

# Arizona 4-H Volunteer Handbook



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az1509



Head  
Heart  
Hands  
Health



Cooperative Extension



## Welcome to the Arizona 4-H Family!

Thank you for serving as a volunteer in Arizona 4-H. By becoming a volunteer 4-H leader, you have become a vital link in the University of Arizona's Cooperative Extension educational outreach program for youth called 4-H. Being a 4-H volunteer is a challenging, yet rewarding role.

As a 4-H volunteer, you play a key role in carrying out the 4-H mission. This is to help youth acquire knowledge, develop skills and form attitudes that will enable them to become self-directing, productive and contributing members of society. When you have helped a young person grow into a responsible member of the community, you have given the finest kind of leadership. The satisfaction you gain is deep and lasting.

The University of Arizona's 4-H Youth Development Program values 4-H volunteers. Volunteers support the missions of 4-H Youth Development and the University of Arizona to help or teach others and to reach personal goals. The time, talents, and experiences that 4-H volunteers contribute strengthen 4-H and other Cooperative Extension programs. 4-H volunteers and extension staff work together as a team. This helps make better use of limited resources and reaches more youths and adults.

This handbook has been designed to guide you along the way toward developing a successful 4-H club, and will help you to become an effective 4-H volunteer. You will find some information on the history of 4-H, policies and procedures used in the Arizona 4-H program, and practical information for working with youth to provide valuable learn-by-doing educational opportunities.

We hope you will find the handbook useful. Please feel free to contact the 4-H Agent in charge of the 4-H Program or other 4-H staff in your county if you have any questions about the handbook. We also welcome your comments and suggestions on how this handbook might be improved. As always, your input is greatly appreciated.

Thank you for helping us provide educational experiences for youth that will help them to be the best they can be.



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Many thanks to the many Extension faculty and volunteers who have helped review and provide suggestions for this handbook over its evolution.

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# INTRODUCTION TO 4-H



## 4-H HISTORY AND LORE

### 4-H: How it all Began - Over 100 Years ago

In the early years, most clubs were organized through schools, with teachers serving as leaders. Nationally, the beginning of 4-H dates back to 1902, when A.B. Graham organized the first 4-H club in the basement of the Clark County Courthouse in Springfield Township, Ohio. The first 4-H club in Arizona was organized as the Boys Cotton Club in Chandler by George Peabody in 1913.

After the passage of the U.S. Smith Lever Act in 1914, 12 cotton, corn, and grain sorghum 4-H clubs were formed in Arizona. Canning, swine, and poultry clubs were organized in 1915 by Leland Park. He became the first employee to devote full time to clubs for boys and girls.

The 4-H pledge was written by Kansas 4-H leader Otis Hall and was adopted during the first National 4-H Club Camp in Washington, D.C. in 1927. Boys' and girls' clubs became known as "4-H Clubs" in the early 1930's. 4-H was originally designed not only to educate youth, but also so that these young men and women would bring information home to their parents.

### 4-H Lore

#### The Arizona 4-H Mission

The University of Arizona 4-H Youth Development Program provides quality youth education by building positive relationships and life skills. We develop competent, caring and actively engaged citizens who strengthen Arizona communities.

#### The Arizona 4-H Vision

Arizona 4-H is the preferred choice for young people and parents who want the extra edge for life success provided through 4-H's research-based, hands-on learning experiences led by caring adult volunteers.

#### The National 4-H Pledge

The pledge tells what 4-H is about. The pledge was adopted by the delegates of 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.

#### 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 National 4-H Motto**

“To Make the Best Better.”

### **The National 4-H Emblem**

The green four-leaf clover with the white letter “H” in each leaf is the National 4-H Emblem. Green and white are the 4-H colors. Green is nature’s most common color and symbolizes youth, life, and growth. White stands for purity and high ideals.

### **The National 4-H Slogan**

“Learning by Doing,” emphasizes the goal of 4-H members to improve themselves, their work, and their communities. It sums up the educational philosophy of the 4-H program. Young people learn best when they are involved in their learning.

### **The National 4-H Creed**

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the ability it will give me to be helpful, useful and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease and to work efficiently.

I believe in my country, my State and my community and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

## **WHAT IS 4-H YOUTH DEVELOPMENT?**

4-H is the largest out of school youth development program in the United States with over seven million youth members. 4-H is Arizona Extension’s dynamic, non-formal, educational program for young people. The program is a cooperative relationship between youth, volunteers, state Land-Grant Universities, state and local governments, tribal colleges, tribal government, 4-H Foundations, and the United States Department of Agriculture (USDA). Arizona 4-H is comprised of youth and adults who want to learn citizenship, leadership and other life skills. Screened and certified adults are involved as volunteers, working with youth as club or project leaders, or on committees and boards providing the framework for the 4-H Youth Development program.

All partners are working to assist youth in developing the knowledge, skills and attitudes that will enable them to become productive and contributing members of society. 4-H influences youth from all ethnic, racial, and socio-economic backgrounds who live in rural, suburban, and urban communities. 4-H is for everyone.



## PHILOSOPHY AND BELIEFS

The following statements reflect the **philosophy and beliefs** of the Arizona 4-H Youth Development Program:

- Positive youth development is our goal. Positive youth development occurs from an intentional process that promotes positive outcomes for young people by providing opportunities, relationships, and the support necessary for youth to fully participate.
- 4-H youth development helps youth acquire the life skills necessary to meet the challenges of adolescence and adulthood through voluntary participation in planned experiential, research-based education. These experiences immediately yield new knowledge, which leads to changed behavior, and through prolonged participation, gradually promotes attitudes, characterizations and outcomes of:
  - Competence—advanced skills in some important subjects of interest
  - Character—clear consistent moral precepts that effectively guide behavior
  - Caring—willingness to respond to the needs and concerns of others
  - Confidence—willingness to take on new challenges, and expect success
  - Connections—establishing and maintaining relationships at many levels
  - Contributions—making a difference in the lives of others through service
- 4-H Youth Development includes any youth educational program supported by Extension personnel. These programs use a variety of delivery methods such as clubs, project groups, camps, non-formal groups, afterschool programs, school enrichment programs, and special interest programs.
- All youth are eligible to participate in any 4-H program. [Exceptions include Cloverbuds.]
- Programs designed to fit the specific needs of the youth involved are determined at the state and county level.
- The role of the Cooperative Extension 4-H Youth Development Agent is to develop and manage a system that provides opportunities for volunteers to work more effectively with youth as well as develop individually.
- Volunteers provide direct contact and support of youth on a continuing basis.
- As a family-centered program, 4-H encourages parents to work with their own children as well as others.



## ORGANIZATION AND ADMINISTRATION OF 4-H

The Cooperative Extension System (CES) was established when the U.S. Congress passed the Smith-Lever Act in 1914. CES educational programs are centered in the land-grant universities in each state.

The mission of Extension is to educate, to interpret and to encourage the practical use of knowledge that comes from scientific research. The name, Extension, comes from the mission of the agency to “extend knowledge to the public.” Major program areas are agriculture, family and consumer sciences, 4-H youth development, natural resources, community development, and international. Funding for CES faculty and support staff is provided by federal, state, and county sources. The University of Arizona is the land-grant institution responsible for the conduct of the CES program in Arizona. Since 1990, CES in Arizona has been known as Arizona Cooperative Extension. The director of the Cooperative Extension System is ultimately responsible for the administration of all Extension programs, including 4 H.

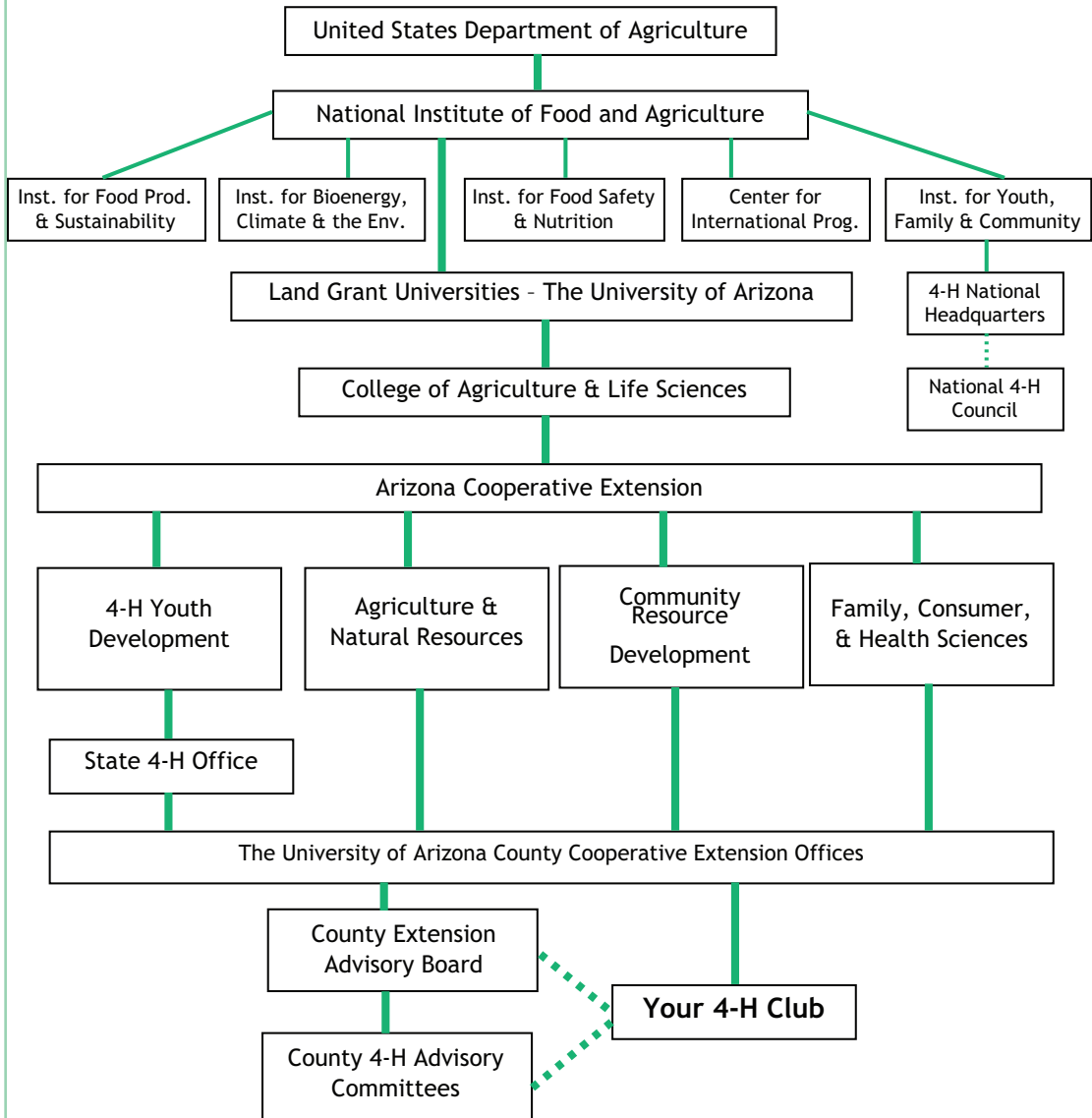
UA Cooperative Extension is connected nationally with the U.S. Department of Agriculture and Extension is housed in the National Institute for Food and Agriculture (NIFA) headed by an undersecretary of agriculture. NIFA includes five institutes—(1) Institute for Food Production and Sustainability; (2) Institute for Bioenergy, Climate and the Environment; (3) Institute of Food Safety and Nutrition; (4) Institute of Youth, Family and Community; and (5) Center for International Programs. 4-H National Headquarters is found in the Institute of Youth, Family and Community. 4-H is also fortunate to have the resources of a private foundation, called National 4-H Council, which raises private funds and other resources to support the work of national, state and county staff.

4-H Youth Development has a unique link with a variety of resources from the University of Arizona. Administration of the 4-H Youth Development program is delegated to the Assistant Director, Cooperative Extension, 4-H Youth Development. Extension specialists at the state level provide educational resources and support for county Extension personnel. At the county level, 4-H is administered by the University of Arizona Cooperative Extension Faculty, usually referred to as 4-H Agents, and 4-H assistants.

Volunteer leaders are the heart of 4-H Youth Development in Arizona. Volunteer leaders, under the guidance and direction of professional 4-H Youth Development personnel, allow 4-H to reach a large number of young people in Arizona. This partnership of 4-H Youth Development personnel working cooperatively with certified volunteer leaders provides non-formal educational programs and experiences for thousands of youth in Arizona.



# THE ARIZONA 4-H ORGANIZATIONAL STRUCTURE







## ROLE OF THE VOLUNTEER LEADER

4-H Youth Development volunteers are valued by the University of Arizona, Cooperative Extension and the 4-H Youth Development Program. They support the mission of 4-H Youth Development to help or teach others and to enhance personal growth. An authorized volunteer is a person who, under the supervision of Cooperative Extension personnel, offers a service of time and expertise of his/her own free will without expecting or receiving pay. Youth and adults may serve as volunteers.

There are many different roles 4-H volunteers can fill within the county 4-H program such as providing leadership for projects or clubs, managing county or state events or activities, taking a program into the traditional school setting, and assisting with special interest activities—to name just a few. Volunteers are depended upon to help design and deliver high-quality educational opportunities in communities across the state. The following are some common roles volunteers fill.

### ***Council, Board or Committee Members***

Individuals are needed to serve on countywide committees charged with providing oversight for the county's overall 4-H program and specific 4-H project areas. Often, such committee members serve also in other county 4-H program roles.

### ***Resource Volunteers***

These individuals are willing to share their interests and expertise with young people but they are not involved with an individual 4-H club or group. Typically resource volunteers work with multiple clubs or help with countywide workshops or events held throughout the year.

### ***Club or Group Volunteers***

This most common type of 4-H volunteer works directly with young people on an ongoing basis. Within a 4-H club or group, there are several different volunteer roles. The following paragraphs detail four of these.

#### ***Community/Organizational Leader***

Organizational leaders, also known as community club leaders, are responsible for the club's overall management. These leaders' responsibilities may include securing club meeting sites, enrolling new 4-H members, managing the club's re-enrollment process, informing 4-H members about upcoming events and recruiting 4-H project leaders once members have identified their areas of interest. Although the organizational leader may have project leader responsibility, his or her job is to keep things rolling in the club. This may include making follow-up phone calls to project leaders.

#### ***Project Leader***

A project leader works with small groups of youth in a specific project (subject matter) area. Usually, a project leader is a parent who is interested in learning more, or is knowledgeable, about a given project area. However, project leaders may include grandparents, teachers, neighbors, business people as well as teens. Since 4-H is based on family and community



involvement, as a general rule, family members and neighbors are encouraged to serve as project leaders.

Generally, project leaders meet with a group of youth (usually less than 10) at least six times during the year. For example, they may meet once per week for six weeks or once every two months. By working in a small group, these leaders become significant mentors and they play a major role in the lives of young people.

***Activity Leader***

An activity leader is responsible for a specific activity or event, either within a club or on a countywide basis.

***Junior and Teen Leaders***

Junior Leaders are 4-H members age 12 or older, who assist project leaders and members in their 4-H work. Teen leaders are young people, usually aged 14 or older, who have a significant interest in a project area or activity. They may plan and lead projects under the direct supervision of an adult 4-H leader. Teen leaders may plan and assist an adult in a given project area or activity or they may take some major leadership for overall club activities. In either case, they work with younger members. Both ways of being a teen leader can be very valuable when putting a resume together! Adult volunteers are responsible for training teen leaders so that they have the knowledge and leadership skills to insure a successful experience for the 4-H members with whom they work.

## **VOLUNTEER RESPONSIBILITIES**

**The volunteer brings to the 4-H Youth Development Program these qualities:**

- belief that as a human being, each youth has basic worth,
- commitment to the personal development of all youth,
- ability to relate to and communicate with youth, parents, and other volunteers,
- understanding that leadership can be rewarding to both adults and youth.

**It is the responsibility of all leaders to:**

Commit to young people and their growth in all areas. Be dedicated to youth and be sensitive to their abilities and needs.

- Help members gain life skills such as decision making, problem solving, self-responsibility, accountability, communication, goal setting, citizenship, caring relationships, leadership, healthy lifestyle choices and career exploration skills in project work.
- Encourage youth leadership through committees, demonstrations, junior leadership and individual guidance.
- Encourage youth to learn and experiment with new ideas, techniques and skills.
- Provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve. Praise youth for the progress they make.



- Assist members in setting goals and keeping records of their achievements and progress.
- Inform and encourage members, parents and other volunteers to actively participate in 4-H opportunities.

Provide a safe environment for all youth.

- Follow all guidelines and policies of the University of Arizona Cooperative Extension, the Arizona 4-H program and the county 4-H program.

Coordinate project activities (meetings, work sessions, demonstrations, educational tours).

- Attend club meetings and activities. If unable to attend, make arrangements for another trained 4-H volunteer to oversee activities.
- Recruit new members, including underserved youth, when the club has openings. Seek assistance from the county 4-H staff member in designing and distributing fliers, writing news releases, etc.
- Recruit project and activity leaders when needed.
- Guide the club in setting goals, planning and carrying out activities.
- Assist the club in evaluating activities and implementing changes when needed.
- Read 4-H newsletters and information from Cooperative Extension and share with members, parents and other volunteers.
- Inform members and parents of project requirements and deadlines.
- Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.

Work closely with the county Cooperative Extension staff regarding learning activities and materials, problems and participation in county, area, state and national events.

- Attend monthly council meetings and other program planning sessions or send a 4-H teen leader, adult leader, member or parent to represent your club
- Collect enrollment and other information needed by Cooperative Extension and adhere to deadlines.
- Keep county 4-H staff member informed of club activities.
- Inform county 4-H staff member of fundraising plans before implementation.
- Participate in one or more volunteer development opportunities each year.
- Submit year-end financial and other reports as required to Cooperative Extension by the deadline.
- Involve parents in the group.
- Involve members in planning.



- Maintain communications with the county staff and other county groups.
- Report enrollment and finances to the county staff annually.

4-H volunteers should evaluate, annually, their decision to remain involved. Many adults renew their commitment each year for 20, 30 or even 50 years. In the case of club organizational leaders, this decision is very important. Organizational leaders who wish to step down need to plan at least a year in advance. This gives the club or group ample time to identify a new organizational leader or set of leaders. Organizational leadership can often be like a baton in a relay that needs to be passed. The 4-H philosophy has never been that being a 4-H volunteer is a lifetime commitment. As people grow, their interests change and they may want to get involved in new activities. However, there are many ways to be involved with 4 H. Before you decide to discontinue your involvement with our program, we hope you will take time to talk with the 4-H staff about interests you have and other opportunities that may exist for volunteer service.

## **BENEFITS OF VOLUNTEERING**

Volunteering offers a chance to share one's self, one's talents, skills and time with others. This selfless act is not strictly one-sided and offers benefits for those who choose to serve in this privileged role as a volunteer.

### ***Educational Opportunities***

Educational opportunities are provided so that volunteers have the necessary information and skills to be successful youth development educators. Once an applicant has been approved as a volunteer, the volunteer will participate in an orientation program. Both new and experienced volunteers should take advantage of local, county, regional, and state training workshops. All volunteers will receive annual program updating and should partake of refresher courses (e.g. teaching methods, stress management, etc.) Volunteer leaders working with youth must abide by the provisions of the Arizona 4-H Youth Development Program Policies.

### ***Personal Growth***

Volunteers gain personal satisfaction from making a difference in the lives of today's youth. The respect and gratitude of members, their families, and the community will serve to enhance a volunteer's self-esteem and self-confidence. Lasting friendships also develop.

### ***Other Leadership Roles***

Opportunities for increasingly responsible leadership roles are available as a volunteer progresses and wishes to assume other duties.

### ***Recognition***

The club, county, and state have many ways to recognize and celebrate 4-H volunteers.

### ***Income Tax Deduction***

Out-of-pocket expenses as well as mileage incurred during the performance of 4-H leadership activities are deductible on your Federal income tax.



## THE 4-H CLUB STRUCTURE

(Adapted from Michigan State University County 4-H Volunteer Handbook)

4-H clubs are the most common delivery method for 4-H youth development programs. Clubs are designed to build positive relationships and offer learning experiences over an extended period of time. The unique opportunity for social and personal development provided through a 4-H club structure is the most effective and efficient way to achieve the 4-H mission.

Active participation in a 4-H club helps young people develop their assets and life skills. As a result of participating in a 4-H club, we hope young people will gain:

- Greater knowledge and appreciation of themselves and others.
- Decision-making skills.
- Public and interpersonal communication skills.
- Positive interactions with other young people and with adults.
- Responsibility for themselves.
- An ethic of service to group and community.
- An attitude of lifelong inquiry and application of information.
- An ability to relate to a constantly changing world.
- Strengthened family interactions.
- Career exploration and workforce preparation skills.
- Leadership skills.
- Ability to work effectively as part of a team.
- Greater understanding of and appreciation for diversity.
- Practical knowledge and skills in project areas.
- Positive conflict resolution skills.

Adults involved in 4-H roles as volunteers often grow and develop in the same areas as the members.

### ***What is a 4-H Club?***

A club can be defined as a group of individuals who have common objectives, meet periodically and jointly support one another. The primary purpose of a 4-H club is to support the development of each youth participant's full potential. The club structure helps volunteers build significant relationships with members. Projects become a means of achieving the primary purpose of positive youth development.

The focus of a 4-H club's activity is determined by the common needs and interests of the young people and the adults involved. Members, volunteers, leaders and parents should work together to set the club program and establish expectations for everyone involved.

Clubs are sanctioned and permitted to use the 4-H emblem by their local University of Arizona Cooperative Extension office. Clubs should have young people in leadership roles and practice democratic principles. 4-H clubs are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status or family status.



A model 4-H club includes:

- At least five youth members from three or more families.
- One or (preferably) more caring adult volunteers working with members, teen leaders and parents.
- A structure that gives members the primary responsibility for making decisions and operating the club. (This may be done with elected officers).
- An organized, fun and educational program planned by members, volunteers and parents.
- Six or (preferably) more club meetings during the year.
- Participation in learning experiences outside of the local group.
- Involvement in the community such as through community service.
- Personal evaluation and recognition of progress for individual and group goals.

#### ***4-H Club Types***

The three basic types of clubs are project, community and special interest. A project club consists of a group of members who get together and who have one common interest. A community club may offer two or more projects within the club. Community clubs typically have multiple adult leaders. One volunteer will fill the role of organizational leader while others provide project-specific support for members' learning activities. Special-interest clubs are usually short-term clubs that meet for a specified amount of time.

#### ***The 4-H Project***

4-H projects provide a focused area of work that a member decides to enroll in each year. A project is a planned sequence of age-appropriate and research-based learning opportunities leading to skill development and positive youth development outcomes. Several members working in the same subject matter area become a project group under the guidance of a volunteer 4-H project leader. A 4-H community club can include several project groups. In other instances, a project club may be formed around one common project interest—such as horse, dog, sewing or cooking. As a result of long-term active engagement in the 4-H project, the youth gains knowledge and develops skills based on planned goals and identified outcomes.

4-H offers a wide range of project choices—all designed to give members that extra edge for life success through hands-on, research-based learning experiences. Our goal in Arizona 4-H is to ensure that every 4-H member and leader has research-based curriculum materials in hand to support and guide their learning in each 4-H project in which they enroll. Project materials are the curriculum to support individual learning and challenge members to achieve their goals. Project manuals are like the textbooks for 4-H.

- **State Approved 4-H Projects** are those projects that are supported by the Arizona 4-H Youth Development program. These projects are listed in the Arizona 4-H Project Selection Guide & Catalog, which is available from your county Cooperative Extension Office or available for downloading from the University of Arizona 4-H Website <http://>



[extension.arizona.edu/4h/state/state-4-h-projects](http://extension.arizona.edu/4h/state/state-4-h-projects). The publication is free. Not all projects may be offered in all counties because of volunteer resources. Publications may be picked up at the University of Arizona CALSmart Distribution Center, located in Tucson at 410 N. Campbell Avenue (north of Roger Road, on the west side of Campbell, on the Campus Agricultural Center). They may also be ordered by telephone at (877)763-5315 or by FAX at (520)795-8508.

- **County Projects** are developed and used at the county level and are not listed in the state publications catalog. These projects are usually set up to meet a specific need within the county 4-H program. If you are interested in these kinds of projects, contact your county's Extension 4-H Agent to determine what projects might be offered as county projects.
- **Self-Determined Projects** are designed for the 4-H member who is interested in the further study of a subject for which no additional 4-H project materials are available. These projects may be a continuation of a regular 4-H project and, if so, the 4-H member should complete all available projects first. Educational goals for self determined projects should be approved by the county Extension 4-H agent or a designated person before beginning the project.

### ***Club – Frequently Asked Questions***

#### ***When can members join a 4-H club?***

Generally, current and new volunteers and members can join 4-H at any time during the year. However, some clubs may have enrollment deadlines. Certain animal projects that may participate in the county fair have registration deadlines.

#### ***How can 4-H clubs and groups be expanded?***

By far the best method of recruitment is for others to see 4-H members having fun and learning new skills. In addition, 4-H clubs are encouraged to use promotional materials available from their county University of Arizona Cooperative Extension office. When a club does a community service activity, it is encouraged to communicate with the 4-H staff person and the media, too!

#### ***What size should a club or group be?***

A club or group's volunteer leadership and its members should determine its size. While there is no perfect size for a 4-H club, they are often comprised of 10 to 20 members. A club or group's membership will be influenced by the members' ages, the number of volunteers available to assist the members in their learning project and the number of different projects in which the club is involved. A larger club can offer opportunities for the members to gain leadership experience as a club officer and it works quite well if the group forms project clusters of members with the same interest. Smaller clubs made up of 6 to 10 members allow young people to work as a team on projects.

#### ***Can the size of a 4-H club or group be limited?***

The size of a 4-H club may be limited. The decision must be based on nondiscriminatory guidelines and it should have the best interest of young people at its core. In some circumstances, where volunteer recruitment is a challenge, the size may be limited to ensure members have a positive experience and the volunteers involved don't burn out. In other cases, the size of the club may be influenced by the size of the facilities where the club meets. Clubs may also have a group-established



enrollment period. In that case, a waiting list needs to be maintained to avoid any type of discrimination. If your club or group decides to stop accepting members during the year, notify the county 4-H staff.

***Who runs the 4-H club business meetings?***

4-H club officers and members should run the club business meetings and make a majority of the decisions. Conducting meetings, with the guidance of adult volunteers, is an excellent way for young people to build leadership and communication skills. The organizational leader has the responsibility of meeting with the club officers prior to the meeting to help them plan the agenda and be familiar with any reports that will be given. It is a good idea to discuss topics ahead of time so adult participation in discussions during the meeting is kept to a minimum. A 4-H club's environment provides an opportunity for members to share ideas and reach decisions based on those ideas. The club environment should be focused on helping young people learn how to make decisions, live with choices and follow through on commitments.

***Is our club or group required to follow Parliamentary Procedure when making decisions?***

Parliamentary Procedure is one method of decision-making that can be used by a 4-H club or group. It is a skill 4-H members can learn now that will be useful to them in adulthood. Consensus decision-making is also an option. The type of decision-making procedure a club chooses to employ should be based on the type of decision to be made. Whatever method is used, the club should use an orderly method for ensuring open discussion of ideas and fair decision-making.

***How do we manage our club or group's finances?***

Any club or group that has a treasury must open a bank account. Any club with a bank account must also file for an Employer Identification Number (EIN) with the IRS. Never use a personal Social Security Number to identify a bank account for 4-H purposes. All accounts require a minimum of two authorized signors on the account and two signatures on all checks and they must not be from the same family. Expenditures are to be authorized only by club members for club purposes. Never allow one person or clique to control the treasury, not even the club's organizational leader.

***Should our group do a community service project?***

The third "H" in 4-H **representing "hands"** is a part of the pledge ("my hands to larger service"). Each club is encouraged to participate in at least one community service project each year. This helps teach 4-H members the value of community involvement.

***What are the responsibilities of parents in a 4-H club?***

Parents have one of the most important responsibilities in a 4-H club, ensuring that their children have positive experiences as 4-H club members. Since 4-H is a family program, when people join a club, they really sign up as a family. Parents need to look at the 4-H club experience as an opportunity to learn with their children and not just a place to drop them off while they run errands. When a member signs up for a project, it is important parents understand that their child has made a commitment to actively participate in the club experience and attend scheduled club meetings and social activities.





# ARIZONA 4-H YOUTH DEVELOPMENT PROGRAM POLICY

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In fulfilling the mission of Arizona 4-H Youth Development, certain policies shall direct it. 4-H policy is essential for all partners to work toward a program that focuses on positive youth development. The following policy statements shall henceforth constitute the conditions under which the 4-H Youth Development program is operated in Arizona and is in effect for all persons associated with the University of Arizona Cooperative Extension 4-H Youth Development program.

## WHAT IS POLICY?

Policy or guidelines help support positive youth development. Policy and guidelines focus on the entire program while rules are specific in nature. Policy and guidelines incorporate the vision and mission of the Arizona 4-H Youth Development program, are broad in scope and design, and provide a working framework for program issues and concerns. Policies and guidelines support the educational goals of the 4-H program and ensure fairness and equity.

## WHAT IS A RULE?

Rules are specific, reasonable and provide logical consequences. They are brief and clear, are easily accessible in a written format and should involve youth in their development. By involving youth in the formation of rules, their ownership, acceptance and insight are attained.

There are two types of rules:

- *educational rules* which serve a developmental purpose—an example is “Cloverbud members are youth between the ages of five and eight, enrolled in the 4-H program”
- *management rules* which help to coordinate activities and events—an example is “November 1st is the deadline for an award application”

## PROGRAM PARTICIPATION POLICY STATEMENTS

### Various Avenues Of Participation

The 4-H Youth Development Program uses a variety of methods to reach youth, all of which can be beneficial to the individual. In Arizona, youth can participate in 4-H Youth Development in an organized 4-H club/group, short term interest groups, school enrichment programs, or through collaborative activities with other youth organizations.

### Youth Involvement

To keep youth focused on the University of Arizona 4-H Youth Development program and to assure that 4-H members have an active voice in program development, 4-H youth will be members of all program advisory committees at



the state and local levels. One third of the membership of all such committees should be 4-H youth, actively recruited to represent the membership at large. Youth members will have decision-making powers and voting rights, unless prohibited by state law.

### **Age**

Youth must have reached their 9th birthday and not be 19 years old prior to January 1st of the current year to be considered participants of the University of Arizona 4-H Youth Development Program.

### **Cloverbud Age**

Participation in the 4-H Cloverbud program is limited to youth who will be 5 years old prior to January 1st of the current 4-H program and have not reached their 9th birthday before January 1st of the current 4-H year. When the age 9 is reached of the current 4-H year, youth may enroll with access to many project areas. See the section below for detailed information on the 4-H Cloverbud program.

### **4-H Year**

The 4-H Youth Development program year is October 1st through September 30th. National 4-H Week is the first full week in October.

### **Special Needs**

Certain programs designed for children with special needs/disabilities may establish age limits outside of those stated above, but they must not have passed their 21st birthday as of January 1. This decision will be determined locally.

### **Discrimination**

All youth, regardless of race, color, religion, sex, national origin, age, disability, political beliefs, veteran status, marital status or sexual orientation will be allowed to participate in 4-H.

### **Communicable Diseases**

Likewise the existence of AIDS, or a positive HIV antibody test will not be a consideration in determining admission, membership or participation in the Arizona 4-H Youth Development program.

### **Marital Status/Parenthood/College Enrollment**

Marriage, parenthood, and/or college enrollment will not be a barrier to 4-H Youth Development participation provided other requirements are met. Youth who are enrolled in college are eligible to participate in state contests if they are actively enrolled in a 4-H Youth Development program and meet eligibility requirements for the contest or event. Eligibility for regional and national contests and events may vary in regards to college students. Participation in Collegiate 4-H Club does not constitute active enrollment in a 4-H program.

### **Residence Requirement**

Youth will generally enroll in the county/state in which they reside, and only in that county/state. Exceptions, in which a youth member wishes to enroll in more than one county/state, are handled on a case by case basis by the 4-H Agents



in the affected counties/states. Agreement must be reached by the 4-H Agents in all affected counties/states. Under no circumstances is a 4-H Agent obligated to accept an enrollment from an individual with a primary residence in another county/state.

### **County Fair Participation**

Individuals enrolled in multiple counties/states may enroll in a specific project in only one county/state; may exhibit market animals in only one county fair and participate in only one 4-H related county fair auction during a 4-H year and must abide by the 4-H program requirements for each county/state.

### **Changing Residence**

When 4-H members/volunteers move to another county and/or state, enrollment and participation will be transferred to the new county Cooperative Extension office upon request of the 4-H family. Enrollment fees required in each county do not transfer with members and may need to be paid when a member moves to another county. Records transferred into the county will be accepted and considered as a part of the individual's achievement records. 4-H members meeting the 4-H enrollment regulations in the Extension unit they have transferred to are eligible to participate in respective Extension unit's 4-H events and programs.

## **VOLUNTEER POLICY STATEMENTS**

All 4-H Youth Development activities must be supervised by Arizona Cooperative Extension personnel or a certified 4-H volunteer (please refer to Volunteer Certification).

Non-certified adults, including non-certified volunteers, may work with 4-H youth only under the supervision of a certified volunteer or Cooperative Extension personnel.

“Under the supervision of” means that the certified volunteer is present during the entire length of time an activity is conducted with youth.

A volunteer is any adult or youth recognized by Extension who is providing service to the 4-H program without salary, or expectation for any type of compensation.

### **Volunteers Types**

Arizona 4-H recognizes the leadership and service of three types of Arizona 4-H volunteers:

**Certified Volunteers:** Certified volunteers have completed a screening process (Application, Reference Letters, Background Check, Interview, Orientation and Training) and are officially designated as representatives and leaders of the 4-H program. They supervise and direct county and club 4-H programs and projects. They work under the direction of Cooperative Extension personnel to insure that the objectives and standards of the Arizona 4-H program are met. The purpose of providing training to all certified volunteers is to ensure that children are safe and treated appropriately during 4-H events and activities.



Arizona 4-H professionals are obligated to inform 4-H certified volunteers of the volunteer policies, insurance coverage, liabilities, driving privileges, risk management, and youth protection policies. Volunteers are expected to adhere to the above mentioned policies and to participate in educational training regarding their roles and responsibilities.

**Resource Volunteers:** Resource volunteers provide educational and resource services for 4-H youth and volunteers under the guidance and direct supervision of a certified 4-H volunteer or Extension personnel. They are required to complete a resource volunteer agreement prior to any 4-H event.

**4-H Collaborator Volunteers:** 4-H collaborator volunteers work or volunteer for other agencies and are partnering with Arizona Cooperative Extension to utilize 4-H programs and/or curricula in their programs. They are expected to provide appropriate reporting and updates to their supervising 4-H professional. Generally these types of volunteers participate in 4-H Afterschool, School Enrichment and Military programs.

### **Age Requirements for 4-H Volunteers**

The general age requirement for a 4-H volunteer to be certified is 19 years of age. Youth volunteers may help as junior leaders or teen club leaders or co-leaders under the supervision of a certified 4-H volunteer. 4-H Agents have the discretion to have teen leaders undergo the complete certification process; however, teen leaders must still have adult supervision. If the 4-H Agent requires teen leaders to undergo the complete certification process, a parent/guardian must sign the Volunteer Application Form.

### **Volunteer Residence**

4-H Volunteers who have been successfully screened will be eligible to volunteer in the county/counties of their choice. Volunteers may give service to a county other than the county in which they reside and should not be discriminated against because of their place of residence.

### **Volunteer Certification**

Arizona 4-H is committed to providing safe places and caring adults who build caring relationships with young people. To ensure these positive environments, Arizona 4-H requires a minimum level of training for certifying volunteers. The following elements are required components of the volunteer certification process. They must all be completed and documented before the volunteer is considered certified.

1. Volunteer Application Form
2. Reference Form (3 required)
3. Background Check
4. Interview
5. Signed Behavioral Guidelines
6. Youth Protection training via face-to-face, video or CD-ROM
7. Orientation (Western Region's e-learning modules)
8. New Leader Training (Learning to Lead Fun, Effective Meetings)



At any time, the certification process may be terminated by the county Extension 4-H Agent. If references are not received in a timely fashion (for example, after six months), then the potential applicant will be notified of the termination process.

Enrollment: 4-H volunteers must enroll annually to maintain their active status. A 4-H volunteer who does not enroll for three consecutive years must complete the entire certification process prior to enrolling again.

## **Behavioral Guidelines**

The University of Arizona 4-H Youth Development program prides itself on providing quality personal experiential growth opportunities for youth. Its policy is to ensure the safety and well-being of youth in a positive learning environment. Volunteers are expected to conduct themselves in a professional manner reflecting the integrity of Arizona 4-H Youth Development. All volunteers are expected to sign a form agreeing to this set of guidelines. The following points summarize the Behavioral Guidelines:

- Work cooperatively
- Be courteous and respectful
- No harassment or hazing
- Show pride and dignity
- Obey laws
- Make programs accessible to youth without discrimination
- No physical or verbal abuse
- Treat animals humanely
- Operate vehicles, machines and equipment safely
- Never use alcohol, tobacco or drugs at youth functions

## **Cooperative Extension Volunteer Policy**

Volunteerism is crucial to the success of the 4-H program. However, serving as a volunteer is a privilege. It is not a right. The University of Arizona Cooperative Extension Agents are responsible for supervision of the 4-H Youth Development Program including the review and assessment of volunteer behavior. Volunteers work at the direction of Cooperative Extension personnel to make better use of limited resources and reach more youth and adults. Selection and retention of volunteers is based on the interest, skills and talents of the individual and the needs of the program at the time. While the Arizona Cooperative Extension depends upon and appreciates the valuable services of volunteers, the needs of the program vary from time to time and place to place. It is the program's goal to effectively utilize available resources including volunteers.

## **Volunteer Termination**

Volunteers are expected to adhere to the expectations of the Arizona 4-H Code of Conduct and follow both the expectations and policies set forth by state and county 4-H policies. Volunteers serve at the invitation of the University of Arizona and their participation in Cooperative Extension programs may be discontinued at any time by the County Extension employee responsible for the program. Before discontinuing an individual's volunteer status, the responsible employee shall obtain approval from his/her supervisor. All volunteers will



be notified in writing regarding any dismissal or suspension and the decision regarding the volunteer's participation is final.

### **Youth Protection Policy—Responsibility to Report**

Any child who participates in educational programs conducted under the auspices of Arizona Cooperative Extension is entitled to a safe environment. In addition, employees and volunteers are entitled to information related to the laws pertaining to child abuse and neglect and sexual offenses. All employees and certified volunteers will receive training in order to take steps to ensure that neither they nor children are in situations which place them at risk under various Arizona Statutes related to child and sexual abuse.

Arizona Revised Statutes require any person who has reasonable cause to believe that a child is being abused or neglected must report to Child Protective Services (CPS). The following persons are required by law to report: any physician, hospital intern or resident, surgeon, dentist, osteopath, chiropractor, podiatrist, county medical examiner, nurse, psychologist, school personnel, social worker, peace officer, parent, counselor or any other person having responsibility for the care and treatment of children. This includes volunteers in the University of Arizona 4-H Youth Development Program.

Arizona State law requires 4-H faculty/staff and volunteers to report suspected abuse to CPS. Call the Arizona Abuse/Neglect Hotline at 1-888-SOS-CHILD.

### **Use of Alcohol, Tobacco, or Illegal Drugs/Substances**

There shall be no alcohol, tobacco products, or illegal drugs/substances at any 4-H function when youth are present nor shall the aforementioned substances be provided by, nor sold by, any affiliated 4-H Youth Development organization for any official 4-H function.

### **Use of Corporal Punishment**

Corporal punishment is not consistent with the mission nor in the best interest of young people. Corporal punishment will not be used by 4-H Youth Development faculty, volunteers, or any persons responsible for the care and supervision of young people at 4-H events.

### **Dispute Resolution Between Volunteers/Members/Parents**

It is the policy of the University of Arizona Cooperative Extension to insure that all Cooperative Extension volunteers and participants of a program have a known and effective forum to air and examine complaints. The procedure for dispute resolution follows.

- Complaints are first to be addressed to the Cooperative Extension faculty in the county. The Extension Agent assumes leadership for this process. Whenever a participant under the age of eighteen is involved in a grievance, the parents/guardians of that youth are to be notified in writing by the Extension Agent having responsibility for the complaint.
- Problems arising between/among participants and volunteers that cannot be resolved through a conciliation process will then be addressed by the Cooperative Extension faculty member responsible for the appropriate program.
- An accurate, detailed statement of the complaint must be made in writing to the county Cooperative Extension office, to the Extension Agent or other



Extension faculty member assigned by the County Extension Director to handle the complaint.

## PROGRAM MANAGEMENT POLICIES

### Legal/Liability Issues

The Arizona 4-H Youth Development Program is continually examining policies with regard to legal matters or issues of liability. Here are the current program management policies in these particular areas.

#### ***Liability Insurance***

All authorized volunteers are covered by the University of Arizona liability insurance when in pursuance of their duties as a volunteer leader. For coverage, 4-H Club leaders need to submit to the county Cooperative Extension office (prior to the event) a summary of their activities.

This information needs to include:

- a. name** of the event,
- b. date** of the event,
- c. club name**,
- d. names of leaders/coordinators**,
- e. location** of the event, and
- f. estimated number** of participants.

The University of Arizona liability insurance only covers negligent acts, not accidents.

#### ***Contracts***

4-H volunteers are not to sign anything on behalf of the University of Arizona that would obligate the university.

#### ***Club Insurance***

Accident insurance is recommended for all 4-H clubs. High liability projects such as Horse Gymkhana are advised to obtain additional coverage. Check with the county Cooperative Extension Office and/or 4-H Agent for county policy on insurance. Youth and adult participants can receive coverage.

#### ***Volunteer Medical Accident Insurance***

Volunteers who are injured while performing work for the University of Arizona are provided accident insurance to cover medical expenses incurred up to \$25,000. Coverage is excess beyond other available insurance, and there are specific limitations and exclusions. There is no cost to volunteers for this insurance.

### Accountability of Funds

The County Extension Director or their representative (recommended to be the Extension Agent with 4-H responsibility) is responsible and accountable for all funds raised in the name of 4-H.

Responsibility and accountability is achieved in partnership with the officers of the 4-H Council. The Extension Agent must be part of the process of establishing the budget and expending funds on behalf of the 4-H program.



Funds raised by a 4-H club or group must be carefully accounted for and used only in direct support of the 4-H Youth Development program. All such clubs or groups must provide a yearly accounting of finances to the County Extension Office. Check with your County Extension Office for local rules and regulations.

## **Fundraising**

In seeking private support for 4-H programs through fundraising, state and local Extension professionals must ensure that the funds are given and used in accordance with Title 7 of the Code of Federal Regulations section 10 and USDA Guidelines Pertaining to the 4-H Program. Critical elements of these regulations and guidelines include:

- Fundraising programs using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on, or associated with, products and services for such purposes must have the approval of the appropriate Cooperative Extension office (local, county, state or national level).
- All monies received from 4-H fundraising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational programs.
- Private support moneys should be given and used for priority educational purposes and accounted for efficiently and fully.
- Fundraising groups properly authorized to use the 4-H Name and Emblem are to be held accountable to the 4-H program granting authorization. There must be a definite plan to account for funds raised prior to authorization. Such a plan should be within the policy guidelines of the State for handling funds.
- Any use of the 4-H Name and Emblem is forbidden if it exploits the 4 H programs, its volunteer leaders, 4-H youth participants, or the USDA, Cooperative Extension, Land-Grant Institutions, or their employees.
- The 4-H Name and Emblem shall not be used to imply endorsement of commercial firms, products or services. In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale: "A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended."

## **Ownership of Property**

4-H clubs are not to own property. 4-H clubs cannot become involved in purchasing real property or in building club houses, etc. This does not include items such as meeting flags sets and routine consumable supplies essential for operating a club. Items used for instructional purposes such as a portable sewing machine are also acceptable.

## **Use of the 4-H Name and Emblem**

Use of the 4-H name and emblem is governed by congressional action (Section 707 of Public Law 772, 80th Congress, Chapter 645, 2nd Session, H.R. 3190) and supplemental administrative policy. Use of the 4-H name and emblem within a county is subject to approval by the county Extension personnel. Use





on a multi-county or state basis shall be approved by the Assistant Director, Cooperative Extension, 4-H Youth Development. In all instances, such use shall conform to state and national policy and be for the furtherance of the 4-H Youth Development educational program rather than for the benefit of private individuals, donors, or others.

### **Tax Exemption Status**

Federal income tax exemption status for 4-H organizations is a privilege. It provides opportunities to expand 4-H programs to serve important needs of youth by enabling tax payers—individuals and businesses—to claim deductions for contributions to 4-H.

The Internal Revenue Service recognizes the tax exemption status of officially chartered 4-H Clubs and affiliated 4-H organizations that are organized and operated under the guidance and control of the Cooperative Extension System.

Further information regarding the use of the 4-H name and emblem or tax exemption can be obtained from the county or Arizona 4-H Youth Development office.

4-H Clubs are not exempt from paying sales taxes.

### **Program Responsibility and Relationships**

Program responsibility is outlined below with the University of Arizona faculty member, yet there are relationships between and with youth and adult volunteers that are important in extending the Arizona 4-H Youth Development Program.

### **County Extension Agents, 4-H Youth Development**

County Extension Agents, faculty members of the University of Arizona, provide educational leadership and have responsibility for the management of the 4-H Youth Development program in their respective counties. This responsibility has been given by law (Section 707-Public Law 772-80th Congress-Chapter 645, 2nd Session, HR 3190). This responsibility can be shared and delegated, but the agents are accountable for the County 4-H Youth Development program.

### **County 4-H Youth Development Volunteer Leaders' Organizations**

Each county may have a County 4-H Youth Development Volunteer Leaders' Organization. This leaders' organization supports, advises and cooperates in the implementation of the County 4-H Youth Development Program. These Volunteer Leaders' Organizations are governed by the Arizona 4-H Youth Development program policies.

### **Cloverbuds Policies—A Program Designed for 5 to 8 Year Olds**

Cloverbuds is a non-competitive educational program for youth ages 5 to 8 years designed to introduce young children to 4-H in a fun, non-competitive way.

**Age of Participation:** Participation in Cloverbuds is limited to youth who will be five (5) years of age prior to January 1st of the current 4-H program year and have not reached their 9th birthday before January 1st of the current 4-H program year. When the age of nine is reached prior to January 1st of the current 4-H year, youth may enroll with access to many project areas. In general, the policies that apply to youth in the 4-H 9-19 year old program also apply to children in the



Cloverbud program. However, there are some important differences that should be noted. Cloverbuds is a separate program effort for youth, ages five to eight, who may be affiliated with a community or project club. However, it is not a program where youth who fit that age category participate along with program activities for those youth ages 9 to 19 programs.

**Establishment of Cloverbud Programs:** Cloverbud programs, be they clubs, special interest groups, school enrichment, etc. must be officially established with the Cooperative Extension Office in your county. Children involved in the Cloverbud program must be enrolled with the Extension Office.

**Cloverbuds Curriculum:** When working with Cloverbuds, only approved Cloverbud curriculum (curriculum created for 5 to 8 year olds) may be used. Cloverbud curriculum is activity oriented, involves cooperative learning, and is focused on life skills taught through a broad spectrum of subject areas. Approval for other publications may be obtained from the state 4-H office.

**Cloverbud Leadership:** Cloverbud volunteers are to be certified by the Extension Office. Parents and teens that regularly assist or conduct activities also require certification. It is strongly recommended that there always be at least two adult leaders with the group. This is a personal safety precaution for both children and adults. Leaders of Cloverbud groups are responsible to the Extension Agent.

**Competition:** Competitive activities are not developmentally appropriate for children of this age range and are strictly prohibited. Cloverbuds emphasizes a cooperative approach where children develop social skills. Children at this age are provided the freedom to explore and experiment with new skills and not have undue emphasis on the product of their efforts. Children at this stage have fragile egos that make dealing with failure or being less than the best very difficult to handle. Therefore, it is inappropriate for 5-8 year olds to participate in competitive situations. It is very appropriate for a child to participate in non-competitive 4-H activities and to be recognized for that participation.

**Animals, Projects and Exhibits:** 4-H Cloverbud members do not participate in an ongoing, planned series of activities, whether it is a 4-H Shooting Sports program (e.g. archery, air gun, hunting, etc.), science project, an animal project (e.g. raising of cows, sheep) or any of the project areas of 4-H. The primary difference between a 4-H Cloverbuds activity and a 4-H project is that a Cloverbud member engages in varied activities which focus on developing a specific skill or concept utilized in completing the activity rather than focusing on a long-term planned course of study in a specific project (subject) area. As a result, 4-H Cloverbud members should not have ongoing projects, of any kind including animal projects nor should they participate as competitive exhibitors with animals large or small, because within the 4-H program, exhibits are intended to showcase the culmination of a long-term project.

In general, the handling of animals (large or small) requires discipline and motor skills that have yet to be fully developed in most children in the K-3 age range and when coupled with the unpredictable behavior of animals, does not provide an optimal safe educational environment. 4-H Cloverbud members that have engaged in a group activity may exhibit or showcase in a non-competitive



event, or can feature other items from their group activities. However, 4-H Cloverbud members are not eligible to receive premium funds as a result of exhibition. 4-H Cloverbud members may receive participatory ribbons but may not receive regular competitive purple, blue, red or white 4-H ribbons. In addition to the educational focus, 4-H Cloverbud programs also require additional adult supervision, and do not conduct formal business meetings or elect officers. 4-H Cloverbud clubs handle their finances differently than clubs of older children, with the majority of funding issues handled by the adults.

## **FFA Vocational Programs and 4-H Projects**

It is recognized that both FFA vocational education and the 4-H Youth Development Program are public programs available to people who desire to participate.

Each group, while attending to its own task first, should lose no opportunity to promote, in all practical ways, the work of the other. The official memorandum of understanding between Arizona Association FFA and the University of Arizona Cooperative Extension 4-H Youth Development Program states that the public understanding should be that both the Arizona FFA and the Arizona 4-H programs not only accept each other, but also support and encourage participation by members of both programs.

Dual enrollment in both programs is accepted and encouraged by Arizona FFA and Agricultural Education teachers and by Arizona 4-H programs.

When entering a division or department at an exhibition or at an event, the individual can only enter representing one organization in order to ensure fairness to all.

In order to permit maximum freedom of choice, members who participate in both 4-H and FFA activities are eligible to judge on teams of their choice after consulting with parents, agricultural teachers, county Cooperative Extension Agents, and local 4-H club leaders. A youth will not be permitted to judge as a team member in both 4-H and FFA at the same contest.

4-H and FFA are encouraged to cooperate in sharing resources and information to provide educational opportunities. One example is the Arizona Youth Livestock Quality Assurance Program that was developed and is supported by both organizations. Through this program both organizations have adopted the national show ring code of ethics.





## LEARNING OPPORTUNITIES FOR YOUTH AND LEADERS



4-H Youth Development is a “doing” experience for young people and for volunteers. The program is flexible enough for anyone to find a desired project. The only limitations are discovering needed background information and someone to help develop the necessary skills.

“Learning by doing” includes a wide variety of experiences that contribute to an individual’s personal growth and development. Educational experiences may be at local, county, state, national or international levels, in structured learning situations such as educational tours, field trips, competitions, exchange trips and community projects.

A 4-H group is not limited to monthly meetings and project work. Special events help supplement projects and community club programs. They stimulate interest, add zest and fun, and can help groups meet their goals.

Involve 4-H members in planning, executing and evaluating projects, meetings, and events. They’ll feel a sense of ownership of their programs and they’ll feel as though they really belong to a group. To get ideas about planning educational events, you can read your county 4-H newsletter or talk with others involved in your project area.

The events or educational experiences you plan will be unique because each 4-H club is unique. Each has different young people with differing needs and interests. Their volunteer leadership is unique. A variation in community resources is inevitable, traditions vary and so does the creativity of everyone involved.

## STATE AND NATIONAL OPPORTUNITIES FOR TEENS

### ***Citizenship Washington Focus***

Trips to Washington, DC are available to members and volunteers. A week-long course aimed at older 4-H’ers helps them develop skills, practice and learn to teach citizenship. The individual members pay for their own trips. They’re expected to report on their trips to local groups and to promote citizenship within county programs.

### ***Interstate Exchange Programs***

Exchange programs, for members 14 years of age or older, may be arranged by your club, group or county and can exist in many forms such as county-to-county, state-to-state and nation-to-nation. One year, for example, Arizona 4-H’ers will visit and the next year they will serve as hosts to the visitors. Members pay for their trips and costs vary depending on the place involved.



### ***International 4-H Exchange***

Arizona 4-H participates in the Japanese cultural exchange program known as LEX. Each summer, Arizona 4-H families agree to host a Japanese youth, ages 12-17, for a month from about July 21st through August 19th. Japanese youth expect to be treated like other family members and do not require any special programs or experiences. Families have made life-long friendship that have resulted in visits to Japan and continued contact as pen pals with Japanese youth. There are also opportunities for Arizona 4-H members to travel to Japan and live with a host family for a month in the summer. Information about this international exchange program and host family application forms can be found on the Arizona 4-H Website at: <http://extension.arizona.edu/4h/programs/international-exchange>

### ***JOLT: Journey into Opportunities for Leaders of Tomorrow***

J.O.L.T. is an Arizona Teen Leadership Camp, a camp designed by teens for teens. At J.O.L.T., there is a positive environment that promotes personal development, team building and self-confidence. J.O.L.T. participants enjoy activities that build trust, leadership and communication skills.

### ***National 4-H Congress***

Delegates to Congress are selected at the state level for excellence in 4-H project work. Record books must be submitted in June for consideration. National Congress offers interactive leadership experience through quality educational and cross cultural experiences. There are seminars, discussion groups and a service learning experience. Trips to Congress are sponsored by the Arizona 4-H Youth Foundation, plus local and county donors. A member may be awarded this trip only once.

### ***National 4-H Shooting Sports Invitational***

The National Invitational is held by a host state each year in late June or early July.

### ***North American Livestock International Exposition***

This annual judging event is scheduled in mid-November in Louisville, KY. Arizona may send one, four-member team, selected by the county team earning the highest composite score in the Arizona National Judging Contest.

### ***Scholarships***

The Arizona 4-H Youth Foundation also offers a number of scholarships to 4-H members. Contact your county Extension office for a complete listing and information about the many scholarships available and how to request an application. You will need to submit a complete, up-to-date record book with your scholarship application. Applications are usually due in March and 4-H members are required to be enrolled for a minimum of 2 years to be eligible for scholarships from the Foundation.

### ***Western 4-H Roundup***

Western National Roundup, held in January, offers leadership workshops, tours, speakers, entertainment and 15 national contests. Participants also have the opportunity to visit the National Western Stock Show, the second largest stock show in the world.



## OPPORTUNITIES FOR ADULTS

Leadership is learned and practiced at all levels of the 4-H Youth Development program. Volunteers need to be constantly alert and creative to identify ways to offer leadership possibilities. The following listed events and activities are some of the opportunities already available.

### ***County 4-H Leader Organizations***

County Leader Organizations develop cooperative efforts within county 4-H programs and provide support for those programs. All county 4-H leaders and volunteers are members of these organizations, which are non-profit groups separate from Cooperative Extension.

### ***4-H Leader Education***

There are a variety of ways that are utilized for 4-H leader education. Examples include County Leaders' Forums, educational sessions held at leaders' organization meetings, training specific to a particular project or to general leadership, the Western 4-H Regional Leaders' Forum and workshops that provide new information, updated schedules and research.

### ***New 4-H Leader Training***

- Each potential volunteer will be asked to complete the Western Region's e-learning modules prior to the orientation session. <http://4h.wsu.edu/volunteertraining/course.html>
- All volunteers will also receive training on "Learning to Lead Fun, Effective Meetings." This is a fast-paced, fun training on how to work more effectively with today's kids.

### ***Arizona 4-H Volunteer University—Master 4-H Volunteer***

Experienced 4-H leaders are encouraged to participate in a graduated series of trainings called Arizona 4-H Volunteer University. These trainings consist of three levels with incentive recognition gifts for those who complete each level. Volunteers must complete one level before moving on to the next. At the completion of all three levels, volunteers are eligible for "Master 4-H Volunteer" status which means that you will be able to train others.

Level One includes

- Basics of Positive Youth Development
- The Characteristics of Vibrant 4-H Clubs
- The Eight Essential Elements of Positive 4-H Youth Development
- Ages and Stages of Youth Development and Why It Matters, and
- Bringing Out the Best in Youth

Level Two includes

- Youth/adult Partnerships
- Adult Leadership Styles
- Youth Empowerment
- Best practices in positive youth development
- Communication Styles



Level Three includes

- National 4-H Model of Recognition
- Multiple Intelligences
- Diversity & Inclusion
- Advanced Volunteer Management

### **Advisory Committees**

Advisory groups at various levels give volunteers and youth opportunities to share ideas and to help plan and conduct educational events.

### **Chaperoning**

Many of the state and national programs need adult chaperones to accompany delegates to events. This is a great opportunity to see another part of the state, nation, or another country. Volunteer chaperones are required to complete the Volunteer Certification process prior to chaperoning a trip or event. A self-guided learning program is available on the Arizona 4-H Website: [www.extension.arizona.edu/4h](http://www.extension.arizona.edu/4h) Look under Volunteer Resources. In addition adults serving as chaperones for overnight events must:

- Be a minimum of 25 years of age.
- Be willing to work with people from different backgrounds and abilities.
- Have appropriate knowledge and skills related to project areas, 4-H events and activities.
- If a volunteer's duties will include driving on university business, the volunteer must be authorized by a university department or program, must complete the online registration process and provide Arizona proof of auto insurance.
- Demonstrate dependable and reliable traits that will ensure 4-H faculty that you are the person for the assignment.

### **Leaders' Forum**

Forums give adults a chance to share ideas and knowledge, learn about new projects and materials, and develop a network of friends across the state. Leaders' Forums may be county, regional, or statewide.

#### **Western Regional 4-H Leaders' Forum (WRLF)**

The WRLF is an educational program emphasizing leadership skills, sharing ideas and learning new skills to work with young people. It is held yearly, rotating throughout the 13 western states. A limited number of travel grants are awarded which are funded by the National 4-H Council and the Arizona 4-H Youth Foundation. Adults who attend are expected to share what they learned with other leaders.

## **RESOURCES AVAILABLE**

### **Arizona 4-H Website**

The University of Arizona 4-H Youth Development program has a Website that is designed to help volunteers and members get more information about Arizona 4-H. The Website can be accessed through the following link:

<http://extension.arizona.edu/4h>



### ***National 4-H Website***

The National 4-H Website can be accessed at <http://4-h.org>. Here you can learn about the wide variety of people and programs that make up 4-H—which is implemented by the 106 Land Grant Universities and USDA's Cooperative Extension System through more than 3,000 offices across the country.

### ***Educational Resources to Help with 4-H Projects***

Many project areas have age-appropriate, research-based bulletins and videos that help 4-H members and volunteers get started in a project area. To see if there are resources available about a project in which you are interested, check with your county UA Extension office to request a publication catalog or go online to <http://extension.arizona.edu/4h>

### ***Newsletters***

Most counties have 4-H newsletters that are mailed or available online. Make sure to read yours to stay informed of upcoming events and updates.

### ***National 4-H Council***

National 4-H Council is the private partner of 4-H Youth Development at the national level. Its mission is to advance the 4-H youth development movement to build a world in which youth and adults learn, grow and work together as catalysts for positive change. National 4-H Council partners with 4-H at all levels B national, state and local. It is governed by its own board of trustees and provides its annual report online. National 4-H Council is located at 7100 Connecticut Avenue Chevy Chase, MD 20815. [www.fourhcouncil.edu](http://www.fourhcouncil.edu)

### ***National 4-H Youth Conference Center***

The National 4-H Youth Conference Center offers conference facilities including 243 guestrooms and more than 30 meeting rooms. There is cafeteria-style, all-you-can-eat dining on campus. As a division of National 4-H Council, it supports 4-H programs of the Cooperative Extension Service of the State Land-Grant Universities and the United States Department of Agriculture. Funds generated by National 4-H Youth Conference Center go towards educational programs aiding youth. For more information about this facility, you may visit its Website at [www.4hcenter.org](http://www.4hcenter.org). The phone number is (301) 961-2991 and booking information is available at (800) 368-7432.

### ***National 4-H Supply Service***

The National 4-H Supply Service is a part of National 4-H Council. It is an excellent source of 4-H promotional items and gift ideas. You can view the resources available by visiting the link at [www.4-Hmall.org](http://www.4-Hmall.org). A catalog of available items and educational resources, called the 4-H Source Book, comes out every year in the fall. Catalogs are available at the county Extension office. You may also contact National 4-H Supply directly by telephone at (301) 961-2934 or on the Web at [www.4-Hmall.org](http://www.4-Hmall.org). You may fax them at (301) 961-2937.

### ***Arizona 4-H Youth Foundation***

The Arizona 4-H Youth Foundation was incorporated as a non-profit educational organization under 501(c)3 of the Internal Revenue Service Code in September, 1970, by a public spirited group of Arizona's civic and corporate leaders in cooperation with the University of Arizona College of Agriculture &





Life Sciences Cooperative Extension. The Foundation, while separate from the university, is sanctioned by the Board of Regents, university administration, College of Agriculture & Life Sciences and Cooperative Extension.

It provides support for 4-H statewide by obtaining, managing and distributing private, charitable contributions and major grants to support 4-H youth development activities. Visit the Arizona 4-H Foundation's Website at [http://cals.arizona.edu/4-h\\_foundation](http://cals.arizona.edu/4-h_foundation) to find out how you can become an Arizona 4-H Youth Foundation supporter.



# CHECKLIST FOR NEW CERTIFIED VOLUNTEER LEADERS AND CLUBS

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## CHECKLIST FOR VOLUNTEER LEADERS

### **State Requirements:**

- Complete application form
- Obtain references.\*
- Background Check
- Interview with Extension Agent, Staff or designated volunteer (personal or telephone)\*
- Youth Protection Training\*
- Sign Behavioral Guidelines Statement
- Orientation to 4-H Policies and Procedures
- Western Region e-learning modules
- New Leader Training (Learning to Lead Fun, Effective Meetings)

\* Does not apply to Volunteers screened by other youth-serving agencies who will use 4-H Youth Development as part of their program. A verification form is required.

### **Expectations for Continuing Leaders:**

- Complete Leader Enrollment Form at the beginning of each 4-H year (See county specifics regarding additional enrollment forms IE: youth, summary and group.) The Group Enrollment form is completed by those involved in school enrichment, special interest or other.
- Submit for approval a list of club activities/events (for state liability insurance)
- Annual Report form (due at end of each year)
- County Specific \_\_\_\_\_

### **Recommended:**

- Participate in subject matter training
- Participate in leadership development training
- Read the 4-H Youth Development Volunteer Handbook
- Review Arizona 4-H Policy in 4-H Youth Development Volunteer Handbook

## CHECKLIST FOR CLUBS

### **Required:**

- Complete Leader Enrollment Form at the beginning of each 4-H year (See county specifics regarding additional enrollment forms i.e., youth, summary and group.) The Group Enrollment form is completed by those involved in school enrichment, special interest or other.
- Complete Affirmative Action form annually
- Submit for approval a list of club activities/events (for state liability insurance)



- County Specific \_\_\_\_\_
- Annual Report form (due at end of each year)
- Complete Financial Account Statement (end of year)

***Recommended:***

- Investigate club insurance option in the county
- Keep calendar updated
- Be aware of 4-H opportunities in the county
- Read the county newsletter and pass information on to members and families.



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This information has been reviewed by University faculty.  
[cals.arizona.edu/pubs/family/az1509.pdf](http://cals.arizona.edu/pubs/family/az1509.pdf)

Other titles from Arizona Cooperative Extension can be found  
at: [cals.arizona.edu/pubs](http://cals.arizona.edu/pubs)

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