-H Coordinator - Lori Leas

leasl@unce.unr.edu

(702) 397-2604

▶ Clark County (Las Vegas, Boulder City, Sandy Valley, North Las Vegas, Henderson and Green Valley)

(702) 222-3130

4-H Leaders Council

Clark County

N.E. Clark County



▶ **Chartering Information**

Chartering Your Club

All 4-H clubs and entities need to be officially recognized through the process of “chartering.”

Federal regulations mandate that each University of Nevada Cooperative Extension 4-H entity be officially chartered. A 4-H charter recognizes and identifies 4-H entities as eligible and approved to *use the 4-H name and emblem for educational purposes and goals* and to be able to participate in official 4-H activities and educational programs.

4-H charters are presented on behalf of the National Institute of Food and Agriculture (NIFA) and University of Nevada Cooperative Extension 4-H youth development program. The charter is signed by the Secretary of NIFA and the Dean and Director of University of Nevada Cooperative Extension. The signed official charter certificate is then forwarded to the local Clark County UNCE 4-H club that applied for the charter certificate, where it will be openly displayed or posted.

Charter applications are available at your local 4-H office or on the University of Nevada Cooperative Extension website:

www.unce.unr.edu

go to Programs/4-H/Policies and Procedures then find Chartering Documents

Once your club has applied for and received its official charter, the process does not have to be repeated for five years as long as the club remains in good standing.

Applying for an Employee Identification Number (EIN)

Clubs who wish to handle funds and open a bank account must have an Employee Identification Number (EIN). To obtain instructions and an EIN, contact your local 4-H staff for guidance.



The 4-H Clover and its usage

[www.national4-hheadquarters.gov/library/4-H guidelines](http://www.national4-hheadquarters.gov/library/4-H%20guidelines)

Did You Know?

The 4-H name and emblem are highly valued within our country's history. As such, it has been granted a very unique and special status; it is in a category similar to the presidential seal and the olympic emblem. This federal protection makes it a mark into and of itself with protection that supersedes the limited authorities of both a trademark and a copyright. As a result, responsibility and stewardship for the 4-H name and emblem were not given to the U.S. Patent office, but were given to a higher level of the federal government, a member of the presidential cabinet, the *Secretary of Agriculture*. The secretary has responsibility for the 4-H name and emblem at the direct request of Congress. The "18 USC 707" is the statement in the United States Code that outlines the protection of the 4-H name and emblem.

IMPORTANT

If you are a 4-H member or volunteer, you are permitted to use the 4-H name and emblem **once your program is chartered** with the official 4-H charter from national 4-H headquarters at the NIFA within the USDA.

All other private or commercial users must obtain written permission from the USDA. See your local or state 4-H office to see what steps you must take in order to obtain permission to use the name and emblem.



How to use the 4-H emblem

The official 4-H emblem is a 4-leaf clover with an H in each leaf with the stem turned to the right. The emblem may be two-dimensional (flat) or three dimensional (with shadows that show depth and perspective). Authorized users of the 4-H emblem should take care to ensure that, when they use the emblem, they have done the following:

1. They have obtained the official 4-H emblem and are using it in its entirety.
2. They do not "flip" the image to create a framed look. The stem on the 4-H emblem *must* point to the right as you look at the image. Under no circumstances should the stem be changed to point to the left.
3. They are familiar with resizing graphics through the software application being used and do not distort or warp the dimensions of the emblem.
4. The 4-H emblem is never used to imply endorsement of any product or material.
5. They follow the graphic use guidelines outlined in this document or for additional information, they contact National 4-H Headquarters.



The official and preferred color of the 4-H emblem is 100 percent PMS 347 green; black is the only other color allowed in place of the official green.



▶ **4-H Pledge and Motto**

The 4-H Pledge

*I Pledge my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
and my Health to better living,
for my club, my community, my country,
and my world.*

The pledge tells what 4-H is all about. 4-H has as its goal the four-fold development of youth: Head, Heart, Hands and Health. The pledge was adopted by the delegates to the 1927 National 4-H Club Camp in Washington, D.C. State club leaders voted for and adopted the pledge for universal use. The phrase "and my world" was added in 1973. The saying of the pledge has a prominent place in 4-H activities at regular 4-H meetings, achievement days and other club events.

Motto: "To Make The Best Better"

The motto was adopted at about the same time as the 4-H Club Pledge. Its intent is to inspire young people to continue to learn and grow and to make their best efforts better through participating in educational experiences.

"Learning By Doing"

This phrase sums up the educational philosophy of the 4-H program. Young people learn best when they are involved in their learning. The intent is provide opportunities for youth to do something new, reflect on what they've learned and think of how they might apply or use what was learned.



The Role of a County 4-H Council

County 4-H councils have provided key support to 4-H programs and have strengthened youth development since 4-H's earliest beginnings. With a small number of professional staff, leaders organized councils as a way to share information, establish more uniformity in programs and events, and to provide training for new leaders.

Today, the purpose of 4-H councils remains the same. Councils help organize county and regional events and activities, plan achievement programs, support trips to conferences and all the rest. Councils are still designed to promote youth development opportunities for boys and girls in urban, rural and suburban areas, and to increase the number of volunteers. For example, 4-H councils can help with the following roles:

- **Organize and support additional programs for youth**
Establish or support educational opportunities for youth beyond the club level, including camp, member exchanges (intra- and inter-state), county fair and project activities.
- **Support volunteer education**
Conduct adult and youth volunteer training; provide financial support for volunteer education and promote volunteer development via meetings, newsletters and phone.

continued on page 8



The Role of a County 4-H Council

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- **Advise county 4-H Program development**

Explore new 4-H youth development opportunities and challenges. Provide advice on youth and volunteer needs and issues to the County Extension agent. Work to ensure that all youth participating in Cooperative Extension youth programs (afterschool programs, camps, clubs and other programs) have equal access to 4-H programs.

Support

- **Manage budget and raise funds to support 4-H youth development work**

Develop and manage a budget that supports 4-H youth development work. Conduct fund-raising events to support these budgets.

- **Coordinate county level recognition**

Develop meaningful recognition for young people and volunteers. The link between county 4-H councils and Cooperative Extension.

As a volunteer in a chartered 4-H club, you and your club are encouraged to be active in your local 4-H Leaders Council.



▶ 4-H Adult Leadership Roles

As little as two hours a month. . .

Becoming a 4-H volunteer does not have to be a full-time job. There are different levels of leadership roles that can fit into any volunteer's schedule. Here are just a few:

Club Leaders

Usually, a club leader will be responsible for the administration of the club. Filling out paperwork, coordinating meetings or events and working closely with the youth leaders in conducting meetings. Expect at least one hour of prep time for each hour of club time.

Project Leaders

These can either be short-term or long-term depending on the project. If you have a specific interest or experience in a project, you may volunteer for a series of meetings once or twice per month or even a one-day afternoon workshop.

Resource Leaders

Resource leaders can be anything from chaperones on 4-H trips to being in charge of the snacks at a meeting. Resource leaders can have very flexible schedules if they want. They fill in wherever they are needed. Most parents make good resource leaders and should be used as such.

It is Nevada State Law that all adult volunteers who have regular contact with children must be fingerprinted and screened. This process takes between four to six weeks to complete. Please contact your local 4-H office to schedule a time to come in and begin this process.



Risk Management for Clubs

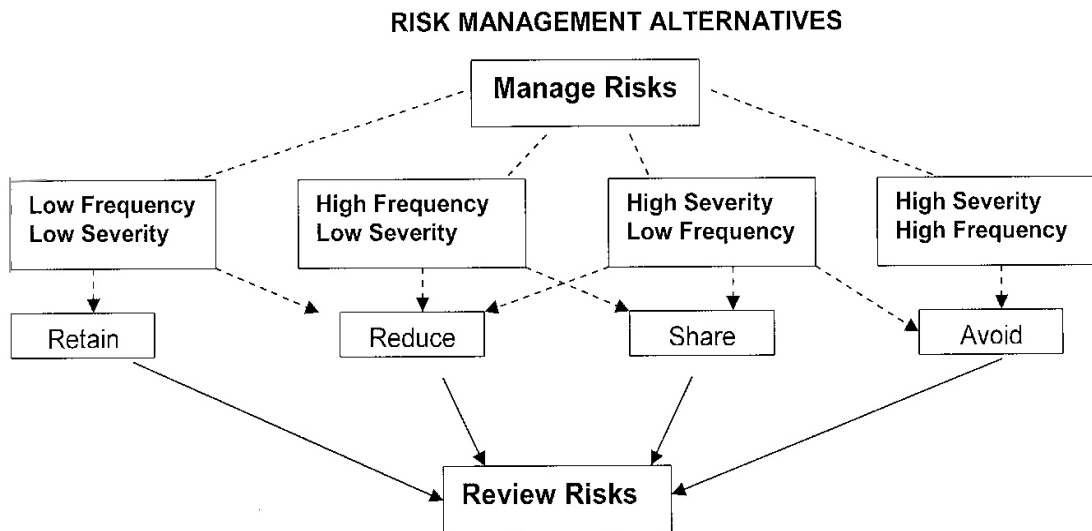
Risk

A risk is any uncertainty about a future event that threatens your organization's ability to accomplish its mission. Risk is the many unexpected things that can happen to the participants, the spectators, the properties and even the reputation of 4-H.

Risk Management

Risk management is the process used to protect assets by minimizing the potential for negative outcomes. It means the club/group planning committee anticipates what the risks (acts or situations that allow for the possibility for harm or loss) could be and decides ways to manage these risks.

As you plan an event or activity, take time to consider the risks and develop a risk management plan. Follow established guidelines and do what a reasonable and prudent person would do.



Risk Management Strategies

Risk Management

Revised: November 2005

Located at S:\MUCampus\4-HAdministration\Risk and Liability\Risk Management Manual.doc



▶ Risk Management for Clubs (continued)

Once the risks have been identified, you must develop a strategy to address each risk. Alternatives for managing risks include:

- Assume the risk—accept the risk and prepare for the possibility of loss to occur.
- Reduce the risk—change the activity or conditions to decrease the likelihood that a loss will occur.
- Share the risk—find someone to share some of the risk. Ways to share the risk include carrying accident/medical insurance, using informed consent forms or paying vendors for services.
- Avoid the risk—do not conduct the activity if the risk is too severe and the possibility of occurrence is too great.

Each club should have a risk management plan:

The Southern Area 4-H Program, in partnership with the Clark County 4-H Leaders Council, has developed an easy-to-follow guide for risk management at the club level. Each chartered club will receive a copy of this book to help them evaluate and reduce risk in their local club meetings and activities. For more information or to receive your risk management book for your club, please contact your local 4-H office.



Liability for Volunteers

As a certified, fingerprinted 4-H volunteer, you are:

A person who performs volunteer service under the direct supervision and control of and for the benefit of the Nevada System of Higher Education (NSHE) is considered an employee and is entitled to defense and indemnification under the NSHE's self-insured liability program provided his or her acts are not wanton or malicious.

Volunteers who are injured while working for the NSHE

NSHE has elected to consider volunteers as employees for workers' compensation purposes. Therefore, their sole remedy for injury while volunteering for NSHE is workers' compensation.

Tort Claims Cap

NRS 41.035 limits the amount of damages that can be awarded against an employee of NSHE to \$75,000 per cause of action. This cap applies to claims brought under Nevada in a Nevada court. It does not apply to claims brought in federal court or in another state.

Tort Claims Fund

The state of Nevada and NSHE are self-insured for their liability arising out of the negligent acts of their employees. The State's Tort Claims Fund is funded by the Legislature for payment of claims against NSHE or its employees.

(UNCE Employee Handbook, Human Resources)

Additional Liability

As a volunteer, if you use your personal property during 4-H meetings or activities, you may want to talk to **your insurance company** to see if you need to make any changes on your policy.



Special Activities and Annual Accident Insurance

- You and your club may elect to purchase this insurance. A potential insurer is [American Income Life](#). University of Nevada Cooperative Extension and Nevada 4-H do not endorse this company, but provide this information as a resource to 4-H volunteers.
- **Special Activities Insurance** - Single-day or short-term policy costs range from \$0.15 per member per day or higher depending on the 4-H club activity to be covered. This insurance provides illness and accident coverage to participating members. You should consider special activities insurance for field trips/tours or special club events (i.e., swimming party, canoe trip, trail ride, etc.).
- **Annual Accident Insurance** - You may purchase annual accident insurance to cover the entire 4-H year for \$1 per member per year for most 4-H clubs or \$2 per member per year for all-terrain vehicle (ATV), gymkhana and horse clubs. You must cover all members in the club when selecting this insurance option.

The Southern Area 4-H Program and Clark County 4-H Council strongly urge all clubs to purchase additional insurance.



Club Management - Projects



What is a Project?

Projects can be just about any area of interest that a young person wants to learn more about (from horses to honey bees, skateboards to skiing, computers to combustion engines). These can all be an official 4-H project. A group of children interested in the same thing can form a project club.

To be considered for a project, a member must:

1. Set goals
2. Make a plan
3. Record progress
4. Evaluate the outcome

While 4-H members are developing mastery over a certain project, the 4-H leader recognizes that they are also teaching them very valuable "life skills" such as :

- Problem solving
- Critical thinking
- Recordkeeping
- Communication
- Teamwork

All projects should focus on the youth learning life skills, not the end product.

What projects do you have experience or personal interest in?

What projects is your club interested in?



Your Club's Goals and Education Plan

What projects is your club going to work on this year?

When is the start date? _____

When is the end date? _____

Is there a culminating event for this project such as a fair or expo or trip?

Approximately how many meetings will there be for this project? _____

When will they be? _____

Who will lead the meetings? _____

Where will most of the meetings take place? _____

How long will the meetings last? _____

All 4-H clubs in good standing must complete at least one community service project per year. You can plan this on a club basis or work with other clubs in the area. What ideas does your club have for a community service project?



▶ Club Management - Youth Leadership

Leadership skills are among one of the top priorities in the 4-H program. Giving members a chance to lead in their own clubs has shown to be a benefit in many aspects of their lives. The standard set of officers for each club would be:

President :

- Lead the team of club officers in identifying annual goals, activities and events
- Ensure that officers have reports and activities prepared for the club meeting
- Become familiar with parliamentary procedures and consensus methods of making decisions
- Appoint members to participate on club program and activity committees

Vice President:

- Arrange club meeting programs
- Chair the program portion of club meetings
- Distribute the annual program to all club members and their families
- Learn the duties of the president and preside when the president is absent
- Work with a program committee to plan the program for each club meeting

Secretary:

- Record the proceedings or take minutes of each meeting.
- Set up and maintain a secretary's binder for the program year. Include sections for annual goals and annual program plans; the club roster and attendance; meeting minutes; committee reports and correspondence

Treasurer:

- Account fully for all money that is received and/or spent
- Promptly pay all bills authorized for payment by the club budget or by club members

[continued on page 17](#)



Youth Leadership

Treasurer (continued from page 16)

- Maintain financial records including copies of all invoices, bills and cash receipts relating to the funds and property of the club
- Keep accurate records in the treasurer's ledger or on a computer using an accounting program
- Balance (reconcile) the club ledger reports with monthly bank statements

If you have a large club, there are several other offices that members can hold such as song leader, sergeant at arms, activity leader and communications officer. There are several different officer manuals available to 4-H members. Many of them can be downloaded in PDF format. One example would be the:

4-H Officers Manual from the University of California 4-H Program

You can find it in downloadable form at: www.ca4h.org/4hresource/forms/

Parliamentary Procedure:

Learning basic parliamentary procedure is a very important skill for youth to acquire. There are many 4-H publications with several different activities to help youth understand the basic principles of this type of meeting management. Clark County has an interactive activity available on DVD called Parliamentary Procedure Trail Mix that can be acquired by calling the Las Vegas or Northeast Clark County offices.

Other guides: Utah State's "Basic Parliamentary Procedure for 4-H Clubs" which can be found at:

http://extension.usu.edu/files/publications.publication/4-H-Leadership_2008-01pr.pdf

-or-

North Dakota's handout can be found at:

www.ext.nodak.edu/4h/volunteers/MeetingHandbook.pdf



Club Management - Meetings

Sample

4-H Club Meeting Program

Place: **Date:** **Time:**

Activity **Person Responsible**

BUSINESS MEETING AGENDA

- Call to Order, opening exercise **President**
- Pledges **TBA**
- Song **Song Leader**
- Roll Call **Secretary**
- Reading and approval of the minutes, **Correspondence secretary**
- Treasurer's Report **Treasurer**
- Report of Committees **Chairpersons**
- Report of Project Groups **Chairpersons**
- Old Business **President**
- New Business **President**

PROGRAM

- Project Demonstration and/or Illustrated Talk **TBA**
- Club Activities **Chair**
- List

RECREATION

- Play games
- Take a field trip **Recreation Leader**

REFRESHMENTS TBA

(pick for next month now)

Plan Your Work and Work Your Plan



▶ Minimum Requirements for Clubs

The Southern Area 4-H program and the Clark County 4-H Leaders Council have compiled a list of minimum requirements for clubs and members' achievements to be considered "In Good Standing" clubs. Members need to be in good standing to be considered for:

Awards, Year-pins and most financial scholarships through the 4-H Council

Clubs In Good Standing Shall:

- Keep current membership records
- Have a minimum of eight to 10 meetings per year
- Have enrolled, active members in good standing
- Help with at least one area-wide workshop or activity
- Complete at least one community service project
- Have at least one representative active in 4-H Council

Members In Good Standing Shall:

- Participate in at least 50 percent of club meetings/workshops/activities or as dictated by individual clubs (leader)
- Turn in a record or portfolio of club work by deadline each 4-H year (staff)
- Demonstrations at club level (leader)
- Compete or exhibit at county/area level (staff)
- Participate in at least one community service project
Can be individual, club or area (leader)
- Compliance with individual club requirements (leader)

All requirements are to be checked by either club leader or 4-H staff (as designated) at the end of each year and will be included in the year-end portfolios or record books.



Online Resources for 4-H Volunteers

www.unce.unr.edu/4H/

The main website for information on Nevada's 4-H program. Here you will find forms and policies, calendars, registration information and contact information for all 4-H staff in the state. Click on the "volunteers" tab at the top and find many educational topics along with an online training module.

www.national4-hheadquarters.gov

This website is maintained by the USDA and has all the federal guidelines for all 4-H Programs, including use of the name and emblem, downloadable emblems and fact sheets. Try clicking on the "quick links" at the top menu for links to "4-H 101," a great learning tool for old and new 4-H leaders.

www.fourhcouncil.edu

This is a super website for all things 4-H, including links to the 4-H mall and 4-H grant opportunities. Are you having problems finding curriculum for a certain project? Click on the "national directory for 4-H curriculum" on the left-side menu. It also has a directory for all state and county 4-H contacts.

www.4hvolunteersusa.org

If you are a 4-H volunteer, this website is just for you. Great activity ideas, a grant writing newsletter and opportunities to share your success stories are all on this website.



▶ Other 4-H Facts-at-a-Glance

- **October 1 is the beginning of the 4-H year**

- **4-H age groups:**

Clover Bud - 5-8

Junior - 9-10

Intermediate - 11-13

Senior - 14-18

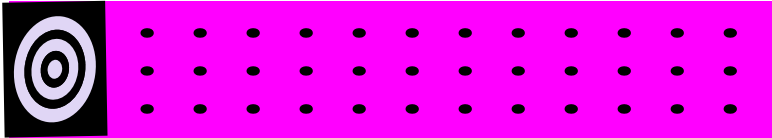
Members' ages are computed as of January 1 of the current 4-H year.
Example: to be considered a Junior in the 2008/2009 year, a member must have reached their ninth birthday by January 1, 2009.

- **Every member and leader must re-enroll each year in October.**
- **Project book/portfolio pages can be found on the UNCE website or from your local 4-H office.**
- **Public speaking and demonstrations are highly encouraged for all 4-H members**
- **There are 4-H programs in every county, in every state as well as some foreign countries.**





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