

Lesson 11

Getting Clubs Started

Materials:

- PowerPoint or overhead slide of Steps in Establishing 4-H Clubs
- Materials groups can use in presentations
 - Flip charts, markers, tape, hats, pads of paper, overhead transparency paper etc.

Objectives:

1. To provide a guideline to use in starting a 4-H club.
2. To reinforce application of that guideline.

What to do -

Introduce the lesson

Divide the class into five groups using a grouping activity of your choice. Using a poster, overhead or power point slide of the nine Steps in

What to Say -

In this lesson, we are going to cover the steps involved in starting a 4-H club and in lesson 12 we will study the club-meeting component. Each state has its own policies and procedures for starting 4-H clubs, but the steps we are presenting today are common to the process in most states. If you are an extension employee you should have received information at an orientation training regarding policies for starting 4-H clubs in your state. If you are not aware of these policies, contact your state 4-H office for this information. If you are a youth development professional starting a 4-H club within another organization, the 4-H Agent in your county will be able to help you with the procedures specific to 4-H in your state.



What to do-

What to Say-

Establishing a 4-H Club, assign each of the groups one of the following sections of the material.

Group 1: Steps 1,2,3 and 4.

Group 2: Step 5

Group 3: Step 6

Group 4: Steps 7 and 8

Group 5: Step 9

Display the poster or overhead slide of Steps in Establishing a 4-H Club.

In Section III, Lesson 11 of your handbook you will find a nine -step process outlining the action to take in getting clubs started. Because you will remember the steps better if you experience them, we are going to involve you all in teaching this process. I am going to divide the class into five groups and assign each group a portion of this material. It will be 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 with this task but your presentation my not exceed 5 minutes.

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

I would like Group 1 to be responsible for these first four steps.

Steps five through nine occur in conjunction with club members and leaders. I would like Group 2 to take responsibility for Step 5, Group 3 to take Step 6, Group 4 to take Steps 7 and 8 and Group 5 to take Step 9.

I'm going to give you 15 minutes to work on this and then we will see if you are ready to present your step to the rest of the class.

Move about the room to provide assistance and to monitor progress. Adjust the group work time as needed.



What to do-

What to Say-

Give the group a five-minute warning before ending their preparation time.

Facilitate the group presentations. Monitor presentation time to adhere to 5 minute time frame.

Fill in key points for each step if the group does not cover them.

Look for these key points

Step 1: Contact the county 4-H Agent

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

We are ready for the presentations on the nine steps for establishing 4-H clubs. I encourage you to take notes on these presentations for future reference. Group one will start the process.

(If not covered by the group.)

–The 4-H Agent is your link to the county, state and national policies and guidelines. *(Agents who do not have this information are responsible for getting it.)*

–The 4-H Agent can provide:

- Help in getting your club started and in managing the club
- Enrollment forms
- Curricula and resources
- Connection to CES opportunities for youth/volunteers
- Volunteer/leader training opportunities
- Recognition opportunities for both volunteers and youth
- County and state competitive activities
- County and state noncompetitive activities
- National events and experiences
- Scholarships or small grants

(If not covered by the group.)

–Learn about the policies and procedures of the county program.



What to do-

What to Say-

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

- Discover 4-H opportunities in that county and state.
- Network with other 4-H club leaders and the county 4-H staff.
- Review principles of youth development and experiential learning.
- Find out more about specific 4-H curricula.

Step 4: Assess youth, parent, community needs and interests

- (If not covered by the group.)*
- Ensure you are following the proper guidelines for your county. Ensure you know enrollment and chartering procedures.
 - Ensure you know appropriate use of the 4-H name and emblem.

Continue in this manner until all nine steps have been presented. Watch for the following key points.

- (If not covered by the group.)*
- A necessary step for extension professionals and partners.
 - Determine need
 - demographics of community.
 - other out-of school options available
 - Determine kind of club that will meet needs
 - needs and interests of the youth
 - activities parents want for their children

Step 5: Recruit Potential Club Members

- (If not covered by the group.)*
- Identify potential youth and families
 - Hold “exploring possibilities” meeting
 - Give presentation about 4-H
Reasons for joining 4-H
 - Be with friends
 - Fun things to do and learn
 - Youth directed
 - 4-H everywhere
 - Not costly
 - Projects are designed to be very adaptable.
 - Community resources can be incorporated



What to do-

What to Say-

Step 6: Conduct an Organizational Meeting

- Gather information
- Interests of group
- Best days and times for meetings
- Possible adults leaders
- Contact information

(If not covered by the group.)

- Need adult leader
- Invite youth /parents who showed interest
- Prepare the space
- Greet and introduce youth and families as they arrive
- Use group-building activities
- Conduct meeting with club leader
- Help the group:
 - Determine the kind of club they want
 - Identify the project or projects they want
 - Set some ground rules
 - Plan for name and by-laws
 - Determine officers
 - Determine dates and times for meetings
- Provide activity from set of project material

Step 7: Recruit project leader/leaders and distribute curricula

(If not covered by the group.)

- Easier to recruit with known curricula
- Over 100 curricular options in CCS
- States often have additional project curricula
- County resource library important
- Most curricula free
- More about recruiting in lesson 16

Step 8: Complete and submit enrollment and other appropriate reports

(If not covered by the group.)

- Clubs responsible for submitting forms to county office.
- Counties provide an annual report to



What to do-

What to Say-

Step 9: Assist with club by-laws preparation

the state office
-States must report to the federal headquarters
-Annual report information will help justify
-Data gathered also used to generate county or state
-Enrollment data verifies eligibility requirements for local, state and national competitions.

(If not covered by the group.)

-By-laws provide agreed upon rules for the way the club will function
-All members of the club agree upon these rules
-By-laws can reduce misunderstandings and conflict
-Include when and where the club meets,
 •Who may join,
 •What officers the club elects,
 •What criteria are used for a member to remain in good standing
 •Non-discrimination statement
-By-laws are kept on file with the local 4-H office
-By-laws are a pre-requisite for most club charters.
-All members, parents and leaders have a copy
-Are reviewed annually
-Are written and agreed upon by the entire membership
-Are approved by county agent to assure compliance.

(Be sure the group has looked at the sample by-laws document in Section III, Lesson 11.)



What to do-

Thank the group for their presentations and ask for volunteers (or assign participants) to the skit in lesson 12.

What to Say-

We have covered the steps in getting a club started. Now we need to know the elements that keep a club going. Young people will not keep coming to a club meeting that is boring and does not provide for interaction with their friends. So we are going to begin the “maintaining clubs” portion of section III with a look at effective club meetings. I need to ask for some volunteer actors to help with this lesson.



Steps for Establishing 4-H Clubs

- 1. Contact 4-H Agent**
- 2. Attend volunteer leader training**
- 3. Obtain county and state 4-H policies and guidelines**



Steps for Establishing 4-H Clubs

4. Assess needs and interests

Youth

Parents

Community

5. Recruit potential members

6. Conduct organizational meeting



Steps for Establishing 4-H Clubs

- 7. Recruit project leader(s) &
distribute curricula**
- 8. Complete & submit enrollment
forms and appropriate reports**
- 9. Assist with club by-law
preparation**

