

Lesson 10

Knowing the Basics About Clubs

Materials:

- ❑ Overhead or power point slides of the definition, criteria and policies for 4-H clubs.

Objectives:

1. To provide a definition of a 4-H Club
2. To present the national (CSREES/USDA) criteria governing all youth development programs delivered through 4-H.
3. To provide official policies regarding; enrollment, fiscal responsibility and reporting requirements.

What to do -

Introduce Section III

Introduce the lesson

What to Say -

We have spent time so far reviewing the benefits of involving youth in 4-H. We have talked about creating environments for youth that meet their needs. We have discussed the competencies critical to full preparation for adulthood and the skills that must be mastered to achieve competence in these areas. We have spent quite a bit of time reviewing and practicing effective delivery methods for teaching these life skills. We have presented the organizational structure that supports these efforts and identified the advantages of delivering 4-H through a club model. Now we are ready to look at the nuts and bolts of getting 4-H clubs started and of sustaining them in effectively delivering youth development opportunities. We will start by becoming clear about what a 4-H club is.



What to do-

What to Say-

Use the overhead or power point slide to describe a 4-H club.

In lesson five we discussed single project and multi project 4-H clubs and the kinds of activities typical to those clubs. However, if you are planning to start a 4-H club in your community or within an existing youth development program, you will need to be able to offer a simple definition that covers all types of 4-H clubs. Some components and characteristics are common to all 4-H clubs and these commonalities provide this definition.

(Slide One: What is a Club)

A 4-H club is an organized group of youth that meet regularly with a planned ongoing program that is conducted throughout the year. It is advised by adult staff or volunteers and typically elects officers to provide leadership to the group. The club may meet in any location and will include planned opportunities to learn skills in leadership, citizenship, community service and public speaking. Project experiences are offered to address additional life skill development.

Use overhead or power point slides to present criteria for 4-H programs.

Criteria for 4-H Clubs (2002). Paper prepared for Families, 4-H, and Nutrition; Cooperative State Research, Education and Extension Service; U.S. Department of Agriculture, Washington DC 20250

(Slide Two: Criteria for 4-H Youth Development Programming)

States have their own policies governing 4-H clubs. But these policies must be consistent with criteria set by national (CSREES/USDA) headquarters.

These criteria define 4-H club delivery and all other delivery methods within the 4-H program. This is the list of those criteria. 4-H programs, curricula, and procedures are based in research and are developmentally appropriate.

4-H programs are based on the needs of children/youth and their parents.

4-H provides access to resources of Land



What to do-

What to Say-

Use overhead or power point slides to describe the enrollment policies for 4-H clubs.

Grant University Cooperative Extension System. 4-H provides members access to – county, state, national 4-H opportunities. 4-H membership is open to all youth.

4-H program delivery employs experiential learning strategies.

4-H encourages active involvement and participation by children/youth and adults in all aspects.

4-H relies heavily on youth and adult volunteers/staff leaders to provide a critical support system for 4-H.

4-H provides training for volunteer/staff leaders recognizing that training is essential for effective 4-H programs.

4-H adapts to and supports mobility of children/youth and parents.

4-H clubs comply with national 4-H name and emblem policies and policies of the state.

(Slide Three: Enrolling a 4-H Club)

The criteria for enrollment of clubs in your state should have been provided to extension staff during new-hire orientation training. If it was not, you need to contact your state office to obtain that information. If you are partnering with 4-H, the 4-H agent in your county will help you meet county requirements.

Official enrollment as a 4-H Club and/or receipt of a 4-H Club charter gives the club the authority to use the 4-H name and emblem.

Examples of what may be necessary for official enrollment are as follows:

The local club has a set number of members with completed enrollments.

The club is organized with youth officers.

There are one or more appointed and trained club leaders.



What to do-

What to Say-

Use overhead or power point slides to describe the enrollment policies for 4-H club members.

An initial meeting place is secured for at least several consecutive months.
An official club name is chosen.
Club rules, which may be in the form of by-laws, are established. By Laws will be discussed more fully in Lesson 11.
At least six or more regular meetings plus project meetings are scheduled.
A written educational plan for the club program and activities is presented to the county 4-H office.

A copy of the club enrollment is kept on file with the local 4-H office.

(Slide Four: Enrolling Members)
Enrollment of members, volunteers and leaders is required each year and is done through the county and submitted to the state office. The county 4-H office has the necessary forms and instructions for completion. The due dates for forms correlate to the 4-H program year in that state which is considered to operate from October 1 through September 30 or from January 1 through December 31.

Enrollment forms of members and volunteers who join the club after the beginning of the club year, will be submitted to the county 4-H office by the club leader immediately upon joining. Enrollment forms may include releases for use of photographs, agreements for non-discriminatory membership, and other mutual agreements. Often a state 4-H code of conduct and/or a list of leader expectations must be read and signed and submitted with the enrollment form.

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 accurate information for your state.



What to do-

What to Say-

Use overhead or power point slides to describe the enrollment policies for volunteer leaders.

(Slide Five: Enrolling Volunteers)
Volunteer leaders must also enroll annually and enrollment dates correspond to member enrollment dates. 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. Position descriptions that outline leader responsibilities are usually provided. This topic will be discussed in greater detail in Lesson 15. Additional forms such as health information, parent/guardian permission, code of ethics, etc. may be required for attendance at special programs beyond the club level (e.g. County 4-H Camp, State 4-H Conference, State Leader's Forum, National Technology Conference).

Use overhead or power point slides to describe the fiscal and reporting policies for 4-H clubs.

(Slide Six: Fiscal Requirements)
Let's look at the fiscal requirements for 4-H clubs.
4-H Clubs do not pay taxes on income generated for the club. The ruling 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.

Some states require 4-H members to pay membership dues, and some states do not. Sometimes counties will assess fees to cover the cost of insurance, newsletters or other specified items.

Liability and accident insurance coverage varies within each state and for



What to do-

What to Say-

Use overhead or power point slide to describe the reporting process.

partners participating with 4-H. This information should also have been provided for county personnel during new-hire orientation, training. If it was not, contact your state office to obtain the information. Ensuring proper coverage for members and volunteers is extremely important and protects you and the organization. If you are partnering with 4-H you will want to ask your county agent for information and forms concerning insurance coverage available to your 4-H club and work with that office to complete the paper work.

(Slide Seven: Reporting)

There are also some reporting and assessing requirements associated with 4-H clubs. County 4-H Agents report data to CSREES/USDA in an annual statistical report of summarized demographic data regarding members and volunteers. This information includes the numbers of clubs in the county, member enrollment and narrative information about the program. Staff training in each state prepares county 4-H agents to complete the required report. If you are a youth development professional working with a 4-H club within an organization outside Extension, your county agent will need to include data on your club in this report.

The information you supply the county 4-H office may well be the same information your organization requests.

In addition to the statistics gathered about your club, you will want to provide some information that relates the success of the club in providing the support youth need. In other words, you will need to be able to state how well the club is contributing to the growth and development of its' members. A checklist to use in this process is found in lesson 13.



What to do-

What to Say-

Bring closure to the lesson.

It is necessary to be able to define a 4-H club if we are to advocate for the youth development that 4-H clubs provide and to encourage youth to join. You must also be familiar with the policies and requirements for establishing 4-H clubs. With this background you are ready to begin the process of starting a 4-H club.



What constitutes a 4-H Club?

An organized group of youth

An ongoing planned program

Adult staff or volunteer advisors

Elected officers

Determined meeting place



What constitutes a 4-H Club?

Opportunities to learn skills

Opportunities for

leadership

citizenship/community service

public speaking



Criteria for 4-H Youth Development Programming (USDA/CSREES)

- **Based on research and developmentally appropriate.**
- **Based on the needs of children/youth and parents.**
- **Uses resources of Land Grant University Cooperative Extension System.**



***Criteria for 4-H Youth
Development Programming***
(USDA/CSREES)

- **Provides opportunities at county, state, national 4-H level.**
- **Open to all youth.**
- **Employs experiential learning strategies.**
- **Encourages active involvement and participation by all.**



Criteria for 4-H Youth Development Programming ***(USDA/CSREES)***

- **Relies on youth and adult volunteers.**
- **Provides training for volunteer/staff.**
- **Adapts to and supports family mobility.**
- **Complies with national 4-H name and emblem policies and policies of the state.**



Enrolling a 4-H Club

**Provides authority to use 4-H
name and emblem.**

May require:

set number of members

youth officers

**one or more appointed and
trained club leaders**

a secured meeting place



Enrolling a 4-H Club

May require:

**an official club name
established club rules or
by laws
scheduled meetings
educational plan for club
club enrollment on file
with the local 4-H office**



Enrolling Members

Annual enrollment required for participation in a 4-H club.

Enrollment due date determined and conducted by county.



Enrollment Forms

may include:

**release for use of photographs,
agreement for non-
discriminatory membership,
signed state 4-H membership
code of conduct,
signed list of leader
expectations.**



Enrollment Forms

**other mutual agreements set
by state.**

**Competition eligibility &
involvement in some projects
often determined by birth date
or grade in school.**



Enrolling Volunteers

Screen and train as required.

Enroll annually.

**Enrollment due date determined
by county.**

Position descriptions.



Enrolling Volunteers

**Signatures obtained on forms
related to
health information
parent/guardian permission
code of ethics, etc.**



Fiscal Requirements

Tax Exemption

IRS ruling 1946

**under section 101(6) of the
Internal Revenue Code of
1939, which corresponds to
section 501C(3) of the
1986 Code.**



Fiscal Requirements

Member Fees/Dues

Varies by state

Some have dues – some do not

Counties may assess for specific costs



Fiscal Requirements

Insurance

**Liability and accident insurance
coverage varies by states**

**Proper coverage for members
and volunteers extremely
important**



Fiscal Requirements

Protects personnel

Protects organization

**County 4-H Office responsible for
helping to arrange coverage and
complete paper work**



Reporting

**CSREES/USDA requires annual
statistical report from counties**

Demographics

number of clubs

member enrollment

narrative information



Reporting

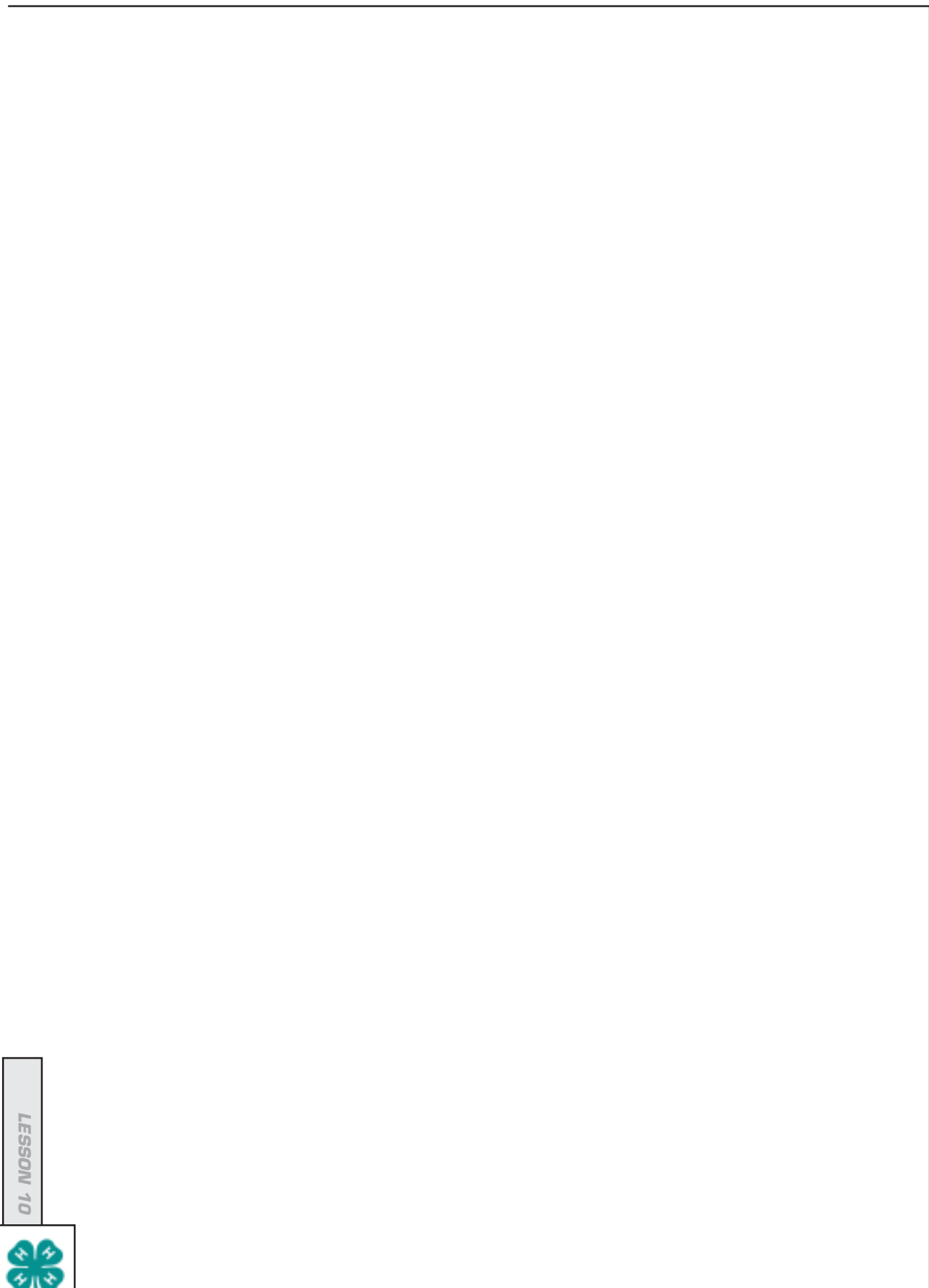
Who reports

**Club leaders give 4-H agents
information**

**Partners give 4-H agents
information**

**Staff training prepares 4-H
agents to complete the
required report**





LESSON 10

