

MATERIALS

1. PowerPoint slides or posters of:
 - Nine steps of establishing a 4-H Club
2. Nine Steps handout for each participant
3. Copies of Appendix, Lesson 10 handouts if participants are not receiving 4-H 101 curriculum

OBJECTIVES

1. Describe the nine steps for starting a 4-H Club.

TIME

1 hour 15 minutes

LESSON 10

Starting 4-H Clubs

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

WHAT TO DO

Give each participant a copy of the Nine Steps of Establishing a 4-H Club Handout.

Divide participants into five groups. Each group will be assigned one or more steps to teach to the larger group as indicated below.

- Group 1: Steps 1,2,3, 4
- Group 2: Step 5
- Group 3: Step 6
- Group 4: Steps 7,8
- Group 5: Step 9

Show the PowerPoint slides or poster of the Nine Steps of Establishing a 4-H Club.

Nine Steps for Establishing a 4-H Club

Step 1 -- Contact the county 4-H Extension professional

Step 2 -- Attend local 4-H volunteer/leader training

Step 3 -- Obtain county and state 4-H policies and guidelines

WHAT TO SAY

In this lesson, we are going to cover the steps involved in starting a 4-H club. Each state has its own policies and procedures for starting clubs. The steps presented here are typical in many states. If you are a youth development professional from an organization other than Extension, please contact your county 4-H Extension professional for guidelines that are specific to your state.

I have given you a handout of the nine steps of establishing a 4-H Club. Use this handout as a reference for the next activity. I am going to involve you in teaching this process. I divided you into five groups and will assign each group a portion of this material. It is the responsibility of each group to present the steps they have been assigned to the rest of the class. You may be as creative as you like and use whatever teaching techniques you are comfortable with. Your presentation should be limited to 5-7 minutes.

The first four steps of the process are concerned with preparation needed before bringing a group together. Three of those steps are directed to youth development professionals who are partnering with 4-H.

The remaining steps address recruitment of members and additional volunteers, holding an organizational meeting, completing enrollment and other reports, and developing club guidelines.

WHAT TO DO

Nine steps (cont'd)



- Step 4 -- Assess youth, parent and community needs and interests
- Step 5 -- Recruit potential club members
- Step 6 -- Conduct an organizational meeting

Nine steps (cont'd)



- Step 7 -- Recruit project leader(s) and distribute curricula
- Step 8 -- Complete and submit enrollment and other appropriate reports
- Step 9 -- Assist with club rules or by-laws preparation

Provide assistance and monitor each group's progress. Adjust the time if necessary.

Give the group a five-minute warning when time is nearly up.

Monitor group presentations to keep to the 5-7 minutes limitation.

Look for these key points and make sure to bring them up if they are missing from the group presentation. Refer to the handout in the Appendix for additional information.

WHAT TO SAY

I'm going to give you approximately 15 minutes to develop your presentation.

We are ready for the presentations on the nine steps for establishing 4-H clubs. Please take notes for future reference or make note of any questions that arise from the presentations.

(Let the group present the information. Bring up the following points only if the group fails to do so.)

Let's start with Group 1, which will present steps 1-4.

Step 1—Contact the county 4-H Extension professional. He/she can provide:

- help in getting your club started and in managing the club;
- enrollment forms;

WHAT TO DO

Continue in this manner until all five groups have presented their lessons on the nine steps.

WHAT TO SAY

- curricula and resources;
- volunteer/leader training opportunities;
- recognition opportunities for volunteers and youth;
- information about county and state competitive and noncompetitive activities;
- information on national events and experiences, scholarships and small grants.

Step 2—Attend local 4-H volunteer/leader training. This training will help you:

- learn about the policies and procedures of the county program;
- discover 4-H opportunities in that county/region and state; network with other 4-H club leaders and the county/region 4-H Extension professional;
- review principles of youth development and experiential learning;
- find out more about specific 4-H curricula.

Step 3—Obtain county and state 4-H policies and guidelines. This will:

- ensure you are following the proper guidelines for your county;
- ensure you know the appropriate use of the 4-H name and emblem.

Step 4—Assess youth, parent, and community needs and interests. This step:

- will help you understand the demographics of that community;
- determines what other out-of-school options are currently available;

WHAT TO DO

WHAT TO SAY

- will help you determine the kind of club that meets the needs and interests of the youth and the activities that parents want for their children.

Now let's hear from Group 2.
(Let the group present the information. Bring up the following points only if the group fails to do so.)

Step 5—Recruit potential club members To accomplish this step you will:

- identify potential youth and families; use technology as well as traditional methods;
- hold “exploring possibilities” meetings;
- give presentations about 4-H.

When you are speaking publicly about 4-H remember to include reasons why youth might want to join. Some points to bring up might include:

- friends can join too;
- there are fun things to do and learn;
- 4-H is youth directed;
- 4-H is everywhere;
- 4-H is not costly;
- 4-H projects are adaptable.

At your exploratory meetings, you may want to gather information on those who attend including contact information and what their interests are. This will help you prepare for your first meeting and identify the curriculum materials that support those interests. Ask the group for days and times that suit their schedules and if any adults are interested in serving as volunteer leaders.

WHAT TO DO

WHAT TO SAY

Now let's hear from Group 3.
(Let the group present the information. Bring up the following points only if the group fails to do so.)

Step 6—Conduct an Organizational Meeting

At your first organizational meeting you will need to:

- recruit an adult leader;
- invite youth/parents who showed interest;
- prepare the space;
- greet and introduce youth and families as they arrive;
- use group-building activities; share the meeting responsibilities with your adult leader;
- provide an activity from one of the project materials that was identified as being of interest;
- help the group determine
 1. the kind of club they want
 2. the project or projects they want
 3. the name and by-laws of their club
 4. officers for their club
 5. dates and times for meetings.

Now let's hear from Group 4.
(Let the group present the information. Bring up the following points only if the group fails to do so.)

Step 7—Recruit project leaders and distribute curricula

It is easier to recruit and train volunteers when they are aware of the project curricula and how easy it is to use. When recruiting adult leaders, make sure to emphasize that:

WHAT TO DO

WHAT TO SAY

- you have access to many quality 4-H curricula;
- some states have additional project curricula;
- most curricula are low cost or free.

Also, many county 4-H offices maintain a resource library open to the public with at least one copy of all the project curricula.

Step 8—Complete and submit enrollment and other appropriate reports

Emphasize that:

- clubs are responsible for submitting forms to the county 4-H office;
- counties provide an annual enrollment report to the state 4-H office;
- states must report to the 4-H National Headquarters at USDA;
- data gathered is also used to generate county or state mailing lists for newsletters and other important information for youth and adults via postal or electronic mailings;
- enrollment data verifies eligibility for local, state and national competition.

Now, let's hear from Group 5.
(Let the group present the information. Bring up the following points only if the group fails to do so.)

WHAT TO DO

Thank the groups for their presentations.

WHAT TO SAY

Step 9—Assist with developing club by-laws

By-laws:

- provide agreed upon rules for the way clubs function; reduce misunderstandings and conflict;
- include important facts about the clubs, such as:
 1. when and where the club meets
 2. what officers (if any) the club elects
 3. what criteria are used for a member to remain in good standing
 4. the non-discrimination statements
- are kept on file with the local 4-H office;
- are a pre-requisite for most club charters;
- should be distributed to all youth and parents;
- are reviewed annually;
- are written and agreed upon by the entire membership;
- are approved by the county 4-H office to assure compliance with local and national guidelines.

You will find a sample copy of 4-H club by-laws in the Appendix.

We have covered the steps to starting a 4-H Club. Now we need to know how to keep a 4-H club going. Young people will not keep coming to a club meeting that is boring and does not provide interaction with their friends. In our next lesson we will talk about how to hold effective club meetings.

