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Development

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To: 4-H Club Organizational Leaders

From: Ina Metzger Linville, Director,
University of Missouri 4-H Center for Youth Development

Date: Fall 2016

Subject: **4-H for 2016-2017**

First of all, **Thank you**, for giving your time and talents to help 4-H members! I hope the following information helps you get started. We anticipate another exciting year in 4-H.

Please read this carefully as it contains some important information about 4-H for the new program year. It will help your members, parents, and leaders be successful in 4-H. Information on any of these resources or programs is available from your local University of Missouri Extension Center and from your 4-H youth specialist or local 4-H staff.

Missouri 4-H Club Leader Kit:

Each fall, every 4-H club receives a Missouri 4-H Club Leader Kit. This kit is intended to make your job simpler and to convey to you our appreciation for your work as a 4-H volunteer. Please be sure that the information is passed on to the right person in your club. Be sure to look at *Starting the New 4-H Year LG912* included in the kit.

Member Enrollment and Projects:

Enrollment: With 4-HOnline maintenance, the system will close in September and be ready for the new enrollment year on October 1. Check with the county extension center for other enrollment deadlines. In the Leader Kit, you will find *Enrolling in 4-H Online* that walks through the enrollment process. The *Clover* also gives basic information about requirements for 4-H membership. Encourage every family to read these pages, as well as county newsletters and updates. Use our link mo.4honline.com to enroll and to update your enrollment.

Ordering 4-H Project Literature:

All 4-H project literature is available for purchase. Individuals or families will find an order form in the *Clover* to purchase 4-H project literature directly from Extension Publications. In the Kit, you

will find the *Missouri 4-H Literature and Merchandise Order Form LG911* to use if you wish to combine or prepare a club order.

Dues:

Membership dues are still \$20. The state dues help support a variety of statewide 4-H programs including volunteer screening and training. In addition, they pay a portion of the costs for 4-H literature and educational materials. Dues are collected at the county level with club enrollments. Check with your University of Missouri Extension Center for county details and due dates. Of course, if dues present a problem for an individual or family, talk with your local 4-H faculty or staff about scholarships or assistance.

Officers/Treasurer's Resources:

Look over the resources for 4-H Club Officers in the Clover or on 4-H website. Use them to help your club officers prepare for important leadership roles. There is a **NEW** resource for young people giving leadership to your Health Program. A copy of the *Health Officers Resources, Y677* is included in this kit.

Your club **must** use the *Missouri 4-H Club Treasurer Record Book Y672*, a copy of which is provided in your Club Kit. This publication provides the required financial policies and records for any 4-H organization (clubs, county councils, committees, etc.). In the Kit, you will find a memo that outlines those key policies for you to share with your group's treasurers. Please review this with the treasurer and the adult that will be working with the member.

Volunteers:

Missouri 4-H Volunteer Screening Consent Form

Being a volunteer for Missouri 4-H is a privilege and not a right. All persons who want to volunteer with 4-H must meet several criteria. The steps are outlined at the following link: <http://4h.missouri.edu/volunteer.aspx>.

The first is to complete a volunteer background screening consent form (LG639) and be screened each year. This is the first step toward becoming a "recognized Missouri 4-H volunteer" who is approved to work with the 4-H program. All new and returning volunteers must complete, sign and return the *Volunteer Screening Consent Form (LG639)*. Club organizational leaders should treat the information confidentially and as process as quickly as possible.

Missouri 4-H Volunteer Orientation:

The second step is *all* 4-H volunteers, must complete a one-time orientation. Check with your local 4-H Specialist or Program Assistant about local workshops. Volunteers with computer access can do this at their convenience inside their 4HOnline account. Instructions are available at this link. <http://4h.missouri.edu/documents/4HOnline/4HOHowSignUpForTrainings.pdf> Please encourage volunteers to fulfill this obligation. Informed volunteers strengthen the 4-H program.

Volunteer resources:

There are many resources available to help you be successful as a 4-H volunteer. Review the volunteer section of the Missouri 4-H website at <http://4h.missouri.edu/resources-and-forms/#Volunteers-and-leaders> or contact your University of Missouri Extension office.

We are working towards having more helpful hints complete with video on-line to provide our dedicated volunteers with more tools, ideas and suggestions for their roles.

More Resources:

Opportunities...recognition, trips, scholarships, contests and more: In addition to project information, the Clover contains information on recognition, 4-H scholarships, trips for members and volunteers, educational events, and other resources. Encourage 4-H families to read it from cover to cover.

Community Service:

Missouri 4-H clubs are encouraged to help the community and serve others. A special recognition program is available to all 4-H clubs who keep records of their service and submit it to their local University of Missouri Extension Center using the *Youth Service to Communities Form LG760* found on the CD, Missouri 4-H website and in the Clover. Your club can also apply for a cash grant from the Missouri 4-H Foundation for community service projects. The Missouri 4-H Foundation website has details at <http://4h.missouri.edu/foundation/community-service.aspx>

Websites:

The following websites may be useful to you:

- Missouri 4-H - Information on 4-H programs in Missouri—look for continual updates and information.
<http://4h.missouri.edu/>
- National 4-H - This site is a place where members, volunteers and staff can connect.
<http://www.4h-usa.org>
- National 4-H - National 4-H Headquarters at USDA/NIFA has information on 4-H organizations and rules.
<https://nifa.usda.gov/program/4-h-national-headquarters>
- National 4-H Council - Council is a private organization that raises money for 4-H and maintains the National 4-H Center in Washington, D.C. <http://www.fourhcouncil.edu>

THANK YOU!

Missouri 4-H is a leader in positive youth development, and you are integral in this great mission. Although this letter focused on the details of managing our program, let's all keep our mission in sight "4-H ... creating environments where young people are valued, contributing members of their community." On behalf of all Missouri youth, thank you for the hours, energy and personal dedication that you bring to your job as club leader. Best wishes for a great year!

