

## MATERIALS

1. Power Point slides or posters listing:
  - Criteria for 4-H Youth Development Programming
  - Enrollment Policies of 4-H Clubs
  - Enrollment Policies of 4-H Members
  - Enrollment Policies of 4-H Volunteers
  - Fiscal Policies of 4-H Clubs
  - Reporting Policies of 4-H Clubs
2. Copies of Appendix, Lesson 9 handouts if participants are not receiving 4-H 101 curriculum

## OBJECTIVES

1. To define a 4-H Club
2. To understand guidelines and policies involving enrollment, reporting and fiscal responsibility

## TIME

30 minutes

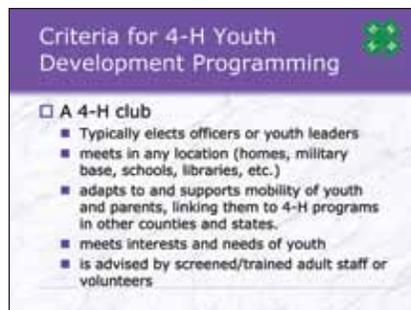
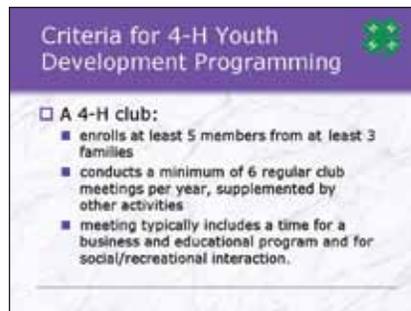
# LESSON 9

## 4-H Club Basics

4-H PRKC: Youth Program Development (domain): Program Implementation (topic)

### WHAT TO DO

Show Power Point slides or poster of the Criteria for 4-H Youth Development Programming.



### WHAT TO SAY

Now we are ready to look at the nuts and bolts of getting 4-H clubs started and sustained.

There is no one definition of what a 4-H Club should look like. A 4-H Club can be broadly defined, but there are some characteristics that are common to all.

States have their own policies governing 4-H Clubs, and these policies should be consistent with criteria set by National 4-H Headquarters at USDA.

These criteria state that a 4-H club:

- enrolls at least five members from at least three families.
- conducts a minimum of six regular club meetings each year supplemented by project meetings, camps, fairs and other 4-H learning activities. A regular meeting typically includes a business meeting led by youth officers or leaders, an educational program and time for social/recreational interaction.
- typically elects youth officers or leaders to provide leadership to the club.
- meets in any location including homes, a community center, military base, library, public housing site, place of worship and many other places.
- adapts to and supports mobility of youth and parents, linking them to 4-H programs in other counties and states.
- meets interests and needs of youth in same-age or cross-age groupings using single-project or multi-project formats.

## WHAT TO DO

### Criteria for 4-H Youth Development Programming

#### □ A 4-H club:

- includes opportunities to learn and apply skills such as leadership, citizenship, community service and public speaking
- provides individual project experiences in science, engineering and technology, citizenship and healthy living
- provides programs, curricula and procedures based in research, which are developmentally appropriate

### Criteria for 4-H Youth Development Programming

#### □ A 4-H club:

- provides members and volunteers access to resources of land-grant universities and to county, state and national 4-H opportunities
- uses experiential learning as a primary teaching approach
- fosters youth-adult partnerships that encourage active involvement and participation by youth and adults

### Criteria for 4-H Youth Development Programming

#### □ A 4-H club:

- provides safe and healthy physical and emotional environments

## WHAT TO SAY

- is advised by adult staff or volunteers who have been screened or trained.
- includes opportunities to learn and apply skills such as leadership, citizenship, community service and public speaking.
- provides individual project experiences to develop in-depth knowledge about science, engineering and technology, citizenship and healthy living.
- provides programs, curricula and procedures based in research, which are developmentally appropriate.
- provides members and volunteers access to resources of land-grant universities and to county, state and national 4-H opportunities.
- uses experiential learning or learning by doing as a primary teaching approach.
- fosters youth-adult partnerships that encourage active involvement and participation by youth and adults.
- provides safe and healthy physical and emotional environments.

Each state has established criteria for enrolling and chartering an official 4-H Club. 4-H National Headquarters require that a charter is necessary for a 4-H entity to use the 4-H name and emblem and to be included under the tax-exemption group ruling for 4-H. For more information, please see the Chartering Handout in the Appendix.

## WHAT TO DO

Show Power Point slides or poster of Enrollment Policies of 4-H Clubs.

Typical Policies of 4-H Clubs

- A set number of members with completed enrollment papers.
- Club is organized with youth officers.
- One or more appointed and trained club leaders.
- An official club name is chosen.
- Club rules are established.



Typical Policies (cont'd)

- At least 6 regular meetings plus project meetings are scheduled.
- A written educational plan for the club program is on file at county 4-H Office.
- A copy of the club enrollment is kept on file with the county 4-H Office.



Show Power Point slides or poster of Enrollment Policies for 4-H Members.

Enrollment Policies for 4-H Members

- Enrollment of members, volunteers and leaders is required each year and is done through the county 4-H Office.
- New members joining throughout the year must submit enrollment papers immediately to county 4-H Office.
- Other forms such as code of conduct may also be submitted each year.



## WHAT TO SAY

Typically, here are some examples of what might be necessary in your state.

- The club has a set number of members with completed enrollments.
- The club is organized with youth officers or teen leaders.
- An official club name is chosen.
- Club rules, which may be in the form of by-laws, are established. We will talk more about by-laws in the next lesson. A sample copy of by-laws is located in the Appendix.
- At least six regular meetings plus project meetings are scheduled.
- A written educational plan for the club program is on file at the county 4-H Office.
- A copy of the club enrollment is kept on file with the county 4-H Office.

Let's talk a little bit more about how members and volunteers are enrolled.

Enrollment of members, volunteers and leaders is required each year and is done through the county office, which then submits this information to the state. These forms are due at the beginning of the 4-H year, which is typically October 1 through September 30, or January 1 through December 31, depending on the state.

If your club has new members joining throughout the year, it is important to submit their enrollment papers immediately to the county 4-H office. Often a state 4-H code of conduct and/or a list of leader expectations must be read, signed and submitted with the enrollment forms.

## WHAT TO DO

### Enrollment Policies of 4-H members (cont'd)

- ❑ Eligibility for competition and some project involvement are determined by birth date or grade in school.
- ❑ Contact your county 4-H agent for specific policies in your state.

Show Power Point slides or poster of Enrollment Policies for 4-H Volunteers.

### Enrollment Policies for Volunteers

- ❑ Volunteers must also complete enrollment forms each year.
- ❑ Screening and training prior to serving as 4-H leaders are usually required.
- ❑ Position descriptions are provided for volunteer leaders.

Show Power Point slides or poster of Fiscal Policies for 4-H Clubs.

### Fiscal Policies for 4-H Clubs

- ❑ 4-H clubs do not pay taxes on income generated by the club.
- ❑ Some states have membership dues to cover insurance or other specific costs.
- ❑ Liability and accident insurance varies in each state. Contact your county 4-H agent for information about insurance coverage in your state.

## WHAT TO SAY

Eligibility for competition and some project involvement requirements are often determined by birth date or grade in school. Contact your county 4-H agent for specific policies in your state.

Volunteer leaders must also complete enrollment forms each year. Most states require that volunteers complete a screening and training process prior to serving as an official 4-H leader and working directly with youth.

4-H offices usually provide position descriptions to volunteer leaders, which outline specific responsibilities. We will talk more about these position descriptions in lesson 14.

Additionally, some 4-H programs require health information and parental permission forms to participate in special programs such as 4-H camps and state and national trips.

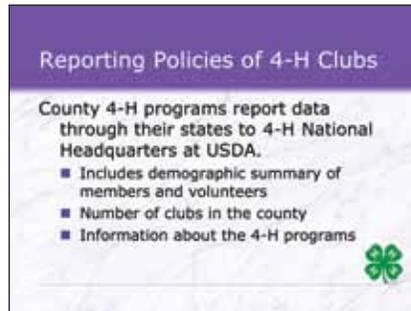
Let's look at some of the fiscal requirements for 4-H clubs.

4-H clubs do not pay taxes on income generated by the club. This rule was issued to the Department of Agriculture by the Internal Revenue Service on April 24, 1946 under section 101(6) of the Internal Revenue Code of 1939, which corresponds to section 501(c) (3) of the 1986 code. For more information on the tax-exempt status of 4-H clubs visit [www.national4-headquarters.gov](http://www.national4-headquarters.gov) and click on quick links and again on fact sheets.

Some states require 4-H members to pay membership dues, while other states do not. Some counties will assess fees to cover the cost of insurance or other specific items.

## WHAT TO DO

Show Power Point slides or poster of Reporting Policies of 4-H Clubs.



## WHAT TO SAY

Liability and accident insurance coverage varies with each state. Proper insurance coverage to protect members and volunteers is extremely important.

Contact your county 4-H agent for more information about insurance coverage in your state.

There are also some reporting requirements associated with 4-H clubs. County 4-H programs report data through their state offices to the 4-H National Headquarters at USDA in an annual demographic summary of members and volunteers. This information includes numbers of clubs in the county, member enrollment and other demographic information about the participants.

In summary, we have learned some of the basic requirements and guidelines for starting and sustaining a 4-H program. Now you are ready to move forward with your club.