

SECTION 5

CLUB ORGANIZATION

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4-H CLUB ORGANIZATION

4-H Clubs

- ❖ Organized group of youth in a community led by interested and trained adult volunteers.
- ❖ May be community or project clubs.
- ❖ The community 4-H club provides greatest opportunity for 4-H learning experiences over an extended period of time.

Community 4-H Club

- ❖ have volunteer leaders
- ❖ meet in homes, school buildings or other community facilities
- ❖ club members engage in a variety of projects and meet via project groups at times other than the monthly meeting
- ❖ each project group has one or more project leaders

Youth acquire and develop life skills which foster:

- Feelings of achievement and acceptance
- Positive social interaction
- Opportunities for self-expression
- Understanding structure and limitations
- Meaningful participation in society
- Leadership development

A solid foundation of information, people involvement, and planning is important to an effective 4-H club. It takes time to build a solid foundation.

4-H CLUB MODEL

Organization and Structure

- ❖ An organized 4-H club is one that meets regularly over a period of 9 to 12 months. An organized club may be a club organized in a specific community or neighborhood for youth enrolled in the same project or a variety of projects.
- ❖ It is recommended that a 4-H club have from five to fifty members. A club with approximately 30 members is considered ideal.
- ❖ An organized 4-H club uses the family approach with members ranging in age from 9 through 18. This presents a special situation in which boys and girls have the advantage of being with young people of different ages. It also provides a special extended family network.
- ❖ A 4-H club's officers are elected each year during October to serve from October 1 to September 30. A 4-H club has offices of president; vice president, secretary, treasurer, historian, reporter, recreation leader, and song leader. Smaller clubs would have fewer officers and committees.
- ❖ 4-H club should have several committees to ensure each member is on a committee and has a part of planning and conducting club activities. Basic standing committees recommended include the program committee, recreation committee, and fund raising committee. Other committees such as citizenship/community service may be appointed at the discretion of the club.
- ❖ In keeping with the educational responsibilities of Extension, 4-H opportunities will continue to be based on the needs and interests of 4-H club members and their families.

Leadership

- ❖ Trained leadership is the key to a successful 4-H club program. Developing both adult and youth leaders for management of the organization, activities, and project leader capacities receives priority in the Extension staff's time schedule.
- ❖ The 4-H club must have two organizational leaders (club managers) to guide and coordinate the activities of the total club.
- ❖ The project leader is responsible for seeing that club members have at least six educational meetings or experiences related to that project. A project leader should be recruited anytime there are at least five members enrolled in a project.
- ❖ It is recommended that each club have activity leaders to coordinate presentations, share-the-fun, field trip, community service, fund raising

and other activities. These leaders see that 4-H members have an opportunity to participate in various activities of the club, county, district, state, and national.

- ❖ Parents and interested adults can also be involved in the 4-H club as advisors to committees. These advisors provide support and guidance to the committees in a club. Adults help committee members assume as much responsibility as they are capable of and have successful experiences in carrying out responsibilities.
- ❖ Junior leaders for 4-H clubs are members of the club who are 13 years of age or older who have been members for at least one year. Teen leaders of the club are youth who are 14 years of age or older who assume full responsibility as project leaders or for teaching specific activities with the assistance of an adult. It is strongly recommended that all 4-H members who are 13 years of age or older be given junior leadership responsibilities in the club with the presence and assistance of an adult.
- ❖ Clubs should have plans to recognize volunteer leadership in their club.

Program Planning

- ❖ Regular meetings and activities should be planned for the total membership by December 1 of the 4-H year. It is recommended that a club plan for nine of the twelve months. The plan should include all the requirements for an annual club program.
- ❖ The 4-H program helps youth develop through a series of meaningful learning experiences. To ensure that these experiences take place for 4-H youth, it is necessary for each club to have a yearly written program. This helps establish goals for the group and aids in reaching these goals.
- ❖ Club goals are statements of what members, leaders, and parents want to accomplish as a club. Goals should be based on the situation in the club for the year and they should help meet the needs and interests of each individual involved in the club.
- ❖ It is recommended that each member and family of the club be involved in committee work and that the committees be involved in planning the various activities of the club.
- ❖ A copy of the club program plan/calendar should be printed and distributed to all the club membership and one copy to the county Extension office.

Regular Monthly Meetings

- ❖ It is recognized that clubs work better if they meet at regular times each month all during the year, so clubs should meet at least nine to twelve times a year.
- ❖ Regular monthly meetings planned in advance, should have programs of interest to all 4-H club members, their parents, and leaders.
- ❖ Each regular 4-H club meeting consists of four parts: the opening (5 to 10 minutes); business (15 to 20 minutes); program (15 to 20 minutes); recreation (30 to 40 minutes).
- ❖ The business part of each meeting should be conducted using correct parliamentary procedure.
- ❖ It is important that members attend the regular monthly meeting to participate in that activity and be informed of all club events and activities.
- ❖ Club members must attend at least 75% of their club meetings or active to be officially considered an "active" member.

Project Involvement

- ❖ A 4-H member is expected to conduct a 4-H project. Each member should conduct at least one 4-H project during the year and exhibit the project or information about the project. A project is considered complete when a project record form is submitted to the 4-H leader or county Extension agent.
- ❖ Project group meetings should be planned in advance by a project leader and the 4-H members in the project group. It is recommended that each project group meet a minimum of six times with six different educational programs.
- ❖ Each member in the project group should be encouraged to give a presentation, to show or exhibit work.
- ❖ The project group is the major source of subject matter learning. It is the smallest group in which the 4-H member is involved, and therefore is conducive to learning and counseling by volunteer leaders.
- ❖ 4-H members should be provided leadership opportunities in the project group by presenting part of the program, by contacting resource people, by being responsible for reminding all members of meetings or other leadership activities.
- ❖ Junior and teen leaders should be given responsibilities in project group meetings.

Community and County Involvement

- ❖ Each club should conduct at least one community service project each year and should participate in community and county activities.
- ❖ The club should be represented on county 4-H committees and participate in other countywide 4-H events such as camps, fund-raising, and achievement events.

Membership Recruitment and Promotion

- ❖ Each club should be representative of the community or area in which it is organized. Youth living in the club area should be invited to join the club and should be informed that the club is open to all young people, age 5 to 18, without regard to socioeconomic level, race, color, sex, religion, handicap, or national origin.
- ❖ The 4-H club should have a plan for recruiting new members and re-enrolling previous members. It is hopeful that new members can be recruited each year and that all eligible members can be re-enrolled in the 4-H club.
- ❖ The club should recognize the importance of involving new members and new families when they first join the 4-H club by providing new member packets, and special parent orientation. New members and parents should also be given responsibilities and special invitations to 4-H club activities when they first join the 4-H club.

HOW TO START – GUIDELINES FOR ORGANIZING A 4-H CLUB

1. Visit with your 4-H agent.

Your agent will help you learn --

- How to organize a club, fill out enrollment forms, secure project materials, and report your club's activities.
- How to develop teaching aids and support.
- How to communicate with other leaders and the community about your club.
- About support at the county, state and national level.

2. Organize your club staff.

You must be organized for other leaders in your club before you ask them to work with you. The first question a volunteer asks is, "What do you want me to do?" As the club advisor or organizational leader, you must be prepared to answer that question.

4-H uses the following titles for adults and/or teen leadership roles:

- **Club Leader** -- Overall club coordination
- **Assistant Club Leader**
- **Project Leader** -- Leads youth in a specific project
- **Assistant Project Leader**
- **Activity Leader** -- Leads in any activity, program, or event
- **Assistant Activity Leader**

3. Enroll members and leaders.

Now that you have an organizational structure, you are ready to enroll 4-H members, parents, and resource people.

- Make a list of young people and adults 9-19 years of age who are prospects for the club.
- Call or visit with the youth and parents and explain to parents how they can help by filling a position in the club.
- Inform them about the orientation meeting.
- Meet with each leader to discuss
 - literature available for project or activity.
 - training required and how the training can be obtained.

4. Hold an orientation meeting.

- Invite potential 4-H members and parents to a fact-finding meeting.
- At the meeting, explain 4-H and the purpose of your club.
- Display your organization plan and other materials about 4-H including:
 - 4-H members handbook
- Answer questions.
- Discuss the role of parents and the importance of making the program a family affair.
- If possible, conduct a demonstration and allow hands-on activities by youth and adults.

5. Hold organizational meeting.

- Invite all 4-H members and their parents who attended the orientation meeting.
- Discuss with the youth the goals and purpose of the club. Consider the local resources available.
- Make a chart with months of the year listed. By each month, list program topics for each meeting, the 4-H members responsible, the volunteer who will teach, etc.
- Discuss activity meetings, what will be done, and how many will be held.
- Submit Club's Annual Planning Form to your Extension Agent.
- Elect officers and assign other roles.

Suggested Outline for the First Several Meetings

“WHAT AM I SUPPOSED TO DO AT MEETINGS?”

There are a few rules that have to be followed in 4-H. These vary from county to county, but we can give you some guidelines for what you might do at your first few meetings. After a while you'll probably make up your own guidelines. Remember this is only a guide. Don't worry if you do things in a different order.

1. Preparing for Your First Meeting

A. When and Where: pick a convenient time and place for yourself, co-leaders and members.

B. Who: ask friends, the local paper will do an announcement as a public service, local schools and churches. Five or six youth is a good number to start with.

C. Plan Activities: be sure to include the three components of every meeting in this first one.

1. Educational – what 4-H is, the role of parents, leader's responsibilities. Leader explains what the 4-H/Youth Program is and what the group can do. Parents will be interested in this also.

Encourage members to think about what they want to do in the club.

2. Business – hand out enrollment information. Choose the date, time and place for the next meeting.

3. Social – Learn each other's names. Play some “ice breakers” (get-acquainted activities).

Check with your local 4-H office for ideas. Serve refreshments.

D. Become acquainted with the *4-H Volunteer Handbook*.

E. Invite parents to the first meeting.

2. The Day of the First Meeting

A. When perspective 4-Hers arrive, make sure the environment is warm and inviting. You want them to feel welcomed. Have ample seating space.

B. Conduct meeting (see **1.C. Activities** above). Record the date, meeting place and time. Ask a youth volunteer to be the secretary.

C. Questions and answers.

3. Before the Second Meeting

Send in your group enrollment and information sheets, and request project materials from the 4-H office.

Enrollment materials are due in the 4-H office by DECEMBER 1 or no later than one month after your group forms. You are not covered by insurance until your group is officially enrolled.

BEYOND THE FIRST MEETING

You've done it!!! You've had your first successful 4-H meeting. Congratulations!!

During the first few meetings you may notice that more youth will join while others may leave. Don't worry. That is very common. Send new enrollment sheets to the 4-H Office once membership has stabilized. Review chapter eight for a sample 4-H Club Meeting Agenda. For the first few meetings, it may help to fill out an agenda for each meeting. Until you elect officers, have youth volunteer each meeting for different

offices. Be sure to include all the parts of a meeting each time your club meets. Chapter eight has more information on 4-H meetings.

Suggestions for the Business Portion

These suggestions are not listed in any particular order.

- Plan your yearly calendar by choosing a few county events in which to participate. Meetings preceding the county events could be used for preparation.
- Brainstorm, explore and decide on ideas for group goals – projects, community service, etc. Think of possible ways to meet your goals.
- Discuss and choose projects – how can parents and the community be involved?
- Decide on the meeting and activity dates for the year (or at least six months). Be sure to give this to every family.
- Discuss responsibilities of each office and committee (see chapter eight).
- Elect officers and committee chairs (see chapter eight for installation of officer's ceremony).
- Decide on the name of your group – some groups try to include the name of their town in their 4-H name.
- Practice the steps for running a meeting
- Decide on whether or not you want dues and the amount of dues.
- Discuss how the group is doing. Ask if they would like to change the plan.
- Use the county newsletter to highlight information that every member and parents should be aware of.

Suggestions for the Social Portion

- Until youth get to know each other, do the social portion first – usually get-acquainted activities.
- Refreshments always help people socialize.
- Always finish your meeting with a fun activity.

Suggestions for the Educational Portion

Have a fun activity for members – craft projects, guest speaker, slide show, etc. Is there a parent who could help with this section for one meeting?

ADDITIONAL TIPS FOR A SUCCESSFUL MEETING

1. Be Prepared! Think ahead. Make a list of all the materials needed for your meeting.
2. Encourage members to help each other instead of always going to the leader for help.
3. Try giving leadership jobs away!
4. Keep members and parents informed.
5. Involve youth. They learn more this way than by being talked at.
6. Be sensitive to others.
7. Help teachers and parents; don't replace them.
8. Take stock of the situation; then act.
9. Be enthusiastic. It's caught, not taught.
10. Make both successes and failures learning experiences.

4-H CLOVERBUDS

Boys and girls 5-8 years of age only

Small, out of school, adult-volunteer led groups

Non-competitive

Each child progresses and develops at her/his own speed

Hands-on, learn-by-doing curriculum

Parental/Guardian involvement

No project books

Single concept lesson plans for volunteers

The policy of Virginia 4-H is that youth, ages five through eight, must be in the Cloverbud Program utilizing the approved curriculum (publication 388-181). Cloverbud members must be participants of a group where all members are between the ages of five and eight. Five to eight year olds may not participate in clubs, groups, or functions for 9 to 18 year old 4-H members.

The 4-H Cloverbud Program is a different model of participation than programs offered for youth 9-19. Project clubs, for example, are not allowed. The intent of the 4-H Cloverbud model is to allow 5-8 year olds to participate in a variety of single concept lessons rather than go in depth in any one content area. In depth project work may begin at age 9. No project record books exist nor may be used for 4-H Cloverbuds. The approved Cloverbud Curriculum consists of a series of single concept lesson plans for volunteers (publication 388-181).

Any program, event, or activity sponsored by 4-H for 5-8 year old youth must be directly related to an activity specified in the approved curriculum (388-181) and consistent with the other policy statements on 4-H Cloverbuds.

4-H Cloverbud Day Camps and overnight camps must involve parents/guardians in the planning, implementation, and evaluation. Participants in such camps must be in an existing 4-H Cloverbud group. Content of such camps must be in compliance with the intent of the approved Cloverbud Curriculum and meet all other policies in effect.

The Cloverbud Program is designed as a community volunteer led, non-competitive program. It is expected that primary leadership will come from parents/guardians.

Age does not determine 4-H Cloverbud status. Participation and enrollment in a 4-H Cloverbud group by 5 to 8 year old youth using approved 4-H Cloverbud Curriculum (388-181) determines 4-H Cloverbud status.

Cloverbud 4-H members may exhibit posters, drawings, or other handwork that is directly related to one of the lessons in the approved curriculum. However, the exhibition may not be competitive. Awards, if any, should be participation awards only.

Cloverbud 4-H members are part of the 4-H program and are counted as 4-H members.

STEPS TO ORGANIZING A CLOVERBUD CLUB

1. Find someone to host an information meeting.
2. Ask them to invite 3 or 4 friends.
3. Advertise meeting.
4. Conduct orientation meeting on 4-H Cloverbuds – Make it Fun.
5. Explain parent roles.
6. Get commitment of parents.
7. Set up meeting with parents about training sessions.
8. Set next 4-H Club Meeting.

PROMOTION AND RECRUITMENT

Remember, each club is open to all youth within the club boundary or attendance area. It is important for a club to promote itself to all of these youth to recruit new members. Make plans to ensure that all eligible youth have been asked to belong to your club.

It's a good idea to keep 4-H in front of the general public through the use of the news media, such as radio, newspaper and T.V. To actually recruit new members into the program, personal contact methods are more effective. Some ways to recruit include:

1. Contact any new families in a neighborhood or club boundary and invite them to participate in 4-H programs.
2. Conduct an awareness and recruitment campaign through local media.
3. Distribute 4-H materials and set up displays at schools, and/or public places announcing times and places of 4-H club meetings and opportunities each year. (Promotion and recruitment materials and promotion policies may be obtained from the Extension office.)
4. Conduct an interest survey through schools, churches, community centers, and other similar groups.
5. Construct a display or action exhibit on 4-H opportunities in a shopping mall or other public place during National 4-H Week.
6. Hold a party or 4-H Fun Day for the community.
7. Have 4-H members invite friends to a club meeting or activity.
8. Follow up on potential member/volunteer referrals sent by Extension Agent with a phone call and personal invitation to visit a club meeting.

Survival Tips for New 4-H Leaders and Making it Beyond the First Year

TIPS

1. If possible, start with perhaps five to eight members, and recruit members within a two- or three-year age span.
2. Get help! Share the responsibilities with a co-leader, a project leader or a junior leader.
3. Involve parents from the very beginning. Everyone is busy. Explain what you are willing to do, then ask for their assistance. Make transportation the parents' responsibility.
4. Hold meetings on a regular basis, perhaps once a month or every two weeks. If you set a specific day or evening for the meetings, families will try to plan the rest of their schedule around it.
5. With the members, outline a program for the next few months. Find out what they want to learn about, and base your club program around their interests.
6. Set up an information system, such as a telephone chain, club newsletter, e-mail notices, etc.
7. Have adequate facilities which are appropriate for the type of meeting or project.
8. Start and end the meetings on time.
9. Plan to learn some things along with your 4-Hers. No one expects you to be an expert in everything!
10. Make sure meetings are fun with lots of member involvement and activity. Vary the type of meeting. Balance project work, competition, tours, social occasions, recreation, etc., from meeting to meeting.
11. Try a wide range of projects. Encourage the 4-Hers to participate in the supplemental activities for these projects, such as the 4-H Nutrition Food Show, judging events, Fashion Revue, 4-H Fair, Public Speaking and so on.
12. Read the *4-H Clover Connection*, and refer to it for ideas, opportunities and information about registering for special events and activities. Remind your 4-Hers of this information.
13. Call the 4-H Office if you have any questions.
14. Get to know other 4-H leaders. Share ideas, successes and problems. Take advantage of leader training opportunities.
15. Hold some meetings, programs or social activities with other 4-H clubs in your area.
16. Publicize special activities well in advance. Report on club successes. Get your 4-H club in the local newspaper or on community television stations through your local cable company.
17. Help your 4-Hers plan and conduct a community service project. They'll feel good about helping others.
18. Assign appropriate responsibilities to all members, check on progress, and discuss successes and problems.

19. Let the members handle as much of the meeting as possible, with you as an advisor. Encourage them to brainstorm and explore alternatives.
20. Encourage members to expand beyond previous successes.
21. Recognize the participation and efforts of everyone – parents too!
22. Be flexible. Maintain a sense of humor. Have fun!
23. Take time to listen to members. You are a significant, caring adult in their lives.

How to Avoid Leader and Member Burnout

1. Hold meetings on a regular basis.
2. Determine a format for your meetings.
3. Vary the focus and organization from year to year.
4. Balance work and competition with social occasions and games.
5. Establish club traditions.
6. Have written expectations of members.
7. Emphasize family involvement and commitment.
8. Set up an information system.
9. Constantly recruit new members.
10. Involve many members in the running of meetings.
11. Encourage members to expand beyond previous successes.
12. Recognize participation and effort.

Throughout the first year, at times you will feel frustrated and wonder if it is worth it. If you wonder if you're making a difference take some notice:

- Are members becoming more confident and willing to try something new?
- At first you are almost hand leading, then as the weeks progress are members taking much more initiative?
- Are 4-Hers showing growth in interest, wanting to help others, wishing to take on responsibilities, either for self, family, club or community.

If you can say "yes" to any of the above, hang in there –you are on the right track – you are making a difference.

STEPS TO PROGRAM PLANNING

There are several ways to plan the programs for your 4-H clubs. In small clubs, the entire group may do the planning at a general meeting. In some clubs, the outgoing officers plan the program. Many clubs have found success when they appointed a special program planning committee. The main point is that people representative of all groups in the club are involved in the process so that they feel a commitment to the plan.

1. Select the planning committee.

The program planning committee should represent the interest of people in the club. It should represent each of the following groups: males and females, parents, members of each age group, organizational, project, and activity leaders, and neighborhoods or areas in the community.

2. Survey club members' needs and interests.

Members, parents, and leaders have ideas about what they would like to do, but need to be given an opportunity to share their ideas. This will offer them a sense of making a significant contribution to the group.

3. The committee plans the program.

The planning committee has a very important job to do. There are several things they must first consider.

Review what was done last year

- ✓ What did we do?
- ✓ What did we like about it?
- ✓ What didn't turn out so well?
- ✓ What needs improvement?
- ✓ Was everyone involved?

Look at this year's club situation

- ✓ How many new members are there?
- ✓ Is there a great distance between members' homes?
- ✓ Is there a wide range of age among members?
- ✓ Which county 4-H activities or events are being planned?
- ✓ Which of the county events and activities do we want to participate in?
- ✓ What are other factors to consider?

Identify club goals

Goals are statements of what the members, leaders, and parents want to accomplish as a club. Club programs, activities, and special events are a means of achieving one or more goals and should be planned accordingly. The goals should be based on the situation in your club this year. The goals should help meet the needs and interests of each individual involved in the club. Each goal should be emphasized by the club. Set goals that:

- ✓ Youth and adults in the club can accomplish
- ✓ Meet the needs and interests of people in the club.
- ✓ Promote cooperation in the club.
- ✓ Provide for individual achievements for each member.
- ✓ Are an improvement over last year.
- ✓ Provide worthwhile community participation.

A guide to help with goal setting for groups follows this section.

Plan the club program

For effective 4-H program planning, you will need to include:

- ✓ Variety—this means variety in the types of education, recreation, business and activities in which the 4-H members participate. It should not be the same type of experience each meeting. Project groups should also plan for variety, such as indoor meetings, field trips, movies and resource speakers.
- ✓ Involvement of all members in the events of the club or group— this can be done through selection to serve as officers, serve on various committees, and also by participating in the various educational aspects of the 4-H meeting. Involvement of parents is also important.
- ✓ Balance—the meeting of the program should not be limited to one idea—include recreation, business, activities and other educational experiences. However, the project group meetings will devote the majority of their time to instruction on projects and related activities. A little fun will help too.

Use the Annual Club Planning Form and Calendar for the planning process.

4. The club approves the plan.

Prewritten copies of the calendar and meeting plans should be given to each member to review prior to or during the club meeting. Encourage members, parents, and leaders to ask questions and share suggestions. Use parliamentary procedure to adopt or amend the plan, or refer further suggestions to the planning committee for incorporation into a final plan. A

copy of the Annual Club Planning Form and calendar should be submitted to the Extension office and a calendar should be given to each 4-H member and leader.

5. Recruit volunteers for responsibilities

Recruit members, parents, teen leaders, adult leaders and other volunteers to assume responsibilities for the components of your plan.

6. Evaluate

The final step in the Program Planning process is to evaluate your plan, implement the plan, and evaluate what happened at the end of the year.



ANNUAL 4-H CLUB GOALS AND PROGRAM PLAN

This guide will help 4-H members and adult leaders plan, deliver and evaluate a successful 4-H club program for the year. Most members and leaders involved in 4-H are very busy people. Setting goals and planning a yearly club calendar helps everyone integrate 4-H activities with the rest of their personal commitments. Evaluating the outcomes of those goals at the end of the year helps us to "Make the Best Better."

Why Do We Set Club Goals?

Goals serve an individual or a group in much the same way that a map guides a traveler. A goal is like a destination, something to reach for or to be accomplished. A goal should provide a challenge but be realistically attainable. Goal setting involves decision-making and priority setting. Through setting goals and planning and evaluating progress towards your goals, you can influence what your club and its members learn and achieve.

Who Should Develop Club Goals and Plans?

Youth and adults should work together to develop yearly club goals and plans. For 4-H clubs with few members, the entire membership may meet with leaders and parents to decide on club goals and plans. In larger clubs, the club officers and the volunteer leaders may be the appropriate group for this task.

Obviously younger members will need more guidance in this process than older members. Older members should be encouraged to have an increasingly greater role in the goal setting process.

What Should Club Goals and Plans Include?

An effective annual club program should be well balanced. It should include:

- Personal and club goal setting
- Leadership, citizenship and character development
- Hands-on learning activities through 4-H projects
- Development of specific life skills
- Opportunities for community service
- Competitions
- Presentations, demonstrations or public speaking
- 4-H project record keeping
- Recreational and teambuilding activities

- Participation in Unit, district and state 4-H events

Developing your Annual 4-H Club Program Plan

As soon as your club has selected their goals, you should develop a yearly Club Program Plan. Most of the activities will come from the action steps of your goals.

The annual Club Program Plan should also include county-wide, district and state 4-H events. The local Extension office often produces a 4-H newsletter which provides dates and information about trainings, contests, fairs, etc. The state 4-H web site also has a calendar of events. A suggested annual 4-H Club Program Plan is provided in Extension publication 382-180, "4-H LEADER'S HANDBOOK." Use the following worksheet to develop your annual 4-H Club Program Plans.

Consider having each member bring a calendar from home with space to write down important dates from the Club Program Plan. Or make copies of a master calendar for members and their parents.

Reviewing the Club's Progress

During the year circumstances may change and the goals the club set may no longer be appropriate or possible. It is important to periodically review the club goals and action steps to see if changes to the annual program plan may be necessary.

The need to modify the club's goals and program plans is not a sign of failure. Remember, goals are like a destination you are trying to reach on a trip. Sometimes there is a change in the destination of the trip. What is just as important with 4-H club work is the trip. In other words, the process of youth learning to work towards goals is as important as reaching the goal. It would be failure to not adjust goals and plans if there was a need to do so. The process of evaluating progress and making adjustments is a very useful skill that should be considered a teachable moment for club officers and leaders.

Evaluating the Club's Accomplishments

At the end of the Club year, it is important to look back on what was accomplished. This is an important exercise particularly for club officers, committees and adult leaders but all members can benefit from an evaluation exercise.

Review each of the Club goals. Think about the outcomes and the process.

Were the results that were hoped for, achieved? If they were, what steps were most critical to the success? If the goal was not achieved or only partially so, why? What steps should be changed?

Thinking about and discussing the answers to these questions should help the club and its members be more successful and "Make the Best Better."

How do you start the process?

Most clubs set goals and develop their annual program plan in September and October. The first step is to think about the Club's purpose as stated in the Club's Constitution. The stated purpose should provide a guide to what should be emphasized during the year.

Then think about why the individual members are involved with the club. What are they interested in learning? What kind of service activities are they interested in? Do they like to take trips? Are they interested in competitions?

How Do We Set Goals?

Goals have three parts. They are:

1. Result - What is to be accomplished?
2. Action - How will it be accomplished?
3. Time frame - When will it be accomplished?

For example, one of the wishes of club members might be to increase the number of youth that are members of the club. The goal might state: "Increase the membership of XXX Club by 6 members through a campaign in which every member invites one friend to a club meeting during the first three months of the 4-H year."

1. Result - "Increase the membership of XXX Club by 6 members..."
2. Action - "through a campaign in which every member invites one friend to a club meeting.."
3. Time frame - "during the first three months of the 4-H year."

Goals should:

- Be realistic - does the club have the necessary resources to accomplish the goal?
- Meet the needs and interests of the members - meeting member needs and interests will motivate members to be involved
- Promote club and individual achievement - achieving both group and member accomplishments builds teamwork skills and self-confidence

The following worksheet will assist you in setting club goals. It has five steps.

1. State the goal
2. Break the goal into action steps
3. Determine resources that are necessary to accomplish the goal
4. Determine who is responsible for each step
5. Set deadlines for each step

When the goals have been determined they should be shared and approved by the entire club membership. All club members should be involved in developing the action steps for your club's goals. Committees may be set up to be responsible for each goal. For our example, a Membership committee could take the leadership for the membership drive. Providing opportunities for members to develop and achieve goals is an excellent way for youth to learn decision-making, problem-solving, resource management and teamwork.



4-H CLUB ANNUAL PLANNING FORM



YEAR _____ DUE DATE – DECEMBER 1

A. 4-H Club Name: _____

Leader's Name: _____ Email: _____

Regular Club Monthly Meeting Days: _____

Meeting Place: _____ Time: _____

B. Number of Members: _____ Age Range: _____

Club Interests this year:

C. MAJOR COMPONENTS OF CLUB'S ANNUAL PLAN

1. Recruitment and Promotion: List ways members are recruited and how your club promotes 4-H (ie. flyers, posters, etc.).

2. Community Service Project: List service projects your club is considering that will make a difference in the community.

3. 4-H Week Activities: List one or two activities your club will do to recognize National 4-H week.

4. Fundraising Activity: List activities your club will participate in to help raise money to attain its goals.

5. Club Recognition Events: List ways your club will recognize members, leaders and parents for their participation in the 4-H program.

6. Educational Programs/Speakers/Tours/Field Trips: List any activities your club will do to achieve its educational goals.

7. Please list any projects or leaders you already have in place.

4-H Club Project	Project Leader

8. Does your club plan to complete project books this year?

9. Please list your club officers:

Office	Name

10. When are officers meetings scheduled?

D. MONTHLY MEETINGS AND ACTIVITIES

1. Who will plan the agenda?
2. Will committees be formed? If so, please list names of the committees and the chair of each committee.

Name of Committee	Chairperson

3. How will activities be planned?
4. How will projects be conducted?
5. How will member presentations be planned?
6. How will recreation and refreshments be planned?

Tips for completing the following portions:

1. Complete the Annual Goal Setting form by using the guide, 4-H club plans and goals, in this section of the manual.
2. The goals defined for the club should be used when planning educational portions of club meetings, club activities and community service activities.
3. The Annual 4-H Club Plan might have the following components for each month. Remember this components when setting goals for your club and include them in your monthly meetings:
 - a. Educational program – any speakers or educational activities you have planned for the club meeting or any clinics offered during the month
 - b. Activities/Events – list any activities your club has planned (ie. bowling, field trips, etc.)
 - c. Community Service – list any community service activities or planning your club might be doing
 - d. Fundraising – list any fundraising or planning your club might be doing

ANNUAL 4-H CLUB GOAL SETTING WORKSHEET EXAMPLE

Year: _____

GOAL	ACTION STEPS	NECESSARY RESOURCES	WHO	TIMELINE
<p>GOAL # 1. EXAMPLE Increase the membership of XXX Club by 6 members through a campaign in which every member invites one friend to a club meeting during the first three months of the 4-H year."</p>	<p>1. Develop packet to market 4-H 2. Each member ID's 3 potential members 3. Deliver packets to potential members 4. Make follow-up call to parents</p> <p>Hold special club meeting for potential members and parents</p>	<p>1. Marketing materials from 4-H office 2. Phone numbers of potential members 3. Displays from 4-H Office 4. Member project displays 5. Refreshments</p>	<p>1. Marketing packets developed by Club Leader and Exec. Committee 2. Mrs. Smith will get phone #'s from members 3. 4-H Agent will provide 4-H displays 4. Each Member will prepare project display 5. Club parents will bring refreshments</p>	<p>1. Packet developed by end of September 2. Packets delivered by mid-Oct. 3. Follow-up call made by end of Oct. 4. Special meeting held in Nov.</p>

ANNUAL 4-H CLUB GOAL SETTING WORKSHEET

Year: _____

GOAL	ACTION STEPS	NECESSARY RESOURCES	WHO	TIMELINE



Virginia 4-H Club Constitution and Bylaws



Purpose of the Constitution and Bylaws

In Virginia 4-H, it is required that each 4-H Club has a constitution and bylaws. Constitution and bylaws describe the organizational and governing structure of a 4-H Club. Just like the Constitution for the United States, the 4-H Club constitution is the highest law of the Club. The constitution describes the purpose of the club, basic principles that govern the Club, who can be members, how often the club meets, etc. The bylaws are secondary principles that govern the Club. Bylaws describe in detail the steps the Club must follow in order to conduct business.

Who is Responsible for Writing and Approving the Constitution and Bylaws?

It is important that members, volunteer leaders and parents have input in the development of the Club's constitution and bylaws. Often a committee of club officers and adult leaders draft the first version for club approval.

After completing the constitution and bylaws, a copy must be provided to the local Extension Office. The Unit 4-H staff must approve the 4-H Club's constitution and bylaws to insure that they are in compliance with state and federal laws and Virginia Cooperative Extension (VCE) policies and guidelines. The purpose and needs of the 4-H Club may change over time so it is also important to review the constitution and bylaws on a regular basis.

Tips on Writing Your Constitution and Bylaws

Besides the sample templates in this publication, the Virginia 4-H Handbook (found on the VA 4-H website) provides information about 4-H policies that can guide the development of the Club's constitution and bylaws.

The constitution and bylaws must be written so that the entire membership can understand and feel ownership for these documents. The Club should use simple language written from a positive point of view. For example, rather than writing "Any member who misses three meetings is not in good standing and cannot exhibit at the fair." Instead write "Members must attend seven meetings to be in good standing. Members in good standing are eligible to exhibit at the fair."

How to Use Your Constitution and Bylaws

A written copy of the 4-H Club's constitution and bylaws should be given to all Club members, leaders and parents. This will insure that everyone is aware of how the club will function. It also will help to unify the members by informing them about the opportunities that exist for participation and the procedures they must follow to be an active, contributing member. A thorough review of the constitution and bylaws should also be a part of the annual 4-H Club officer training.

Sample Constitution and Bylaws

Use the following sample templates to design the 4-H Club's constitution and bylaws. Some sections are required without revision, other sections are required with revisions allowed, some sections are highly recommended and others are optional. Example statements are provided to illustrate possible wording.

SAMPLE VIRGINIA 4-H CLUB CONSTITUTION

ARTICLE 1 – Name *(Required but revisions allowed)*

This club shall be known as the _____ 4-H Club of _____
County/City, Virginia

ARTICLE 2 – Purposes *(Required but revisions allowed)*

The purposes of this Club shall be:

1. To stimulate members' personal growth and development
2. To have fun while learning practical life skills
3. To develop effective leadership in youth and adults
4. To help youth develop responsible citizenship

The development of club members will occur through 4-H project work, club meetings, demonstrations, community service, club, county, district, state, regional, national and international 4-H events and other activities.

ARTICLE 3 – Membership

Section 1 – Nondiscrimination *(Required without revision.)*

Club membership is open to all, regardless of race, color, religion, sex, national origin, disability, or political affiliation.

Section 2 – Age *(Required with revisions allowed. A determination of the permitted age groups for this club needs to be made, i.e. will it include all ages, be limited to seniors, etc?)*

Example 1: Membership is open to all Juniors, Intermediates and Seniors 4-H members. Cloverbuds cannot be Club members, but may participate as a subgroup of the Club according to state 4-H policy.

Example 2: Membership is limited to senior 4-H members.

ARTICLE 4 – Officers *(Required with revisions allowed. At a minimum, a 4-H Club should have a president, vice-president, secretary, and treasurer. All of the other officers in the list below do not need to be included, however 4-H Club participation is designed to provide youth with leadership skill practice. Use as many officers as possible.)*

Example 1. The officers of this club shall be president, vice-president, recording secretary, corresponding secretary, treasurer, historian, parliamentarian, song leader, sergeant at arms, recreation leader.

ARTICLE 5 – Committees *(Highly recommended. Including a committee structure in the club provides greater opportunities for member leadership development.)*

The following Committees shall be appointed to serve for the Club year: (a) program, (b) recreation, (c) membership, (d) audit. Standing or special committees will be created as needed. Members are expected to volunteer for committee assignments. The president has the authority to appoint committee chairs and members.

ARTICLE 6 – Meetings *(Required but revisions allowed.)*

There shall be a minimum of eight meetings of the club each year. Officers and leaders may call special meetings. Attendance and participation can be promoted through incentive and recognition programs.

ARTICLE 7 – Finances *(This statement is required without revisions. Additional information can be included.)*

The Club will follow all VCE and Virginia 4-H fiscal policies as well as state and federal regulations. One volunteer club leader will be assigned as the mentor to the elected treasurer.

ARTICLE 8 – Volunteer Leaders *(A section describing the responsibilities of volunteer leaders is required without revision. Additional information can be included.)*

The volunteer leadership of this club shall consist of a minimum of 2 adults. A 4-H Volunteer is anyone beyond 4-H member age who is enrolled, and of his/her own free will, without compensation or expectation of compensation beyond possible reimbursement of out-of-pocket expenses, performs a task at the direction of and on behalf of the Virginia 4-H program. All 4-H Club adult leaders will have received 4-H volunteer training prior to leading a 4-H club.

ARTICLE 9 – Parents *(A section describing the responsibilities of parents is highly recommended.)*

Parents/guardians of Club members should wait until two responsible adults are present before leaving their child(ren) at a meeting. They must arrive to pick up their children 15 minutes before the scheduled meeting adjournment. Parents/guardians are expected to abide by the Virginia 4-H Expectations of Volunteers statement.

ARTICLE 10 – Extension 4-H Staff *(Required without revision.)*

The organization, program and activities of this club shall be under the general direction of the Unit 4-H or VCE staff.

ARTICLE 11 – Dissolution *(A section describing club dissolution procedures is required with revisions allowed.)*

Upon dissolution, the members of _____ 4-H Club agree to the following procedure:

The _____ 4-H club shall be terminated and dissolved by a majority vote of the membership in favor of dissolution and termination of the 4-H Club. The members shall also vote on how to disburse club resources for a project or activity or contribution to the betterment of the county or state 4-H program. When a 4-H club dissolves or fails to reorganize without vote of the members, the resources become the property of the Unit 4-H Council or the Unit 4-H Foundation after a waiting period of one year. During the one-year waiting period, a volunteer representative of the county 4-H program will maintain the account.

Upon dissolution and termination of the _____ 4-H club for any reason, the officers shall take full account of the _____ 4-H club assets and liabilities, and shall liquidate the assets and shall apply and distribute the proceeds there from in the following order:

A. To the payment of the debts and liabilities of the _____ 4-H Club.

- B. To the setting up of any reserves that the officers may deem reasonable for the purpose of paying any unforeseen liabilities or obligations of the club.
- C. The remaining balance shall be distributed to the _____ Unit 4-H Council for the purpose of program development directly related to the enrichment of the 4-H youth program.

Each of the members shall be provided a statement prepared by the _____ 4-H Club outlining the assets, liabilities, and the distribution upon complete liquidation. Upon compliance with these terms and the distribution of fund, the 4-H Club shall cease.

ARTICLE 12 – Amendments *(A decision on how the Constitution will be amended is required with revisions allowed.)*

Providing notice has been given at the previous meeting, this constitution may be amended at any regular meeting by a two-thirds vote cast by those in attendance.

_____ Club President	_____ Club Recording Secretary
_____ Unit Extension 4-H Staff	_____ Organizational Leader
_____ Date Adopted	

SAMPLE 4-H CLUB BYLAWS

ARTICLE 1 – Election of Officers

Section 1 – Eligibility *(Required but revisions allowed.)*

Example 1: All Club members are eligible to serve as officers.

Example 2: Only club members with one full year of enrollment are eligible to serve as officers.

Section 2 - Election procedures *(It is required that the Club determine when and how elections will take place. Revisions allowed.)*

The officers of this Club shall be elected at the _____ (month) meeting each year. A nominating committee consisting of a chair and three (3) members will make its report to the Club one month before the election. Officers shall hold office for one year. All active members are eligible to run for an office and to vote. Voting for officers is by majority rule and by secret ballot.

ARTICLE 2 – Duties of Officers *(Required but revisions allowed. At a minimum the 4-H Club should have the following officers: president, vice-president, secretary, treasurer.)*

The President shall preside at all meetings of the club and have in mind at all times the best interests of the club. Executive meetings shall be called by the President before each meeting of the club.

The Vice President shall perform the duties of the President in his or her absence. He or she shall serve as chair of the yearly program committee.

The Recording Secretary shall keep a record of all proceedings of the club and shall keep an accurate enrollment count of all members. The secretary shall submit a completed club secretary book that includes an up-to-date club constitution and bylaws to the Unit Cooperative Extension office by the county deadline.

The Corresponding Secretary shall act as correspondent in matters pertaining to the business of the club.

The Treasurer shall receive and take care of all money belonging to the club and shall pay it out upon the order of the president. The treasurer shall also be the chair of the budget and finance committee. The treasurer will submit a completed club treasurer's book to the Unit Extension office by the Unit deadline.

The Historian shall keep an accurate scrapbook of all local club news and events, as well as Unit-wide and statewide events.

The Parliamentarian will assist the presiding officer conduct 4-H meetings smoothly by being well informed of parliamentary procedure.

The Reporter shall write news reports of all meetings and activities and send them to the local newspapers.

The Song Leader shall be prepared to lead the members in community singing at club meetings and social events.

The Recreation Leader shall be responsible for the recreation period at club meetings and special events.

The Sergeant at Arms shall be expected to maintain order of all members at each meeting.

ARTICLE 3 – Membership

Section 1 – Responsibilities *(It is highly recommended that Clubs determine what the responsibilities are for its members.)*

Members must:

- a) Complete 4-H Enrollment, Code of Conduct, Health History and Media Release Forms and return them to the 4-H Club volunteer organizational leader.
- b) Abide by the 4-H Code of Conduct. Members may be removed from 4-H programs or activities for violation of the Code of Conduct.
- c) Regularly attend local club meetings and project meetings.
- d) Attend a minimum of three quarters (3/4) of the regular club meetings to be eligible to participate in district and state competitive events
- e) Enroll in one or more projects and keep 4-H project records and portfolio.
- f) Share what they learn in one of their projects through a talk, demonstration, or exhibit.
- g) Participate in at least one club service project.
- h) Agree to abide by project or club agreements, if used.

ARTICLE 4 – Meetings

Section 1 – Dates *(It is highly recommended that the Club choose a consistent meeting date.)*

The regular meetings of the _____ Club will take place on the _____ of each month. Special meetings of the Club can be called by the President with the consent of the club organizational leader with a minimum advance notice to the membership of seven days.

Section 2 – Quorum *(A club is required to determine what constitutes a quorum. Revisions allowed.)*

When a quorum of 50% of club members is present, the club may transact business. Voting members must meet membership criteria listed in Article 3 of the Constitution.

Section 3 – Order of Business *(Highly recommended. The order can be adjusted.)*

The following order of business shall be followed at regular club meetings:

1. Call to Order
2. Pledge of Allegiance and the 4-H Pledge
3. Roll Call
4. Minutes of last meeting
5. Treasurer's report
6. Report of committees
7. Unfinished business
8. New business
9. 4-H Leader's report
10. Announcements
11. Adjournment
12. Educational program/project work
13. Team building (recreation, singing, refreshments, etc)

Section 4 – Parliamentary Procedure *(The use of parliamentary procedure is highly recommended. This is a key skill for learning leadership and citizenship.)*

Robert's Rules of Order shall govern the meetings of the club.

ARTICLE 5 – Fiscal Operations

Section 1 – Dues *(Optional)*

Example 1: This 4-H Club will not assess dues of its members.

Example 2: This 4-H Club will assess dues of _____ per month per member for Club expenses. The Treasurer is responsible for collection and accounting of dues payments.

Section 2 – Club Financial Account *(Highly Recommended)*

The _____ 4-H club finances will be kept in an account in _____ Bank. Two signatures will be required on the account; the 4-H Club treasurer and the adult leader assigned as the treasurer’s mentor.

ARTICLE 6 – Plan of Work *(Required with revisions allowed.)*

The Club Plan of Work will be written by a committee of the club officers and the adult leaders. The Plan will be presented to the club membership for adoption not later than the second meeting of the year.

ARTICLE 7 - Amendments to the Bylaws *(A decision on how the bylaws will be amended is required. Revisions allowed.)*

These bylaws may be amended by a majority vote of the members present at any regular meeting.

Club President

Club Recording Secretary

Unit Extension 4-H Staff

Organizational Leader

Date Adopted

Developed by Joseph R. Hunnings, Extension Specialist, 4-H Youth Development, Virginia Cooperative Extension. Material from the following State 4-H programs was used to create this document: Alabama, Arkansas, California, & Illinois.

4-H CLUB CHARTERS



What are 4-H Charters?

A Charter certifies a group as an official VA 4-H entity that meets minimum standards. It provides the following privileges to a 4-H group:

- Authorization to use 4-H name and emblem
- Inclusion under the National Tax-Exemption Group ruling for 4-H
- Authorization to raise, allocate and disburse funds in support of local 4-H programs, projects and groups.

Charter Philosophy

There is a national mandate: "All 4-H clubs and organizations need to have a charter."

What Groups are Required to Have a Charter?

Youth-Based Groups: All types of 4-H clubs (project, community, in-school, afterschool, military, etc.)

Adult Volunteer-Based Groups: Unit, District and State volunteer leaders; Extension Leadership Councils; Unit, District and State 4-H All Star organizations; State IFYE Association; State 4-H Foundation; 4-H Center Boards of Directors; State 4-H Cabinet; 4-H Collegiate Club.

What are the requirements for 4-H Club Charters?

- Membership of at least 5 4-H members
- At least 2 enrolled and trained volunteer leaders
- Enrollment, Health History, Code of Conduct forms on file for all members and leaders
- Elected and trained youth officers
- An adopted club constitution and bylaws
- A written club annual program plan

When a club forms it has 3 months to become chartered, a 3 month extension can be granted. In the future, if you don't have a charter the national level won't let you be included under the Group Exemption Number (no tax exempt status!)

Renewal Requirements for 4-H Club Charters

If a club is chartered, it must renew that charter each year. Clubs must continue to fulfill the six minimum requirements for an initial 4-H Club Charter. In addition the following forms and procedures must be completed annually to renew:

- Submit a 4-h Club and Organization Civil Rights Compliance Form (VCE Pub. 490-156)
- Acquire and report a federal EIN tax number for the club if handling funds (acquired online from the IRS at <http://www.irs.gov>)
- Submit a 4-H Club Annual Audit Report if handling funds (found in the 4-H Treasurer's Record Book, VCE Pub. 388-025)
- Submit a 4-H Property Inventory Report if property is owned (see VCE Pub. 388-140)

What about 4-H Cloverbud Groups?

4-H Cloverbuds must also apply for a club charter and renew each year. However, the requirements are different than those of a 4-H Club ages 9-19. The initial requirements are:

- Membership of at list five (5) 4-H members.
- At least two enrolled and trained volunteers.
- Enrollment, Health History Report, Code of Conduct forms on file for all members and leaders.
- A written annual program plan.

Renewal Requirements for Cloverbud Group Charters

Cloverbud groups have to continue to fulfill the four minimum requirements for an initial 4-H Charter for Cloverbud groups. In addition, Cloverbud groups must complete the following:

- Submit a 4-H Club and Organization Civil Rights Compliance Form
- Acquire a federal EIN tax number for the club if handling funds
- Submit a 4-H Club Annual Audit Report if handling funds
- Submit a 4-H Property Inventory Report if property is owned

How Does a Group Receive a Charter?

1. Complete one of the 2 application forms:
 - 4-H clubs and Cloverbud groups
 - In-school, classroom-based clubs

2. 4-H groups submit a Charter application to the 4-H Extension Agent in their county.

When Should a Group Seek a Charter?

All existing 4-H groups must have a charter beginning in the fall of 2006. 4-H groups that have pre-existing charters should be reviewed to see if they are in compliance, if not, they must reapply. Those 4-H groups that are missing charter certificates need to reapply.

New 4-H groups can apply for a charter anytime during the year. However, they must apply within 3 months of group start-up. They will be granted a "provisional charter" status for the first 3 months (even if they don't have a full-status charter). 4-H staff can grant an extension of 3 months (at the county level, this is the 4-H Agent).

If a 4-H group does not meet charter requirements during the 6 month provisional status, then the group loses its provisional charter and can reapply after 6 months.

How Long is a Charter Valid?

A 4-H Charter is valid until the end of the 4-H year (Oct. 1 – Sept. 30). Renewal applications are due to the State 4-H Office by Oct. 1 of the new 4-H year. A "probational charter" status can be granted to meet the renewal requirements. If a 4-H group fails to meet the renewal charter requirements, the 4-H charter could be revoked.

Ways a Group or Club Might Lose its Charter

- Failure to meet initial or renewal charter requirements
- Changes in the 4-H group's name
- Disbanding or separation of the group
- Failure to follow VCE/4-H policies
- Extension staff member responsible for the group revokes the Charter (in consultation with the State 4-H Leader)