

SECTION 4

COMMUNICATION

County 4-H Communication Methods
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Communication in the 4-H Club - Ideas to Try

- Club newsletter that sent to members from the leaders or officers the week prior to each 4-H meeting.
- Involving club officers or at least the club president in the preparation of the monthly club agenda.
- Use of a calling tree can be very important to communications. But you must make sure that the last person on a respective branch of the tree calls the first person in order to ensure that everyone on the branch has been contacted.
- Ask everyone to reply to your e-mail messages, so you can know who read the message and got the information.
- Thank you notes are a way to communicate to others that you value their time and effort.
- Club notes can be handed out at the end of any club meeting. Either all youth can be responsible for writing down key dates and events at the end of the meeting, or youth can be given a prepared review of key items that they can share with their families after the meeting.
- Repeat—kids and adults need to hear things many times before we can commit it to memory.
- Work with your officers to keep the business meeting to 15-20 minutes in length...then more time can be spent on the things kids want more of—fun and friends, voice and choice—translation—kids join 4-H to have fun with their friends and to be involved in determining the activities of the club.
- Verbal appreciation is much more effective than negative thoughts and comments.
- Be prepared for the meeting.
- “Help me understand...” This is a great statement for diffusing a difficult situation.

Sample Press Release

Come Join Our 4-H Club

The ***Insert 4-H club name*** invites you to join their club and be part of a new year of 4-H fun. This year our projects include ***list projects here***, but we're sure to add others based on club members' interests.

4-H is open to all youth ages 5-18. Over 200 projects and activities are offered through 4-H. Projects help youth learn new skills, complete community service projects and become leaders.

You and your friends can become part of 4-H by joining the ***Insert 4-H club name***. 4-H clubs offer you a time to have fun with friends while learning new things and having fun experiences. 4-H is for the entire family!

4-H clubs are filled with activities – making things, going places, helping others and more. Youth gain skills in decision-making, communication and being part of a team.

Insert 4-H club name will hold their organizational meeting on ***insert date and time of meeting*** at ***insert place of meeting***.

For more information contact: ***Insert name and phone number of club's organizational leader***



Fauquier County 4-H Annual Calendar



WATCH FOR DETAILS FOR EACH ACTIVITY CLOSER TO DATE DATES SUBJECT TO CHANGE		
DATE	ACTIVITY	LOCATION
Sept. – Oct	Virginia State Fair	Richmond
October	National 4-H Week	
October	DUE: All Star applications	Extension Office
November	DUE: Project Books and Portfolios , Award Nominations for club leaders and top county awards, and Club Charter documentation and Enrollments	Extension Office
November	Officer Training	Extension Office
December	Achievement Awards Banquet	Fauquier County Fairgrounds
December	National 4-H Congress	Atlanta GA
February	4-H Day at the Capitol	Richmond
Spring	County Contests	TBA
March	Teen and Adult Leader Training for Camp	NOVA 4-H Center
March	Block and Bridle Livestock Contest	Blacksburg VA
March	State Dairy Quiz Bowl	TBA
March	Block and Bridle Horse Judging and Hippology	Blacksburg, VA
March	Collegiate 4-H Host Weekend	Blacksburg, VA
March	DUE: 4-H Resumes for National Congress	Extension Office
April	Glenwood Livestock Show	Loudoun Fairgrounds
April	Northern District Contests	Madison County
May	Livestock Show and Sale	Marshall Livestock Exchange
May	County Horse Show	Warrenton Pony Grounds
May	Northern District Horse Show	TBA
June	Northern District Horse Show	TBA
June	4-H Junior Camp	Front Royal
June	State 4-H Congress	Blacksburg VA
June	Citizenship Washington Focus	Washington, D.C.
July	Fauquier County Fair	Fairgrounds
July	Intermediate Congress	Petersburg, VA
September	Annual Leader’s Meeting	Extension Office
September	State 4-H Horse Show	Lexington VA



Helpful Websites



4-H Sites:

<http://offices.ext.vt.edu/fauquier/programs/4h/index.html> - Fauquier County 4-H Website, . Registration and information for upcoming programs can be found here.

<http://www.4-h.ext.vt.edu/forms/index.html> - Commonly used 4-H forms including enrollment and charter forms.

<http://www.4-h.org/> – The National 4-H Council. Find out about national programs, apply for grants and much more!

www.4hmall.org – The 4-H Source Book online. All you need to promote 4-H like t-shirts, ball caps, jewelry, and much, much more! Go to the 4-H Curriculum link to access all the Cooperative Curriculum System (CCS) project books.

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<http://www.intra.ext.vt.edu/marketing/logos2.html> - VCE Marketing Images, Logos, and Indicias