



# 4-H Parent Handbook

## Welcome to 4-H!

The purpose of this booklet is to help you learn more about 4-H and how to help your child have a positive experience in 4-H. Use this booklet as a tool to familiarize yourself with the 4-H Youth Development program.

As your family goes through the 4-H year, you may find you have questions about specific activities or events, or expectations of your family. Please be sure to keep the lines of communication open with your club/group or volunteer leader(s) and/or contact your local University of Arizona Cooperative Extension Office.

### Supportive Adults:

Today's 4-H member may not live in a traditional two parent family. The term parent is intended to refer to the adult supporting a child's participation in 4-H, school or community activities. This could be a mother, father, aunt, uncle, grandparent, guardian, sibling or other caring adult.

### Supportive Adults Are Encouraged To:

- ✿ Take the time to learn about 4-H, what it stands for, and how it operates.
- ✿ Help the 4-H member select a project of interest to the child and his/her family. The member's ability and the resources needed to complete the project need to be considered.
- ✿ Show an interest and enthusiasm for the 4-H member's selected 4-H project. Plan project work throughout the year, rather than waiting until the last minute.
- ✿ Help the 4-H member participate in county, regional and state events, such as public presentations, camp, fair, and project workshops.
- ✿ Keep the purpose of 4-H in mind. The project is a teaching tool and method to provide the member a learning experience. It is more important to involve the 4-H member in a learning experience to gain life skills than to prepare a perfect project display for fair.
- ✿ Celebrate the 4-H members' successes, and learn from their mistakes. Whatever the rating or score, help the 4-H member see the progress made, things learned, and goals reached.



The University of Arizona  
Cooperative Extension



## Role Description

### 4-H Parent or Supportive Adult



Purpose:	To assist and support their child and other children in the 4-H club or group.
Success Criteria:	Through the experiential learning (hands-on learning) process, the children in the 4-H club or group will gain knowledge and skills to positively and successfully respond to life's varying situations.
Responsibilities:	<p>To assist or encourage their child and other children in the club or group to:</p> <ul style="list-style-type: none"><li>✿ Set realistic project and achievement goals</li><li>✿ Accomplish those goals, where appropriate</li><li>✿ Participate in club, unit, regional, state, national, and international programs</li><li>✿ Use positive reinforcement of each child's part in the group</li><li>✿ Provide transportation to and from meetings and special activities</li><li>✿ Attend meetings and special events of the club or group</li></ul> <p>To complete a parent volunteer survey (may be available in some clubs) and/or discuss with the organizational leader, the areas where you could assist the club. Depending on the time that you have available, you may:</p> <ul style="list-style-type: none"><li>✿ Plan and facilitate special events for the club or group</li><li>✿ Learn about the developmental needs of the different ages of children in the club or group</li><li>✿ Make phone calls</li><li>✿ Lend use of home for meetings</li><li>✿ Serve as a project leader, resource leader, or helper in one or more project areas</li><li>✿ Assist with meetings or special events (tours, fund raisers, fairs, etc.)</li><li>✿ Serve as an adult advisor to one or more committees</li></ul>
Time Required:	Approximately 1-5 hours per month (providing transportation, attending meetings, helping child with projects or activity work; varies according to task).
Target Dates:	October through September
Resources Available:	Volunteer Application Process Materials Arizona 4-H Project & Publication Listing
Training Opportunities:	e-Learning Modules Volunteer Leader Training
Report To:	4-H Club Organizational Leader or 4-H Club Project Leader
For Questions, Contact:	4-H Club Organizational Leader or Extension 4-H Youth Development Staff

# Facts About 4-H

## Symbol:



### Fact:

The 4-H Emblem is federally protected under Section 18 US Code 707 and belongs to the Congress of the United States. The official emblem is green with white H's – the 4-H colors.

The 4-H Name & Emblem is a highly valued mark within our country's history. It is in a category similar to the Presidential Seal and the Olympic Emblem. It has federal protection deemed higher than a trademark or copyright. The United States Secretary of Agriculture oversees usage of the 4-H Name & Emblem.

The Official 4-H Emblem is a clover with four leaves and an "H" on each leaf. The clover's stem must point to the right. The 4-H emblem should appear in specific colors and in its entirety. No text or graphics may be superimposed over the top of one of the leaves nor may it appear as a watermark behind other information.

A 4-H member or volunteer is permitted to use the 4-H Name & Emblem once a program charter is issued to their recognized 4-H club or group. Commercial vendors, private organizations, or other entities need to contact the local Extension office to determine steps necessary to use the 4-H Name & Emblem. Extensive penalties may be given for unauthorized use of the 4-H name & Emblem.

For more information, contact your local Extension office:

In Willcox

(520) 384-3594

In Sierra Vista

(520) 458-8278 ext. 2141

## Colors:

WHITE

Symbolizes Purity

GREEN

Stands for life, springtime & youth

## 4-H Pledge:

*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. Saying the pledge has prominent place in 4-H activities, at regular 4-H meetings, achievement days, other club events, and country, state, and national events.*

I Pledge

My Head to clearer thinking,  
(right hand points to forehead)



My Heart to greater loyalty,  
(right hand over heart)

My Hands to larger service,  
(arms slightly bent to front with palms up)



And my Health to better living,  
(arms at sides)

For my club, my community, my country, and my world.

**Motto:**

“To Make the Best Better”

*The intent of the motto is to inspire young people to continue to learn and grow, to make their best efforts better through participating in educational experiences where they gain knowledge, values, and skills.*



**Local 4-H Club/Group Information:**

My Child’s 4-H Club/Group Name: \_\_\_\_\_

4-H Club/Group Web Site: \_\_\_\_\_

Location of Meetings: \_\_\_\_\_

Meeting Time/Date: \_\_\_\_\_

  

Club/Group Volunteer Leader(s):

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

  

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

  

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Where To Get Further Information:**

**Local University of Arizona Cooperative Extension Offices:**

County Name: Cochise

**Extension Assistant II, 4-H  
Luis Aguilar Chavez**

Email : [laguilarchavez@arizona.edu](mailto:laguilarchavez@arizona.edu)

Phone : 520-458-8278 ext. 2141

**Extension Assistant II, 4-H  
Mekenna Smith**

520-384-3594

Email: [mekennagsmith@arizona.edu](mailto:mekennagsmith@arizona.edu)

**Willcox Office:** 450 S Haskell Ave, Ste A, Willcox, AZ 85643

Office Hours: 8:00am – 5:00pm

Admin. Asst.: Tricia Dunham

Email: [triciadunham@email.arizona.edu](mailto:triciadunham@email.arizona.edu)

Phone: (520) 384-3594

Fax: (520) 384-3681

**Sierra Vista Office:** 1140 N Colombo, Sierra Vista, AZ 85635

Office Hours: 8:00am – 5:00pm

Admin Asst: Berlynda Schaff

Email: [berlyndaschaaf@arizona.edu](mailto:berlyndaschaaf@arizona.edu)

Phone: (520) 458-8278 ext. 2141

Fax: (520) 458-5823

**4-H Newsletter:**

County Newsletter Name: Cochise County 4-H Connection

How Often Received: Varies

**Helpful Websites:**

Zsuites <https://4h.zsuite.org>

AZ 4-H Foundation <https://extension.arizona.edu/4hfoundation/>

Arizona 4-H <http://extension.arizona.edu/4h>

Cochise County 4-H <http://extension.arizona.edu/4h/cochise>

Quality Assurance <https://yqcaprogram.org/>

Visit us on Facebook <http://www.facebook.com/cochisecounty4h>

**Expectations and Costs**



## You Can Expect Your Club/Group Leaders To:

- ✿ Find answers to 4-H questions.
- ✿ Distribute 4-H materials in a timely fashion.
- ✿ Be courteous, helpful, and respectful.
- ✿ Provide an organized structure for club meetings and activities.
- ✿ Help officers plan creative, fun meetings.
- ✿ Assist members to learn leadership skills.
- ✿ Encourage all members to set realistic goals and work toward completing them.
- ✿ Be a positive role model.
- ✿ Create an awareness of resources and opportunities available to 4-H members.
- ✿ Reflect and celebrate successes, even small ones.

## What's Expected of Your Child in 4-H:

- ✿ Select at least one project
- ✿ Set goals for member's project(s) and complete a project report for each project.
- ✿ Attend at least 75% of club and project meetings (or number established by club).
- ✿ Prepare and present a 4-H demonstration at the project, club or county level.

## Cost of 4-H:

AZ 4-H Youth Foundation has waived fees for all 4-H members for the 2022-2023 4-H year. There may be costs for project manuals, some 4-H activities and events.

All 4-H projects have some cost beyond the project resource book. For some projects, this cost may be supplies and materials that the 4-H member and family already have. For other projects, your child may need to buy supplies not readily available. Please keep the cost in mind when selecting a project(s) with your child. Your club leader(s) can help you select projects that can interest your child, but stay within your family's budget guidelines.

## 4-H Projects:

A 4-H project is the topic or interest area members explore through hands-on activities, sequential learning experiences, goal setting, and evaluation. Necessary life skills, as well as project skills, are emphasized in the project resource books. Project resource books may be approved and available statewide or at the county level.

More than 100 4-H projects are available to Arizona 4-H members. A complete list of Cochise County 4-H projects is included in your New 4-H Family Folder, available from club/group leaders, and at each county office as well as on the county website. Each club/group may offer different projects based upon the interest of members and the availability of project resources and leaders.

New 4-H members are encouraged to limit their project choices to best maximize their first year experience and not become overwhelmed with completing them. Members select new projects each

Projects My Child Signed Up For:

\_\_\_\_\_

year or may re-enroll in the same projects for multiple years.

## Setting Project Goals:

A goal-centered learning system is used by the 4-H program to help 4-H members get the most from their 4-H projects. An adult (club volunteer leader, project leader, or supportive adult) should assist the member in developing



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

Project goals are like having a road map. They help the members to decide how to get from where they are to where they want to go.

So like using a road map, first decide how to get there or how to do something. The ACTION part of the goal tells the action that will be taken or the "doing" part of the goal.

The next thing to include is the RESULT. This tells what results from the action or what is intended to be done. Sometimes numbers are useful in this step.

The last part of goal setting is WHEN the goal will be done. Set a realistic time to complete the goal.

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

Goals can prepare the member to win those awards by learning more about the project, talking to people who can help, or trying something new. But, the member has no control to win them, so do not include awards in project goals.

4-H members' project goals are recorded on the project record for reference throughout the 4-H year. The member should keep the project records as well as all 4-H records in a secure place, such as a 4-H folder or binder.

### **4-H Activities and Events:**

4-H activities and events are planned to support the learning of 4-H members. They provide a hands-on opportunity for youth to learn new skills and evaluate their progress towards achieving established goals. Many activities allow 4-H members to showcase their knowledge and skills to the public and provide recognition to the 4-H member and to the 4-H program.

### **County/Unit 4-H Events:**

Most Extension Units offer similar 4-H activities and events throughout the year. The following list of 4-H activities and events are offered through Cochise County 4-H.

- ✿ Judging Contests
- ✿ 4-H Quiz Bowls
- ✿ Public Presentation Contests
- ✿ 4-H Club Officer Training
- ✿ Project Workshops
- ✿ Leaders' Training Workshops
- ✿ National 4-H Week Promotion
- ✿ Recognition Events
- ✿ 4-H Shows, Fairs, and other exhibitions
- ✿ Junior Leaders, Teen Leaders, Ambassadors, etc.
- ✿ Camps
- ✿ And many more



There are also many opportunities offered in your region of the state, statewide and nationally. To find out about other opportunities of interest to you, contact your club leader, the local University of Arizona Cooperative Extension Office or check the website, and/or read your 4-H newsletter.



### 4-H Shows, Fairs, and Expositions:

Members can showcase their 4-H projects at a 4-H sponsored show, fair, or exposition. It may be

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

\_\_\_\_\_

held in conjunction with a county fair, school event, or another community event. Sometimes the "Interview" judging technique is used. With this method, someone discusses the 4-H project with the member and determines the quality of the exhibit and member's knowledge learned, based upon accepted standards for the project. Exhibit classes vary per show.

### 4-H Calendar, Rule Book, and Fair Book:

- ✿ The Cochise County 4-H Calendar is a compilation of all 4-H events going on in the 4-H year; additional dates are listed in the newsletter. The 4-H Calendar is printed and sent out with newsletters in January of each year, it is also posted on the county website for review during the year.
- ✿ The Cochise County Rule Book contains project rules that pertain to all 4-H members. It is recommended that all 4-H families read the rule book sections that pertain to the projects they are involved in. Your knowledge of the rules will help to ensure success in the projects you choose.
- ✿ The Cochise County Fair Book includes all project entry information for 4-H members. This can be found on the Cochise County Fair Association website.  
<https://www.cochise-county-fair.com/junior-livestock>

4-H members and families are encouraged to become familiar with the 4-H Calendar, the Rule Book, and the Fair Book, and especially with those areas that pertain to their own projects. If questions should arise, contact your 4-H club leader or your local Extension office.

### 4-H Camps:

Arizona 4-H camps offer organized activities, cooperative group living in the natural environment, and action packed fun. Adults, who have successfully completed background checks and the 4-H certification process, supervise youth at each camp.

Camps Offered in Arizona:

- ✿ State 4-H Camp
- ✿ State 4-H Dog Camp
- ✿ JOLT Leadership Conference
- ✿ Natural Resource Outdoor Camp
- ✿ And more...



Contact your local Extension office for more details on camps and other programs offered.

## Arizona 4-H Glossary

**4-H:** The youth development education program of the University of Arizona Extension and the United States Department of Agriculture. The program consists of a collection of access systems in which youth learn in group settings or on their own. A number of activities and events enrich the program experiences for the learners.

**4-H Member:** A youth who has completed an individual enrollment and attended at least one meeting of an organized ongoing local 4-H club or group and is aware of their involvement in 4-H.

**4-H Club/Group:** An identifiable group of youth sanctioned by University of Arizona Extension, which has been organized to have similar learning experiences.

**4-H Club/Group Volunteer:** An adult or older youth who provides support to a 4-H club/group to complete the annual program plans and goals of the club/group. Titles may include: 4-H Leader, Organizational Leader, Activity Leader, Enrollment Leader, Junior Leader, Teen Leader New Family Support Coordinator, Project Leader or other needed volunteers to conduct the club/group program.

**Activity Leader:** A volunteer that leads and/or helps coordinate a club or county activity. For example, an activity leader might coach youth preparing for a county 4-H horticulture judging contest or help a group of youth coordinate a club fundraiser.

**Achievement Program:** An annual event in which 4-H youth, clubs/groups, leaders, community partners, and alumni are recognized for their achievements. Awards are distributed for levels of 4-H participation and accomplishment, these vary by club.

**Adult Volunteer:** Unpaid support for the 4-H program by an individual 19 years of age or older.

**Camp:** Usually an overnight outdoor living experience that is offered to 4-H youth during summer months. Camp is an excellent opportunity for youth to learn more about the environment, themselves, and working together in a "community."

**Camp Counselor:** An adult or older teen who volunteers to assist with the 4-H camp program for 4-H members. Counselors usually stay in cabins with campers at a ratio of 1 counselor for no more than 10 campers. Counselors supervise campers throughout the daily 4-H camp activities, including cabin supervision, project activities, recreational activities, campfire and evening programs.

**Cloverbud:** Youth that are 5-7 years of age, as of January 1<sup>st</sup>, that are enrolled in a 4-H group. Cloverbud groups participate in unique 4-H projects that are age appropriate. Volunteer leaders help coordinate activities and the program for Cloverbuds.

**County Extension Director:** An Extension staff member responsible for program, staff and fiscal considerations within a specific local University of Arizona Extension unit.

**Delivery Methods:** Youth may participate in 4-H through a variety of ways, called delivery methods. These delivery methods include: school or community based 4-H Clubs/Groups, Special Interest Groups, Short-term Project Groups, 4-H camping programs. Youth can learn with others by enrolling in 4-H clubs or groups. Youth ages 5-7 may participate in the 4-H Cloverbud program. Youth ages 8-18 may participate in more structured club/group experiences.

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

**Enrollment Leader:** An adult or older teen who coordinates the enrollment process for the club/group. Collection of enrollment forms from individual members, communicating with the local

Extension office to complete the enrollment process, and distributing project resource materials are a part of this volunteer's role.

**Event:** An educational or recreational occasion occurring at a particular place and time. Events support ongoing positive development of youth and are one part of the 4-H experience.

**Exhibit Opportunity:** See (4-H) Show

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

**Fair:** See (4-H) Show

**Hands-On:** Direct practical experience in the operation or function of something.

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

**Junior Leader:** An older 4-H member (12 to 18 years of age) who assists adult volunteers of the 4-H club in carrying out the organizational duties of the club or who teach other members through projects or activities.

**Learn-by-Doing:** A 4-H slogan of doing and reflecting.

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

**National 4-H Week:** The first full week of October is identified as National 4-H Week. The event recognizes 4-H youth and leaders nationally. Frequently this week is used as an opportunity to promote 4-H in local communities and recruit new members and leaders for 4-H clubs.

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

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

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

**Quality Assurance and Ethics:** A certification program to be completed by 4-H members with animal projects planning to exhibit at the Cochise County Fair as well as other state shows. For more information, go to: <https://yqcaprogram.org/>

**(4-H) Show, Exhibition, Fair:** Each year, 4-H members participate in a public display that showcases the results of their project accomplishments and performances. Knowledgeable judges evaluate the projects. Ribbons, banners, buckles, and other awards are presented to the members based on the level of the quality of their 4-H work.

**Teen Leader:** An older 4-H member (14 to 18 years of age) who assists adult volunteers of the 4-H club in carrying out the organizational duties of the club or who teach other members through projects or activities.

**University of Arizona:** The land grant university in Arizona designated by Congress to receive the benefits of the Morrill Acts of 1862 and 1890, which provided for college education for the working classes. The University of Arizona's main campus is located in Tucson and has a second campus in Sierra Vista.

**University of Arizona Cooperative Extension:** Cooperative Extension provides practical, research-based information and programs to help individuals, families, farms, businesses and communities in Illinois. Its mission in short is to help the citizens of Arizona put knowledge to work.

**Volunteer Screening Process:** A process adopted by the University of Arizona Extension to prevent child abuse and neglect and to protect youth within the 4-H program. The volunteer must complete and sign the *4-H Adult Volunteer Leader Application* and authorize contact of three listed references. An authorization for a search of the Arizona Department of Children and Family Services Child Abuse Neglect Tracking System and a complete criminal conviction investigation with the Illinois State Police is a part of the volunteer screening process. All volunteers who have contact sufficient to build a personal relationship with young people in the Arizona 4-H program must successfully complete the full process.



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Adapted from: University of Illinois Cooperative Extension, 4-H Parent Handbook