



# Planning the 4-H Club Year

## *Resources and considerations*

### Volunteers for your Club and Projects

University of Missouri Extension staff will provide you with the **UPDATED, required 2017 volunteer applicant background screening consent form** (LG639) as part of the in the Missouri 4-H Club Leader Kit. You may also download it from the Missouri 4-H website at <http://4h.missouri.edu> or order it from Extension Publications at <http://extension.missouri.edu/explore/shop/>.

*Please shred any unused volunteer application background consent forms you may have from previous years.* Those are no longer needed as the Missouri 4HOnline Enrollment System will be used to enroll 4-H volunteers who have already passed the annual background screening process.

### Enrollment and Re-enrollment of Youth and Adult Members

The Missouri 4-H Club Leader Kit contains enrollment/re-enrollment instructions and materials. **Enrollment for the 2017 Program Year will begin October 1, 2016.** Enrollment/Reenrollment will take place in 4HOnline <http://mo.4honline.com>

Additional resources are available to assist your 4-H club in reorganizing for the new, 2017 club year. Missouri 4-H materials can be found in the *Clover*, on the Missouri 4-H website at <http://4h.missouri.edu> or on the *Missouri 4-H Literature and Merchandise Order Form LG911* included with the kit.

### Getting Started

**Think about how you will work with youth, in partnership, to ensure the following occur throughout the 4-H Program year:**

1. Update annual Club paperwork prior to 1<sup>st</sup> club meeting (Event Risk Management Plan LG638, Name and Emblem Request Y633 and your county may have others)
2. Elect club officers.
3. Provide officers with information from: So You are a Club Officer Series Y783, Secretary Book Y671, Club Meeting Report Y676 and Treasurers Book Y672.\
4. Distribute Clover booklets (or point them to the PDF online at <http://4h.missouri.edu> )
5. Obtain Project literature (this may include coordination of project literature ordering)
6. Make sure that a “kick-off” project or activity is completed to motivate new and current members
7. Recruit volunteers for project leadership (both adult and junior leaders)
8. Support project leaders and club officers with activities and events
9. Coordinate hands-on activities like skill-a-thons, quiz bowls, judging classes and demonstrations at club meetings or other events
10. Work with youth and parents on recognition night and report forms.
11. Prepare and participate in Achievement day, camp, and fairs (if applicable).

12. Assist youth in learning about and attending countywide and statewide events and opportunities (Community service projects, State Teen Conference, State Teen Congress, Project specific events, etc.).

Check Monthly Club Meeting Calendar Samples (LG779) found in the resources at <http://4h.missouri.edu> for ideas of how your 4-H year might be organized. This guide is full of ideas, remember your youth leadership should have a voice in the planning for high quality club meetings.

## Working with Youth Staff in your County

Youth staff working with a County 4-H Council may have a timeline tailored to meet each county's needs. Watch for announcements in the 4-H family newsletter as well as in the local media for opportunities to learn more about your specific county's requirements. Please refer to county established timeline for actual dates and deadlines.

Work with your local 4-H staff by identifying local program needs for the 2016 year. Work together to recruit potential volunteers for the needed volunteer roles for the coming year. Notify local University Extension Center of any potential changes in club leadership or larger project leader needs.

Discuss what programs, opportunities and materials the county may have available for clubs and individual members this program year.

## Some of the Most Helpful Resources for Leaders:

The most helpful resources we have for club leaders is a series of documents that provide context, descriptions and examples of great practice for leaders in partnership with youth in 4-H. These documents can be found online in our **Resources page of our website** (<http://4h.missouri.edu>) or by **searching the publication number (i.e. LG902)**. These resources are helpful whether you are a first time leader or a seasoned veteran to the Missouri 4-H program.

- **Letter 1: What is 4-H? (PDF) (LG901)** – This 2-page document provides a brief overview of the organization, youth-adult partnerships and elements of our programming and projects.
- **Letter 2: Getting Started with a 4-H Club (PDF) (LG902)** This 3 page document provides answers questions about club size, recruitment of youth and adults, club meeting locations, project materials and more.
- **Letter 3: Planning & Conducting 4-H Club Meetings (PDF) (LG903)** This 3 page document helps leaders with considerations of club officers & committees, goal setting, planning, agenda items, and involving parents.
- **Letter 4: Leadership & Teaching Techniques (PDF) (LG904)** This 4 page guide provides leaders with guidance on youth-centered approaches to their work in 4-H as well as suggested ways to help youth learn as well as what to do when youth aren't acting at their best.
- **Letter 5: 4-H Activities (PDF) (LG905)** This 3 page document helps leaders learn more about planning for and creating Club, County, Regional, State and National activities with and for youth. This may include fairs, camp, scholarships, conferences and even international opportunities.
- **Letter 6: Opportunities for 4-H Leaders (PDF) (LG906)** This 3 page document provides leaders with context for the opportunities as leaders to grow and lead as volunteers in the 4-H program.

- **Monthly Club Meeting Calendar Samples (LG779)** This document provides new leaders with some suggested agenda items and ways of breaking up the year. These suggestions can be adapted to any time of year your club is meeting.

## A Planning Guide for the Club Year

The new 4-H year is always a busy time with re-enrollment, county recognition events, new members and project leader recruitment that all need attention. However, a little time spent planning for the entire year now, can pay big dividends in the long run. **The involvement of members in this process is crucial for increasing member commitment and participation for the entire year.** This is an excellent opportunity to help members build leadership skills as they plan, implement and evaluate group activities throughout the year with guidance from parents and leaders!

The list of suggestions below is provided to help your group *start* thinking of ways to make the coming year the best one yet. Remember, community service is an emphasis for 4-H members in their journey towards becoming caring, competent, contributing and capable citizens. Hopefully, something of service to the community can be included each month either as a club or within the project groups.

### Club Activity Checklist: (Check ideas you would like to see your club do)

#### Education Topics for Programs

- Parliamentary Procedure
- Career Night
- Environmental Program
- Project Workshops or Skill-a-thons
- Character Education Games/Activities
- Couch Potato Challenge
- Effective Communication with Others
- Goal Setting
- Public Speaking/Demonstration Tips & Ideas
- Dealing with Peer Pressure
- Money Management
- 4-H Awards Available
- Team Building Activities
- Safety Programs (farm, lawnmowers, etc.)
- 4-H Judging Contests – Giving Reasons
- Preparing Exhibits for Fairs and Shows
- Time Management
- Challenge/Wilderness Survival
- Visit by County Office Holder
- Community Service – Grants available
- Other

#### Club Fun

- Backwards Meeting
- Halloween Party

- T-Shirt Night
- Ice/Roller Skating
- Family Potluck/Picnic
- Costume Party
- Family Camping Trip
- Mystery Trip
- Hayride & Bon Fire
- Trips
- Zoo/Botanical Gardens
- Science Museum
- Amusement Park
- Pro-Sports Event
- Art Museum/Institute
- County government
- Bowling
- Swim Party
- Winter Party (skating, sledding)
- Parade/Float
- Dance or Club “Talent” Night
- Lock-in
- Other

#### Community Service Projects

- Weights Work Wonders (blankets for autistic)
- Mail kits (for children of incarcerated parents)
- Carry On Suitcases (for women’s shelters)
- Hero Packs (for children of military)

- Project with Senior Citizens
- Activity Day with Preschoolers
- Project with Disability Group
- Park Clean Up/Equipment Purchase
- Help organize another 4-H club
- Sponsor Citizenship Day
- Leaf raking
- Bake/make small gifts for 4-H leaders/supporters
- Other

**Fund Raising**

- Garage Sale/Consignment Sale
- 4-H Cookie/Candy Sale
- 4-H Car Wash
- Food Sales (Bake sale, etc.)
- Member assessments
- Create a 4-H cookbook for sale
- Seed/plant sale
- Dinners (chili, pancake, etc.)
- Club trip/Outing
- Labor auction
- Other

**What to do with Dollars**

- Scholarships for club members to camp, State Congress, or other 4-H events
- Donation to County 4-H Council, Missouri 4-H Foundation, or Kids Helping Kids Fund
- Small memento to "graduating" 4-H'ers (18-19 year olds as they leave 4-H) like 4-H graduation stoles/cords
- Other