A grayscale photograph of a woman with glasses and a child working on a craft project at a table. The woman is standing and leaning over the table, while the child is sitting and working on a piece of paper. The table is covered with various craft supplies, including scissors, glue sticks, and a box. The background is slightly blurred, showing an outdoor setting.

GEORGIA

4-H

HANDBOOK

Section Two: Getting Started



UNIVERSITY OF GEORGIA
EXTENSION

Index

The Handbook for UGA Extension and Georgia 4-H: Section Two - Getting Started November 2018

University of Georgia (UGA) and Georgia 4-H, 2018
Keri Hobbs, Lori Purcell Bledsoe, and Natalie Bock

Cover designed by Cristina deRevere
Cover photo credit: Rachael Andrews
Page design by Natalie Bock and Keri Hobbs

Published by University of Georgia Cooperative Extension. For more information or guidance, contact your local Extension office.

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Index

SECTION 1: History of Georgia 4-H	3
SECTION 2: Eligibility for 4-H Youth	6
SECTION 3: Georgia 4-H District Map	8
SECTION 4: County Office Structure	9
SECTION 5: Programming Guide	10
SECTION 6: 4-H County Core Programs	11
SECTION 7: 4-H Calendar and Dates	13
SECTION 8: Essential Elements	14
SECTION 9: Staff Volunteer Meeting	18
SECTION 10: References	21



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EXTENSION



History of Georgia 4-H and Extension

Newton County Boys Corn Club was founded, and can be credited for the origins of Georgia 4-H.

1904

The name "4-H" originated when Iowa native, Oscar Benson, named the club after his students brought him a bouquet of clovers.

1905

Thomas A. Early sent every county in Georgia a letter promoting the establishment of Corn Clubs in county schools.

1910

This year documents that more than 1,500 girls became active in the pre-4-H Club activities.

1911

The new federal and state partnership was created nationwide by the Smith-Lever Act.

1914

Extension Assistant Mary Ethel Creswell was instrumental in the development of the Girls Tomato Canning Club and helped facilitate the growth of club membership to 27,000.

1920

In the Early 1920's these Agricultural Clubs were officially referred to as "4-H" based off Oscar Benson's term.

1920-1925

The nation's first state 4-H camp—Camp Wilkins—was built on the University of Georgia campus.

1924

The 4-H pledge was officially used at the National 4-H Club Camp in Washington D.C.

1927

All 159 counties in Georgia were associated with Extension and 4-H with 82,962 members

1937

Mr. Bill Sutton State 4-H Leader, established the 4-H Foundation Board of Directors, who worked together to eventually secure matching state funds from Governor Herman Talmadge.

1948

Georgia Extension opened the world's largest youth camp: Rock Eagle 4-H Center.

1955



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Georgia 4-H History Summary

Much of the economic and social progress in Georgia between 1907 and 1932 was based in agriculture; making the need for assistance in this area essential. The University of Georgia Cooperative Extension responded to the people's needs and interests not only in agriculture and the environment, but also with the family through the development of Georgia 4-H.

The origins of Georgia 4-H began in 1904 at Newton County boys' Corn Club. A program for girls began soon after in Hancock County, Georgia, as the Girls Canning Club in 1906.

Despite the immense growth of the corn and canning clubs, it wasn't until the early 1920's that these agricultural clubs were referred to as 4-H clubs. The name 4-H originated in 1905 when Iowa native, Oscar Benson, created farm-based clubs at his school with a concentration on farm issues and record keeping, which quickly became very popular with the school's students.


During the early 1900's Georgia citizens started to look for guidance for their agricultural needs; out of this need- a new federal and state partnership was created nationwide in 1914 by the Smith-Lever Act. The Smith-Lever Act was introduced by Senator Hoke Smith of Georgia and Representative A. F. Lever of South Carolina to expand the vocational, agricultural, and home demonstration programs in rural America, and thus The Cooperative Extension System was created. In 1937 all 159 counties, and 82,962 members in Georgia were associated with Extension and 4-H.

A prominent image people have when they think of 4-H is of summer camp. It was in 1924, when the nation's first State 4-H Camp- Camp Wilkins, was built for Georgia's young people on the University of Georgia's campus. Due to the popularity of 4-H and summer camp, in 1955 Georgia Extension opened the world's largest youth camp, Rock Eagle 4-H Center. In addition to Rock Eagle, there are: Fortson 4-H Center, Jekyll 4-H Center, Burton 4-H center, and Wahsega 4-H Center. Each center brings its own unique characteristics to those who visit, allowing visitors to fully embrace all that the state of Georgia has to offer.



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Today, the College of Agricultural and Environmental Sciences defines its role much more broadly with County Extension agents cooperating with neighboring counties to pool resources and share programs. The State Extension Staff serves as a reserve bank of educational information and is a support unit to train, reinforce, and work with the county staff in Extension education.

As a volunteer it is imperative to know and understand the importance behind the history and traditions of 4-H. It's essential to learn about 4-H history because it is not only a part of the 4-H tradition, but it carries the 4-H message to everyone across the nation. The 4-H motto; *Make the Best Better*, is to encourage youth to continue pushing themselves and to refine their abilities to become the best they can be.

The mission of Georgia 4-H is to assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive and contributing members of society. I am thankful that you are willing to learn how you can contribute to this incredible mission through your volunteer service. This is an opportunity for you to touch the lives of youth in a way you never thought possible, so I would like to encourage you to be diligent in your training and look forward to the very special partnership you will experience during your time at 4-H.



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EXTENSION



General Membership for 4-H Youth

There is information on the Georgia 4-H website that will detail the membership and eligibility guidelines. Each activity or program offered will have information on the grade guidelines for that specific activity. Grade guidelines are designated based on what is developmentally appropriate for that age and stage in the youth's life.

You will notice that many activities and programs offered through Georgia 4-H are organized by similar grade breakdowns. While these groupings are not universally used in Georgia 4-H, they are common enough that you may want to be familiar with the following:

- Lower elementary youth in grades kindergarten through 3rd grade.
- These youth are sometimes called Cloverbuds or Pre-clubbers.
- Georgia 4-H programming is not offered for young people younger than kindergarten.
- Upper elementary youth in grades 4, 5, and 6. These youth are sometimes called Cloverleaf 4-H'ers.
- Middle school youth in grades 7 and 8. These youth are sometimes called Junior 4-H'ers.
- High school aged youth in grades 9 through 12. These youth are sometimes called Senior 4-H'ers.

In addition, several collegiate 4-H clubs are active at their college or university and with the local counties.



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EXTENSION



Eligibility for 4-H Youth

Eligibility for 4-H Membership and Competitive Events

Please read the official information on eligibility for 4-H membership.

This can be found online at: secure.georgia4h.org/documents/MembershipAndEnrollment.pdf

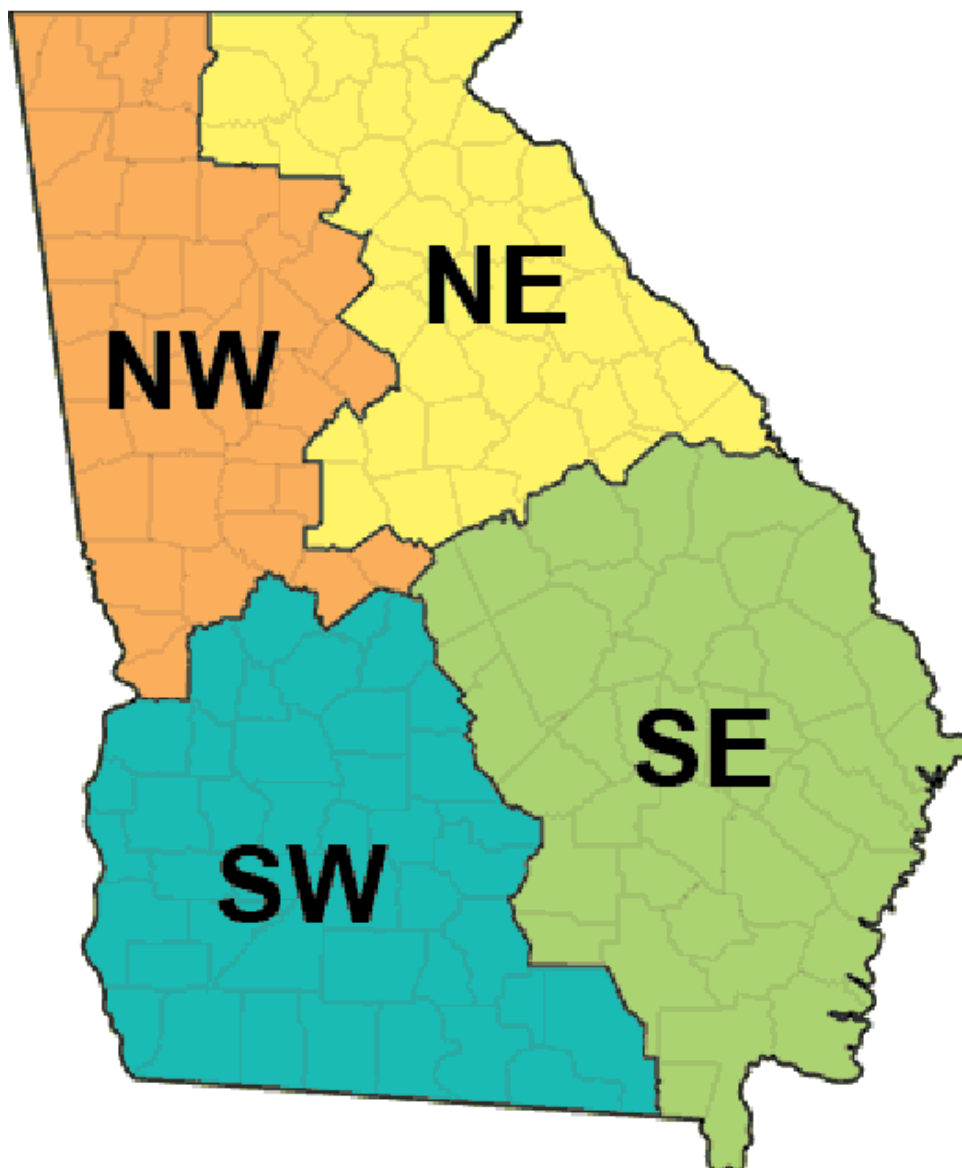
- 4-H'ers must complete an enrollment card in order to be a member of a 4-H program. This is the certification of 4-H membership and should be on file at the County Extension office. 4-H'ers should also be entered in the 4-H Enrollment online registration system. This includes 4-H'ers participating in activities and events for education, recreation or competition. For educational and recreational purposes, 4-H'ers may participate and enroll in more than one county's 4-H programs. Within a county 4-H'ers may be members of more than one club or organized 4-H group.
- 4-H'ers should compete as members of 4-H in the county where s/he attends school or lives full time (referred to as home county). In situations where 4-H'ers would like to enroll in 4-H in a county other than the home county, the request should be made for positive youth development principles and not for competitive advantage.
- 4-H'ers who also compete in FFA competition must meet and follow all guidelines in the 4-H/FFA Statement of Relations. In most cases, when 4-H and FFA offer the same contests, youth may not represent both 4-H and FFA in that contest during the same program year.
- By nature of the competition, competitive events may have additional eligibility rules and requirements. Refer to the specific guidelines for an event in order to insure all eligibility criteria are met.



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Georgia 4-H District Map



<http://extension.uga.edu/county-offices.html>



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County Office Structure

County Extension Office Personnel Terminology

The University of Georgia Cooperative Extension responds to the people's needs and interests in agriculture, the environment, families and 4-H/youth in Georgia with unbiased, research-based education (<http://intranet.caes.uga.edu/coextopr/pdfs/extprinciples.pdf>). This mission is accomplished through the Extension County delivery system.

All 159 counties in Georgia deliver 4-H youth development programming through Cooperative Extension. Every county office is structured differently and can change over time. The following may be people in the Extension office you interact with and this list may not be all inclusive.

Staff Title	Position Description
County Extension Coordinator	A public service faculty member of UGA and coordinates the Extension office staff. They work with the county government on budgets and work on marketing Extension throughout the entire county. They may also be assigned a program area of 4-H, ANR, or FACS.
4-H Agent	A public service faculty member of UGA who is employed to coordinate the 4-H program in the county. They may have responsibilities in surrounding counties and may have additional assignments, such as County Extension Coordinator or another program area like Agricultural and Natural Resources (ANR) or Family and Consumer Sciences (FACS).
ANR or FACS Agent	A public service faculty member of UGA who conducts programs in their content area. They may be your 4-H staff contact, especially if they have an interest or expertise in your area of interest.
4-H Educator, Associate, or Program Assistant	Full-time or part-time staff who assist in coordinating the delivery of the 4-H program in the county.
Secretary	Staff member who handles the administrative duties of the Extension office. This person may be one of your 4-H staff contacts, especially in dealing with financials, paperwork, and scheduling of space/transportation.



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Programming Guide

Georgia 4-H focuses program in the broad areas of Agriculture and STEM, Healthy Living, and Citizenship. Based on a programmatic plan, counties determine what activities they will offer for youth within the county. This program plan is determined by a various factors, which can include the number of staff members serving an area, knowledge of the staff and volunteers in areas, the interest of youth, and the needs of the community. The youth development opportunities are endless; there is something to interest everyone and always something to do!

Georgia 4-H Core Programs

Core programs serve as an integral part of all county 4-H programs.

County 4-H Curriculum / Club Meetings
4-H Camp
4-H Project Achievement
State 4-H Council

Georgia 4-H Environmental Education

EE Programs available to all K-12 school groups in Georgia

Wahsega 4-H Center, Dahlonega
Fortson 4-H Center, Hampton
Rock Eagle 4-H Center, Eatonton
Burton 4-H Center, Tybee Island
Camp Jekyll & 4-H Tideland's Nature Center, Jekyll Island

Agriculture & STEM

- Beef School
- Beekeeping Essay
- Dean's Award: Agriculture & Environmental Sciences
- Georgia Jr. National Livestock Expo & State Animal Education Shows: Breeding Ewes, Market Lamb, Commercial Doe, Meat Goat, Commercial Dairy Heifer, Breeding Heifer, Market Hog, Market Steer, & Horse
- Horse Show and Educational Contests
- Judging: Dairy, Forestry, Horse, Land, Livestock, Poultry, Wildlife, & Hippology
- Georgia Junior Beef Futurity
- Knowledge Quiz Bowl: Dairy & Horse
- Livestock Project Record Books: Commercial Dairy Heifer, Breeding Heifer, Market Goat, Market Hog, Market Lamb, Market Steer
- Marine Resources Camp
- Mission Make-It: Georgia 4-H Engineering Challenge
- National Youth Science Day
- Pumpkin and Watermelon Contests
- Robotics
- STEM Ambassadors

Citizenship

- 4-H Day at the Capitol
- 4-H Issue Ambassadors
- Certified Teen Leader
- Clovers & Co. Performing Arts Group
- Citizenship Washington Focus
- Communications and Technology Team
- Cooperative Youth Conference
- Dean's Awards: Citizenship, Communication & the Arts, & Leadership
- District Conferences, Camps, & Workshops
- Fairs and Festivals: Talent Contests, Challenge Bowl, Mini-Exhibits, & Speech Contests
- Fall Forum
- Junior & Senior Conferences
- Leadership in Action
- Music Education Matters Summit
- National 4-H Conference
- National Youth Summit Series
- Officers/Officer Trainings (Local/County, District, State)
- Photo Contests
- Senior Camp
- Step Up and Lead
- Weekend in the Classic City—Collegiate Preview

Healthy Living

- 4-H Day at Recreational & Sporting Events
- Chicken Barbecue Contest; Turkey Barbecue Contest
- Cotton Boll & Consumer Judging
- Dairy Month Poster Contest
- Dean's Award: Family and Consumer Sciences
- Egg Preparation Demonstration
- Fairs and Festivals: Food Contests
- Food Challenge
- Food Product Development Contest
- Health Rocks!/Action Leaders
- Healthy Living Team
- LifeSmarts
- MilkMake Contest & Peanutrition Contest
- National Youth Summit Series
- Pantry Pride Recipe Contest
- Project S.A.F.E.—Shooting Awareness, Fun, & Education (Archery, BB, Air Pistol/Rifle, .22 Rifle & Shotgun)
- Senior EXTREME Camp
- Youth Foods & Nutrition Certification
- Wilderness Challenge Camp

Continuing Opportunities for 4-H Alumni & 4-H Volunteer Leaders

Collegiate 4-H Experiences

- 4-H Camp Counselor Program
- 4-H Collegiate Scholarships
- Collegiate 4-H Program; Collegiate 4-H Conference

Adult & Volunteer Leader Experiences

- Certifications & Trainings
- Conferences
- Extension Leadership System/Program Development Team



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EXTENSION



4-H County Core Programs

Core areas of Georgia 4-H that ALL counties are expected to participate in:

Club Meetings: Every county is expected to have club meetings. While counties may structure their club meetings differently, most counties begin 4-H in the 4th or 5th grade classroom. Georgia 4-H is co-curricular with the school system by addressing school based performance standards. Cloverbud, middle school and high school meeting times and locations vary based on the county population and staff. (georgia4h.org/programs/club-meetings/)

Project Achievement Competition: Project Achievement is a cornerstone of the Georgia 4-H program. Through a competitive process, students in 4th – 12th grades explore their interests, unleash their creativity, share their work, and celebrate their achievements! This competition may be referred to as CPA (County Project Achievement) or DPA (District Project Achievement). For 4th through 6th graders this is a presentation contest, with 4-H'ers selecting from one of over 60 projects and making a presentation in front of judges for evaluation and recognition. For 7-12th graders, 4-H'ers work in a project area, including leadership and service during the year and prepare both a portfolio of accomplishments and a presentation. Both are evaluated and recognition provided. Ninth through 12th graders who win their district competition, have the opportunity to progress to State 4-H Congress, the state Project Achievement competition. (georgia4h.org/programs/project-achievement/)

Camps: Georgia's 4-H summer camping program, administered through the county offices of UGA Cooperative Extension, offers a 4-H summer camping experience unparalleled in the nation. Over 8,500 youth accompanied by almost 1,000 adult and teen leaders, descend each summer on Georgia's unique 4-H centers for a week of camp that will be reflected upon and cherished for years to come. Every camp offers great adventure, friendship and fun! Each county 4-H program attends summer camp at one of the five Georgia 4-H facilities. There are also specialty camps, based on interests and age. (georgia4h.org/4-h-centers/summer-camp/)

State Council: is for high schoolers and is where state officers are elected and business of 4-H is conducted. The annual business meeting of the Georgia 4-H Council includes the election process with evaluation of candidates, voting for officers, and review of the Georgia 4-H Constitution... Additionally, youth interact in workshop sessions, large group seminars, cooperative games, community service and other leadership opportunities. State Council also includes the annual Citizenship Ceremony with the oath of new voters and the announcement of the elected state 4-H officers. (georgia4h.org/programs/focus-areas/citizenship/community-global-affairs/state-council/)



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EXTENSION



4-H County Programs Continued

There are other opportunities that are offered for youth to participate in:

Judging/evaluation contests: The subject matter differs as does the format of the competition. Each provides youth the opportunity to work as both a team and individual to demonstrate knowledge in an area using a variety of techniques in a competitive event.

Special Interest Clubs and Activities: Shooting Awareness, Fun and Education (S.A.F.E), Horse, Dog, Livestock, Rabbit, Robotics just to name a few. Youth and adults come together to learn about a subject. Some activities have county, district and state competition opportunities, while others may just work to assist youth in learning about an area of interest in a group environment.

Summer Programs: Counties offer fun and educational summer activities for the youth as a way to maintain interest in 4-H and to teach the youth something new.

Conferences: There are weekend conferences throughout the year offered for middle and high schoolers. These conferences have educational opportunities along with fun activities to provide a positive youth development experience. (georgia4h.org/programs/state-conferences/)

Your 4-H contact will coordinate the menu of offerings for your county program. However, you are an integral part of the opportunities that may be presented. Talk with your county contacts to discuss how you can broaden the offerings of program and activities for youth in your community.

Other Extension Lingo

UGA = University of Georgia

CAES = College of Agricultural and Environmental Sciences

CES = Cooperative Extension Service

DED = District Extension Director

PDC = Program Development Coordinator



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4-H Calendar and Dates

The 4-H program year begins on August 1 of each year and concludes on July 31st. You may be surprised to know that somewhere in Georgia there is a 4-H activity going on 51 weekends of the year, possibly all 52 weekends – but note that UGA is officially closed during the last weekend of each year. Whether it is county activities or state activities, there is an opportunity to get involved. We meet when the kids can meet, which is when they are not in school. This makes a lot of activities after school, at night, weekends, school holidays and summer.

Georgia 4-H Calendar

<http://georgia4h.org/calendar/>

The Georgia 4-H Calendar is a schedule of all district and state events. Before scheduling a multi-county event, please check the calendar and then discuss the date with your 4-H staff contact. Do not schedule events on Junior/Senior Project Achievement, your week of cloverleaf 4-H camp, Cloverleaf District Project Achievement for your county, or major 4-H functions your county would participate in. Always ask the county office first.

County 4-H Event Calendar

The 4-H year begins in August. 4-H activities and events are scheduled for the entire 4-H year prior to August. Please work with your 4-H staff contact to schedule activities and events for your club so they can appear in all of the 4-H information. Date conflicts will be worked out by the Extension office.



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EXTENSION



Essential Elements Overview

We strive to use researched, non-biased information throughout 4-H programs to make sure that youth and adults are in an environment that encourages the best in everyone. There are Four Essential Elements in 4-H that are the basis for what it means to make the best better. The 4 elements are: Mastery, Generosity, Belonging and Independence. The acronym: My Great Big Idea is commonly used to remember these topics. Each element has a few ingredients to achieve the mission of that element.

<u>Element</u>	<u>Ingredient</u>
Mastery	Engagement in learning Opportunity for mastery
Generosity	Opportunity to value and practice service to others
Belonging	A positive relationship with a caring adult A safe environment An inclusive, welcoming environment
Independence	Opportunity for self determination Opportunity to see oneself as an active participant in the future

For young children to feel like they have achieved MASTERY they need both encouragement for engagement and opportunity for mastery. Encouragement tends to be easy when it comes to young children, but as they get older we need to remember they are still growing and we must continue to encourage youth to pursue and achieve their goals!

What can you do to encourage engagement in learning?:

- Does our program appeal to the needs and interests of the youth involved?
- Do you take the time to relate what is learned to real-life experiences whenever possible?
- Do you encourage the youth to make choices and think for themselves?
- Do you take time to process the activities?
- Do you offer programs that are fun and exciting?
- Are the activities offered age appropriate and yet challenging?



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Essential Elements Overview

What does an opportunity for Mastery look like?

Do you plan activities based on learning objectives?

Do youth have the opportunity to teach each other?

Do you recognize accomplishments regularly, both large and small?

Do you encourage everyone to do a demonstration or talk?

Do you encourage members to set realistic yet lofty goals?

Do you help youth make step-by-step plans so members can see success along the way?

GENEROSITY can be seen through community service with members, but generosity is more than just doing something for others- its finding one's self-being and losing one's self in the service of others. Service is a way to gain exposure to the larger community and perceive the world as a whole

So what does generosity look like?

Do members help select the service project themselves and are they involved in planning?

Does the group get involved in a variety of types of service and seek creative ideas to address community needs?

Do members and adults demonstrate respect and concern for the needs of others?

Do youth write thank you notes for those who help them?

Do the youth understand why their generosity is needed and welcomed by others?

BELONGING is both the easiest and hardest element because it's easy to explain why everyone should feel like they belong, but it can be the hardest to make sure that all youth and adults are conducting themselves in a manner to help everyone feel like they belong. We get in our comfort zone and with our friends and have to be intentional about making everyone feel like they can belong! That's why the three ingredients are so important for youth to feel involved.

Here are some questions to ask yourself if you're being a positive adult...

Do you learn member's name and call them by name?

Do you encourage members on a regular basis, not only in 4-H activities, but their other endeavors as well?

Do you expect members to treat each other with respect?

Do you set reasonable guidelines and insist all members follow them?

Do you give members full attention when they are talking to you?



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Essential Elements Overview

Here are some questions to ask yourself about providing a safe environment...

- Do the members have a clear and consistent rules and expectations for positive behavior?
- Are the rules communicated regularly?
- Are there reasonable methods for dealing with misbehavior?
- Are hazards watched for and eliminated as they surface?
- Are members closely supervised so they feel they are safe at all times?

Here are some questions to ask yourself about providing an inclusive, welcoming environment...

- Do you use icebreakers at the beginning of activities to get everyone involved?
- Do you recognize members for a variety of things and not just events involving competition?

Do you encourage members with shirts, jackets, pins?

- Do you have a plan to include new faces right away so they involved?
- Do you help all members feel their opinion is valued?
- Do you not allow negative comments or put downs from other members?

INDEPENDENCE is made up of an opportunity for self-determination and to see oneself as an active participant in the future. These are two different ways to help youth to have control over their future and actually understand the potential for their lives.

Questions to analyze how to help provide Opportunity for self-determination

- Do members set group goals and determine its direction?
- Are members given the opportunity to plan, implement, and evaluate programs or projects?
- Are members involved in making rules and setting policies?
- Do you have youth in leadership positions?

Questions to analyze how to help youth See Oneself as an Active participant in the future...

- Do you have former members or adults in the community speak to the group about their experiences?
- Do you train the members in their leadership roles?
- Is positive thinking and encouragement about the future a regular practice with the group?
- Are opportunities for travel and new experiences incorporated as much as possible?

Questions to ask yourself about your action plan

- What ingredients do you need to incorporate into the program you are planning?
- What does it look like to include them?
- What ingredients do other adults in your program need to work on or remember?
- What is your timeline for implementing new ideas?



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Staff-Volunteer Meeting

THIS SECTION IS FOR THE FACE-TO-FACE STAFF-VOLUNTEER MEETING

Each County Extension staff member has a variety of programs he/she coordinates and conducts. The people who work in my Extension office and their primary role is:

Many times you may find only one person in the office because the others are conducting programs or participating in professional development. To better assist you in addressing your needs, it is important to make an appointment with your assigned Extension contact before coming into the office. Scheduling assures that your contact is available and your time is used efficiently.

Contact Name: _____

Email Address: _____

Direct Phone: _____

We recognized you will need supplies throughout your service. As a general guide, use the following timeline as a consideration for requesting items.

One week or more	Two weeks or more	One month or more

Consider the time needed for the following and add into the above chart: copies, forms, any financial needs (purchasing, turning in fees, activities, etc.), registration information for 4-H events (before the Georgia 4-H deadline), any new event dates for your club, any meeting date changes, needed supplies for any event/activity, volunteer screening documentation, fundraiser requests, information for the monthly 4-H newsletter, financial statements for the club for which you are a leader, other



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EXTENSION



Items to consider prior to the start of each program year (June or July):

- Meeting dates for the year
- Meeting room requests for the year
- Transportation requests/van reservations
- Club chartering information

The 4-H program encompasses a variety of programs to meet the needs of our local young people. A few of the programs offered in my community include:

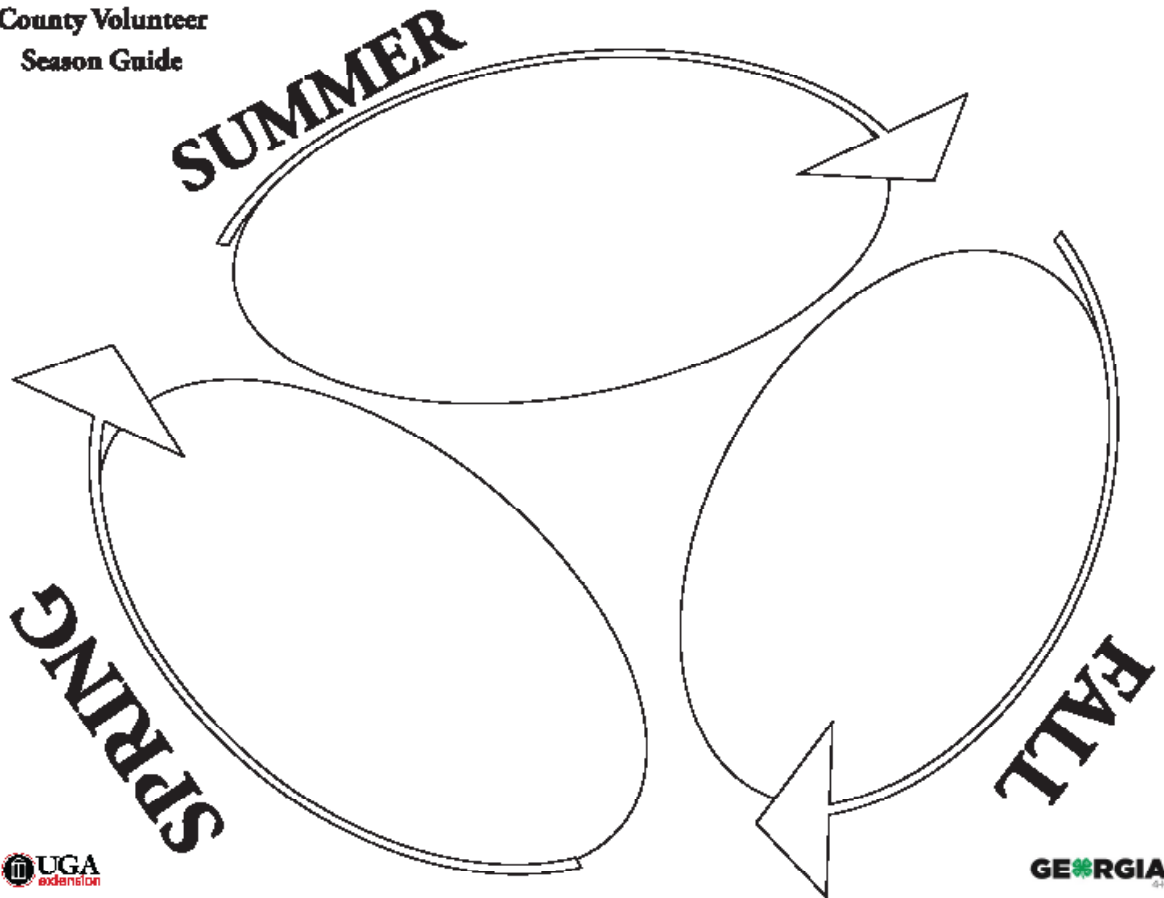
Some of these programs are year long activities and some are seasonal. Use the graphic on the following page to consider the timing of these events in the community. Consider how you can contribute to the needs of the total Extension program.



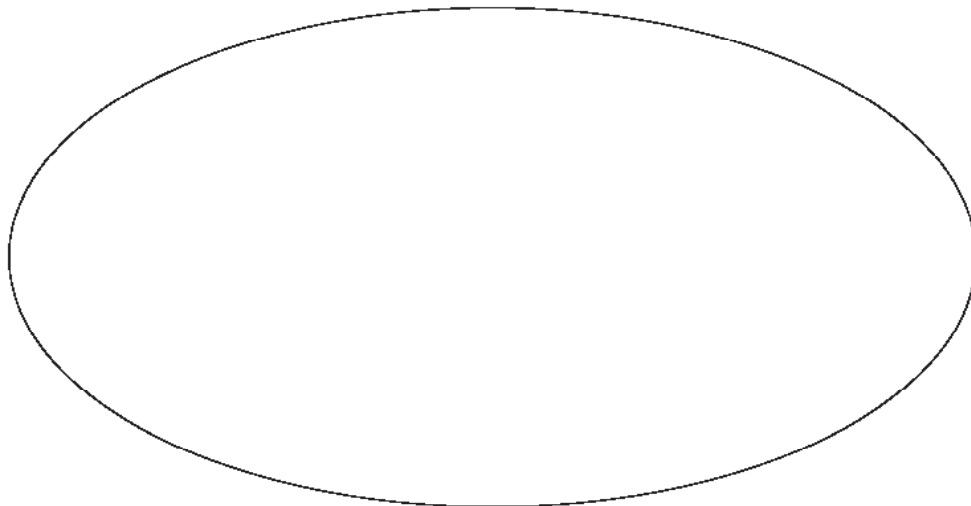
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**County Volunteer
Season Guide**



Year-Round Volunteer Considerations



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Consider how you can address the Essential Elements with young people in your community:

- Ways I can support creating a positive relationship between youth and caring adults:
- How can I support an inclusive environment?
- What can I do to support a safe emotional and physical environment?
- How can I offer opportunities for mastery?
- What can I do to support engagement in learning?
- How can I offer opportunities for youth to see oneself as an active participant in the future?
- How can I provide youth with an opportunity for self-determination?
- What opportunities can I support for youth to gain the opportunity to value and practice service to others?



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Nov 2018

Produced by University of Georgia Extension and Georgia 4-H.