



Steps to start a 4-H club

TO ORGANIZE A 4-H CLUB YOU NEED

- Youth who are interested in learning by doing. Age requirements are:
 - Standard 4-H - Ages 8 through 19
Junior (3rd to 5th grade), Intermediate (6th to 8th grade), Senior (9th through 12th grade)
 - Cloverbud 4-H - Ages 5 through 7
(Grades K through 2nd) This is a special 4-H introductory program for children who are not yet old enough to participate in Standard 4-H activities. Special materials are available to teach children how to participate in a group. These children are not allowed to be judged in competitive events or have large animal projects.
- One or more adult leaders (18 years or older).
4-H members that are entering 7th grade or older may serve as teen leaders.

YOUR CLUB MEMBERS CAN

- Enroll in one or more 4-H projects and complete project goals. **Upon completion of the project, members will have the option to receive a 4-H yearly pin.**
- Keep a record for each 4-H project and submit completed record books to the Extension office by the end of July each year. **A completed record book is required to receive a 4-H project pin.**
- Give a presentation. Presentations, illustrated talks or speeches may be given in club meetings to share information a 4-H'er is learning. A Demonstration Day contest is held in February of each year for those who want to compete. Other opportunities for competition include the Asotin County Fair in April each year. VHS tapes and pamphlets on how to give presentations are available from the Extension office.
- Participate in a community service project. It is required that a 4-H club be involved in at least 6 hours of education programming during the year, more if desired or needed.

POSSIBLE GOALS FOR 4-H CLUBS

- Organize as a club with elected officers (optional for small groups):
 - Elect a president and learn to participate in democratic meetings through correct parliamentary procedures.
 - Elect a secretary to keep attendance and minutes of club meetings.
 - Elect a treasure to keep track of date and source of money received and pay all bills. See **4-H Fund Raising Policy** for additional information. Financial reports are due in the Extension Office in July of each year.
 - Appoint an activity or recreation chairman that may plan a fun activity for each general meeting.

STEPS IN ORGANIZING A 4-H CLUB

- Complete the Enrollment form: All **new** Asotin County 4-H Volunteer Leaders must complete a new Volunteer Enrollment packet and turn the forms into the Extension Office. Current General Organizational Leaders, Project Leaders and Resource Leaders must complete an enrollment form each year.
- Bring interested youth and their parents together for an information meeting. Contact the



STEPS IN ORGANIZING A 4-H CLUB: *continued*



4-H Extension office for names of youth looking for a club to join. Invite a 4-H representative. It is important for parents to be involved and understand how they can support their child's 4-H projects.

3. Review project materials and decide which projects will be taught. Decide when, where and how often meetings will be held.
4. Complete the enrollment process:
 - Select a club name.
 - Decide on projects each club member will take.
 - Decide who will teach each project.
 - Collect club dues (if you choose to implement them).
 - Have each member complete a 4-H Member Enrollment form. The leader needs to review the projects (be sure the projects they will be taking are circled) and sign the form. (The leader will receive a list of all members and project after November 1st for review by the leader and then return the corrected copies to the Extension Office).
 - If you are a **new** volunteer, check with the Extension Office to make sure that both of your references have returned their forms.
 - Enrollment for the new year opens June 1st. The **deadline** to complete in the Asotin County Fair in April is November **1st**. It's a good idea to enroll as soon as possible so you and your members will be on the mailing lists to receive notices of all events and activities.
5. You may turn the following into the Extension Office for your members:
 - Completed member enrollment forms. Keep a copy for club records.
 - Member enrollment fees (\$10 each member / \$11 per member for horse project). This fee includes accident insurance. Scholarships are available.
 - Order form for project and club publications. Materials ordered will not be filled until the Extension Office has completed enrollment forms on file. (Exception - record books) Ask the 4-H Program Coordination about the **new leader discount** on publications.
 - New 4-H club web site information form.
6. Elect club officers (suggested).
7. Give appropriate project and record materials to members.
8. Hold regular 4-H group meetings. Call the 4-H staff or other 4-H leaders as questions arise.
9. Involve parents in helping with project lessons, furnishing materials, refreshments, transportation and other support as needed.
10. Attend the Leader's Council and Committee meetings each month.
11. Turn in all required forms by their due date and respond to the 4-H Coordinators request promptly. This will make it much easier for everyone.

LEADER'S TRAINING

All new leaders are required to take the On-line Leader's Training, watch the "Put the Child First" video and attend the Extension Office Leader's Training. This training will help you understand the 4-H program, materials and opportunities that are available, a chance to look over materials, and meet the 4-H staff and other leaders. Call the Extension Office for help or with questions whenever the need arises.

OPPORTUNITIES

District, state, regional and national activities - such as trips, camps and conferences offer all 4-H'ers additional learning opportunities. They are announced in the bi-monthly 4-H Focus which is sent to all 4-H families. They will also be addressed at the Leader's Council meetings. Scholarships are available. Applications are due 30 days prior to the event.

