

THIS HANDBOOK BELONGS TO 4-H CLUB LEADER:

ADDRESS: _____

TELEPHONE: _____ CELL: _____

EMAIL: _____

ASSISTANT CLUB LEADER: _____

ADDRESS: _____

TELEPHONE: _____ CELL: _____

EMAIL: _____

4-H EXTENSION EDUCATOR: _____

ADDRESS: _____

TELEPHONE: _____ CELL: _____

EMAIL: _____

4-H EMERGENCY CONTACT: _____

IMPORTANT CONTACTS: _____



**4-H Youth
Development Program**
UMass Extension

WELCOME!

On behalf of the 4-H staff, volunteers and members I would like to welcome you to the Massachusetts 4-H Youth Development Program. 4-H is one of the program areas of UMass Amherst Extension in the Center for Agriculture in the College of Natural Sciences. It is a community of young people across the Commonwealth who are learning leadership, citizenship and life skills under the guidance of adult volunteers.

The 4-H program offers youth a chance to develop skills, increase their knowledge, pursue their passion and grow into capable, competent young adults. But that's not all! As an adult 4-H volunteer you will also discover tremendous opportunities to grow and develop along with the young people with whom you work.

4-H depends upon the efforts of hundreds of volunteers to deliver the program to young people in our Commonwealth. We are pleased that you have decided to join us in this valuable effort. 4-H staff and volunteers are available to assist you as you begin your work. Please do not hesitate to call your local Educator with any questions you may have. He/she is there to provide the support that you need.

I wish you the best as you begin your 4-H experience. I hope to see you at a 4-H event soon!

Sherrie Guyott

Director, 4-H Youth Development Program

MASSACHUSETTS 4-H OFFICES

- ✿ **4-H Director's Office, 400 Main St., Walpole, 02081.**
(p) 508-668-9793; (f) 508-668-2646
- ✿ Serving Berkshire County:
78 Center St., Suite 206, Pittsfield, 01201; 413-448-8285
Educator Angelica Paredes; angelica@umext.umass.edu
- ✿ Serving Franklin, Hampshire & Hampden Counties:
Slobody Building, Suite A4, 101 University Dr., Amherst,
01002; 413-577-0788
Educator Tom Waskiewicz; waskiewicz@umext.umass.edu
- ✿ Serving Worcester County:
237 Chandler St., Worcester, 01609; 508-831-1225
Educator Lorraine Kiritsis; kiritsis@umext.umass.edu
- ✿ Serving Middlesex, Essex & Suffolk Counties:
240 Beaver St., Waltham, MA, 02452, 781-891-0650
Educator Wendy Marcks; wmarcks@umext.umass.edu
- ✿ Serving Bristol & Norfolk Counties:
400 Main St., Walpole, 02081; 508-668-9793
Educator Jay Field; jfield@umext.umass.edu
- ✿ Serving Plymouth County:
266 High St., Hanson, 02341; 781-293-3541
Educator Molly Vollmer; mvollmer@umext.umass.edu
- ✿ Serving Barnstable County:
Deeds & Probate Building, Railroad Ave., POB 367,
Barnstable, 02630; 508-375-6696
Educator Judy Vollmer; jvollmer@barnstablecounty.org

4-H CAMPS

Massachusetts 4-H partners with five camps to offer week-long, summer camping opportunities at:

- ✿ Camp Farley in Mashpee: www.campfarley.com
- ✿ Camp Howe in Goshen: www.camphowe.com
- ✿ Camp Leslie in Georgetown: www.campleslie.org
- ✿ Camp Marshall in Spencer: www.campmarshall.org
- ✿ Camp Middlesex in Ashby: www.campmiddlesex.com

WWW.MASS4H.ORG

800.374.4446

FAX 413.577.0760

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GENERAL INFORMATION

What is 4-H?

4-H is the Cooperative Extension System's dynamic, non-formal, educational program for youth. 4-H partners the cooperative efforts of youth, volunteers, state land-grant universities, state, county and local governments, 4-H Foundations, and the Cooperative State Research Education and Extension Service (NIFA) of the U.S. Department of Agriculture. 4-H is one of the largest youth organizations in the United States, with more than 6.8 million youth and almost 611,000 youth and adult volunteers working directly and indirectly with youth.

4-H focuses on the "Eight Essential Elements" of positive youth development. To that end, 4-H strives to provide young people ages 5 – 18 with:

- ✿ A positive relationship with a caring adult
- ✿ A safe environment – physically and emotionally
- ✿ Opportunity for mastery
- ✿ Opportunity to value and practice service for others
- ✿ Opportunity for self-determination
- ✿ An inclusive environment (encouragement, affirming, belonging)
- ✿ Opportunity to see oneself as an active participant in the future
- ✿ Engagement in learning

4-H'S - stand for Head, Heart, Hands and Health

4-H Motto - "To make the best better!"

4-H Colors - green and white

4-H Pledge

I Pledge:

- ~ *My head to clearer thinking,*
- ~ *My heart to greater loyalty,*
- ~ *My hands to larger service,*
- ~ *My health to better living,*

For my club, my community, my country and my world.

Usually, the pledge is said at the opening of the 4-H meeting. Members should do more than “mouth” the words. In repeating the pledge, a member should:

- Raise the right hand to the forehead when speaking line one.
- Place right hand over the heart when speaking line two.
- Extend hands with palms upward when saying line three.
- Drop hands at the sides for the remainder.

Involve members in the discussion and meaning of the pledge. This will help assure that when your members say the pledge, it will be said with meaning, understanding, and purpose. Discuss with your club the pledge and its meaning by examining some key thoughts under each “H”.

I pledge:

- ~ *My head to clearer thinking*

4-H:

Helps you learn to plan before you take action.
Let's you learn things you can use now and later in life.
Let's you make decisions.

- ~ *My heart to greater loyalty*

Through 4-H you:

Make many friends.
Learn about trusting and respecting others.
Learn about people who are different from you.
Learn about values.

~ *My hands to larger service*

4-H:

Is learning by doing.
Is learning to complete tasks.
Is serving your community.
Is helping others.

~ *My health to better living*

4-H:

Encourages activities that are fun and healthy.
Teaches about protecting the environment.
Promotes wise use of leisure time.

~ *For my club, my community, my country, and my world.*

Through 4-H you:

Learn to be a good citizen.
Learn about community relationships.
Learn that you are part of a larger group and that you belong.
Learn about 4-H across the nation and around the world.

4-H Name and Emblem

The 4-H Youth Development Program is represented by a popular, recognizable image that consists of a green four-leaf clover with a right turned stem and the letter “H” in white or gold on each leaflet. The text, “18 U.S.C. 707”, appears with the emblem. This emblem became the official 4-H emblem by an act of Congress in 1948.

Use of the 4-H name or emblem signifies agreement to the principles of youth development as promoted through 4-H. The

Secretary of the United States Department of Agriculture holds the name and emblem in trust for the educational and character-building purposes of the 4-H program. The 4-H name and 4-H Clover are protected by Title 18 of the United States Code, Section 707 (18 U.S.C. 707) and are afforded the same status and regard as the White House and Presidential Seals. Therefore, they may only be used as authorized by the statute, regulations and guidelines, and according to the authorization of the Secretary or designated representative.

For specific guidelines on the name and use of the emblem, visit; www.national4-hheadquarters.gov/library/4h-polregs.htm#factsheets.

MA 4-H logos to include on printed documents, Facebook page and website can be downloaded at <http://mass4h.org/volunteers/volunteer-resources>.



The 4-H Club

A 4-H club is an organized group of five or more boys and girls ages five through eighteen, led in partnership with adult volunteers, with a planned program of club activities carried on throughout most of the year. Each club should participate in community service, communication skill development programs and project activities. Club meetings generally include business conducted by officers, educational programs, and team building or recreational activities. Clubs with 5, 6, and 7 year olds have activities that are age-appropriate and non-competitive for those children. For competition purposes, juniors are 8 -13 years of age and seniors are 14 -18. All 4-H activities focus on the positive development of the children enrolled.

4-H Club Requirements

- Have a minimum of five members from at least 3 different families.

- Have an official club or group name.
- Have a form of youth leadership appropriate for the ages of youth involved.
- Be led by at least one volunteer leader, meeting all current screening requirements.
- Have a recommended 12 scheduled meetings per year (minimum of 6 is required) which take place throughout most or all of the year, often supplemented by other learning activities.
- Participate in 4-H sponsored events and programs.
- Leader must obtain an EIN (Employee Identification Number), sign the "Articles of Organization" and "Authorization of Subordinate to be Included in IRS Group Exemption Letter for the University of MA" documents provided and comply with all 4-H fiscal policy.
- The club leaders and members must be fully enrolled annually with the local 4-H office.
- The club must have open membership (may have a numerical limit) and follow Civil Rights and Affirmative Action guidelines.

4-H Club Charter

In order to use the 4-H name and emblem, a 4-H club must be chartered. The 4-H Club Charter, issued by UMass Extension, is the document that authorizes clubs to use the 4-H name and emblem and is issued one time at the start of the club. It is the official recognition of the status of a 4-H club and indicates the agreement of the club to meet all requirements and standards as outlined by Massachusetts 4-H. If the club leadership passes to another leader the charter should be provided to the new leader. The club charter may be withdrawn for failure to follow 4-H policy.

LEADING A 4-H CLUB

Support for 4-H Club Leaders

All new 4-H leaders are matched with a volunteer mentor. This mentor will support you throughout your first year. Feel free to call your mentor or staff at the local or state 4-H office with any and all questions that you have. They are all there to help you! The 4-H Youth Development Program is committed to providing the training and support needed by volunteers and offers training through forums, conferences and workshops but can't offer all of the training needed. Volunteers are encouraged to take advantage of workshops offered by other organizations and apply for partial funding to cover the cost of approved workshops. For more information, speak to your local Educator and see "4-H Application for Funds to Support Workshops/Conferences/Training Sessions" on the Volunteer Resource page of the website at <http://mass4h.org/volunteers/volunteer-resources>.

Annual Club Enrollment

Enrollment is necessary for participation in any 4-H activity. The list of member forms is below. Please check the forms for accuracy prior to sending them in to the local office. Enrollment is an annual process and there is a membership fee. Information on how to apply for a full or partial fee waiver is available from the local office. No child will be denied membership due to inability to pay. Re-enrollments are due in the fall of each year and new enrollments are accepted year round for new club members. Some activities require certain deadlines for participation. *Click on the "Forms" tab on the website for current member enrollment forms.*

2012-2013 member enrollment forms are:

- ✿ 4-H Member Enrollment Form
- ✿ 4-H Member Code of Conduct
- ✿ Massachusetts 4-H Permission and Liability Form
- ✿ 4-H Participant Health Form
- ✿ 4-H Participation Income Eligibility Guidelines (waiver

request information)

- ✿ Policy for Youth Requiring Accommodations

Required Reporting

In addition to submitting an annual club enrollment packet each fall, leaders must submit the following required reports annually by the stated deadlines:

1. Annual Financial Summary (July 31)
2. Annual Club Report (November 15)

***these two forms are found at:

<http://mass4h.org/volunteers/financial-management-insurance-and-report-forms>.

3. File the 990-N with the IRS (November 15)

Go to <http://mass4h.org/volunteers/responsibility-filing-internal-revenue-service-irs>

Club Dues

A club may decide to collect dues for activities or for projects in which they want to participate. Check with your Extension office or the Treasurer's Book (on the Volunteer section of the 4-H website) for specific fundraising guidelines. Members should never be excluded from 4-H because they are unable to pay dues.



Insurance

Currently enrolled 4-H volunteers have liability coverage through the University of Massachusetts when working with a 4-H group or at a sanctioned 4-H event. To enroll, volunteers must first successfully complete the screening process which includes an interview, completion of the application, reference checks, and criminal background check. Every volunteer must sign a position description and Code of Conduct. In addition, the volunteer must be enrolled each year as an active volunteer by having his or her name listed as the leader or assistant leader of a 4-H group on the club/group enrollment form, be listed on the current year's roster of an Advisory or Program Council or sign a short term job description (or be listed on an event roster submitted to the 4-H office) to complete a specific short term job.

Accident insurance is provided through American Income Life Insurance (<http://www.americanincomelife.com>) for all currently enrolled members, club leaders and Advisory and Program Council members. Once enrolled in 4-H, members and volunteers are covered during any 4-H activity whether at the club, county, state or national level. Should it be required, you may obtain an American Income Life claim form from your local 4-H office.

For more information see "Liability and Insurance Coverage for Volunteers" found at <http://mass4h.org/volunteers>.

Meeting Locations

Where your club meets will probably be determined by the size of your group. Meeting places can be any accessible public buildings such as schools, fairgrounds, community rooms, libraries, etc. Many community groups and other organizations are willing to allow their facilities to be used for 4-H activities. Facilities used for 4-H activities should not have any barriers or obstacles that would limit participation by all. If you choose to meet in a private home, all residents of that home age 18 and over must have a criminal background check (CORI) done through 4-H.

Number of Meetings

The decision on how often your club meets should be determined by the needs and composition of the club and its members. A club must meet a minimum of 6 (recommend a minimum of 12) times throughout most of the year to be a 4-H club. Most clubs meet bi-monthly; but you might want to consider meeting more frequently than that, especially if you have a club of young members. Frequent meetings can benefit the club by helping to maintain a high level of enthusiasm and by keeping the members more involved. Some clubs alternate formal meetings with less formal project sessions, field trips or social activities.

Club Operating Rules

Every 4-H club needs operating rules to function smoothly. If members are given the opportunity to participate in designing the rules, their willingness to abide by them is increased. Each 4-H club may add onto the Articles of Organization (signed by every club leader), as long as what they add does not conflict with what is already included.

Club Officers

It is recommended that clubs, with members 8 to 18 years old, have officers. Learning how to run a business meeting and taking on various leadership roles are important life skills. Clubs may have officers and whatever committees they need to run the business and activities of the club. If your club elects officers, it is a good idea to wait for several meetings to hold the elections so members have time to get to know one another. Another option is to appoint officers and rotate the positions on a regular basis. Cloverbud (youth ages 5-7) clubs do not elect officers. 4-H officers should work along with the leaders to ensure that all members feel included and comfortable to participate equally in club activities.

The 4-H officers usually elected in each club are the:

- **President** presides at all meetings. The president manages the

club's business meeting, appoints committees and helps keep order during the meetings.

- **Vice President** takes charge of the meeting in the president's absence. The VP serves as chairperson of the program committee and is responsible for the program portion of the club meeting.
- **Secretary** keeps written minutes of all meetings and a record of attendance in the Secretary's Handbook.
- **Treasurer** takes care of all club funds and maintains an accurate record of the club's funds in the Youth Treasurer's Guide or using financial software. Whenever possible the youth Treasurer prepares the Annual Financial Summary Report under the guidance of the leader or parent.
- **Reporter** writes interesting and accurate reports about club meetings and special club activities, and sends them to the local newspaper. The reporter helps keep local people informed about 4-H activities.

Club officer handbooks can be found in the Volunteer section of the 4-H website at www.mass4h.org/index.php/volunteers. One of the goals of 4-H is to develop leadership skills in all youth. Therefore, it is a good idea to rotate jobs or have term limits so all members have the opportunity to gain different experiences.

Club Treasury Audit

Each 4-H club is encouraged to annually form an audit committee composed of one or more youth and one or more leaders/parents to review all monies received and spent. Procedures are outlined in "Audit Program for 4-H" in the "Financial Management Guides" section of www.mass4h.org/volunteers. The emphasis at the club level should be on providing basic money management education for members as well as assuring the proper use of the club funds.

Mandated Reporting

Massachusetts law does not define 4-H adult volunteers as mandated reporters of child abuse or neglect. However, Massachusetts 4-H encourages any volunteer who has cause to believe that child abuse or neglect has occurred to report the matter to the Massachusetts Department of Children and Families by calling the Child-at-Risk-Hotline at 800-792-5200. For more information go to <http://www.mass.gov/dcf>.

Expectations of Leaders, Members, and Parents

Please refer to Codes of Conduct (Volunteer Code of Conduct, Member Code of Conduct and Parent/Adult Behavior Guidelines) and the parent letter included with the enrollment packet. Leaders are encouraged to give each parent a printed copy of the Parent/Adult Behavior Guidelines when their child joins the club.

Emergency Preparedness

Basic Guidelines:

- Keep copies of all member health forms with you at all 4-H events, meetings, etc.
- Have a copy of the Incident Report, www.mass4h.org/forms/volunteer-forms
- Don't leave members unattended. Avoid being alone with any one member.
- Maintain a list of people who are authorized to pick up members.
- Before using any tool, piece of equipment or hazardous material for the first time, request safety instructions and follow them.
- Keep a first aid kit with you at all times.
- Explain and demonstrate safety procedures and the proper use of tools and equipment to your members.

- Do a safety check of surroundings, locate emergency exits. Practice fire drills.
- Before starting a program, find out where the first aid kit, list of emergency procedures, and emergency phone numbers are located.

In case of an accident, medical emergency, natural disaster, or other major incident, put a responsible individual in charge of your group before starting to follow the emergency procedures. Dial “911” if need be and take care of any medical situations first. Next, contact your local Educator. If he/she is unavailable then contact the 4-H Program Director. If neither person can be reached because it is a weekend or holiday, contact one of them on the next business day. Complete an “Incident Report Form”, and forward as soon as possible to your Educator. Do not make any statement or give any information to media or anyone other than Extension staff and emergency personnel. Confidentiality is very important.

If an incident of any kind results in personal injury or property damage the following information should be gathered while it is fresh in everyone’s minds:

1. Name, address, phone number of injured person(s)
2. Description of events causing injury or property damage
3. Name, address, phone number of witness(es)

Youth with Disabilities

Parents of members with disabilities who require alternative means for communication of program information (Braille, large print, audiotape; etc.) and/or special accommodations at competitive events need to read the “Policy for Youth Requiring Accommodations” and follow the instructions given; www.4h.org/forms/member-forms.

PLANNING YOUR EDUCATIONAL PROGRAM

4-H Club Planning Calendar

It is important to set goals for the club at the beginning of the year and plan activities and events that support those goals. Here is a sample calendar of county, state and national events that you will want to use to plan your club program. For example, since the county Visual Presentation Day is in February, your members will need to begin preparing for this event several months in advance.

Some of these events may take place in a different month in the county you are enrolled in; check the county calendar of events in your county/regional newsletter for specific dates.

Annual 4-H Events (* Important leader deadlines)

October:

New 4-H Year Begins
National 4-H Week
Statewide 4-H Community Service Project
4-H National Youth Science Day Experiment

NOVEMBER:

4-H Records Due
National 4-H Horse Round-Up
National 4-H Congress (odd years)
*Club Annual Re-enrollment Packets due Nov. 15
*Annual 4-H Club Report due Nov. 15

DECEMBER:

County 4-H Recognition Events (month varies by county)

JANUARY:

County 4-H Winter Forums (some held in February)
State 4-H Rabbit Workshop
County 4-H Equine Science Competitions (Horse Round-Up)

FEBRUARY:

4-H Poster and Window Exhibits (not held in every county)

County 4-H Visual Presentation Events (some held in March)

MARCH:

State 4-H Visual Presentation Day (late March or early April)
National 4-H Conference (even years)

APRIL:

Massachusetts 4-H Horse Round-Up Competition
4-H Horse Show Season Starts

MAY:

State Dog Show & Dog Camp
4-H Animal Science Camps at UMass/Amherst

JUNE:

4-H Fairs
4-H Science Camp at UMass Amherst
State 4-H Dog Camp and Dog Show

JULY:

4-H Fairs and 4-H Camps
*Annual Financial Summary due July 31
State 4-H Photography Contest

AUGUST:

4-H Fairs and 4-H Camps

SEPTEMBER:

Eastern States Exposition



The 4-H Club Meeting

This is how 4-H club meetings should be structured:

4-H Club Meeting Agenda

Business Meeting

Educational Program

Program/Demonstration/Project
Work

Social Time, Recreation, Refreshments

The business meeting is the part of the program where 4-H business is discussed and decisions are made (usually by taking a vote). It normally includes:

The Call to Order, 4-H Pledge and Pledge of Allegiance
Secretary's Report
Treasurer's Report
News and Updates
Committee Reports
New Business
Adjournment of Business Meeting

One example of business introduced through the news, committee reports or new business part of the meeting is information about potential community service projects to be undertaken by the club. It is not expected that a business meeting be held every time a club meets but a number of business meetings spaced throughout the year should be held by every 4-H club. The 4-H club officers will need the assistance of the leader to plan and conduct the business meetings. For additional assistance or questions about how to conduct the business portion of the club meeting see the club officer guides and club informational sheets in the "Current Volunteer" section of the 4-H website.

4-H Educational Plan

4-H follows the “Experiential - Hands-On” learning model and all 4-H curricula will guide you through the process as outlined:

Educational Activity Outline

Objectives: What do you plan to accomplish by the end of the session?

Materials Needed:

Time Needed:

People Needed: Who will lead this activity?

Method: The “Experiential Learning Model of Education”,

The 5 steps are:

Do – Have all members do an activity.

Share – Have members share the results, reactions, and observations.

Process – Have members discuss, analyze, reflect on the experience.

Generalize – Have members connect the experience to real-world examples.

Apply – Have members apply what was learned to a similar situation; practice.

4-H Curricula

Your local 4-H office has a lending library of educational materials. A complete list of 4-H curricula can be found at www.4-H.org/resource-library/curriculum. New leaders may order \$50 worth of 4-H curricula through their local 4-H Educator. This, along with a new 4-H club kit is provided to you courtesy of the Massachusetts 4-H Foundation.

Community Service

Community Service affords members a special opportunity for growth and should be a significant component of every club's activities. Service offers a chance for members to be connected to community and world issues, learn compassion, recognize differences and develop problem-solving skills. Projects in Community Service also give members awareness of possible future careers that involve helping others, as well as a sense of pride uniquely connected to making a difference. Massachusetts 4-H conducts one statewide community service project each fall and every club is expected to participate in this statewide effort.

4-H Visual Presentations

All clubs are asked to participate in the 4-H Visual Presentations (VP) Program which teaches members important communication skills. Members prepare an illustrated talk and practice it in their 4-H club before competing at the county Visual Presentation Day. Senior members may do a public speech or extemporaneous speech. Resources are available on the Communications Program pages of the 4-H website. Leaders may also contact the local Educator and ask for someone to attend their club meeting to train members on how to do a Visual Presentation or request a training DVD. Blue ribbon winners at the County Visual Presentation Day may be invited to compete at the State Visual Presentation Day, one of the Massachusetts 4-H Program's premier events.

4-H Records

All 4-H members should be encouraged to document their learning. One way to do this is to use the 4-H Records system. It includes project record forms, personal 4-H story, community service, photo and news clippings, and a summary of member's 4-H years. Record forms may be found on the 4-H Programs – Communications page on the website.

4-H AWARDS & RECOGNITION

Individual 4-H clubs may choose to hold recognition events to honor members' achievements. Award certificates and pins for successful completion of the 4-H year should be awarded by the leader. Annual Achievement Awards are provided free to leaders from your local 4-H office. Give the office several weeks lead time to prepare your achievement order. As a 4-H club leader you may choose to present additional awards to your club members.

An awards program is held at the county level each year to recognize youth for county/state program achievement. Award recipients and leaders receive an invitation to this county program.

TROUBLESHOOTING 4-H CLUB PROBLEMS

The following is a list of common 4-H club problems and some suggestions to try to alleviate them. For help with these issues or others, contact your local Educator.

Lack of Participation: members do not participate in group activities.

- Members may not be interested in the program or activity. They may not understand the goals or the goals are inappropriate for members' age, needs or interests.
 - Involve all members in setting goals and in planning the programs and activities.
 - Keep lines of communication open.
- Members may feel insecure.
 - Let younger, inexperienced members serve on a committee where they can gain experience before giving them a big assignment.
 - Give each member responsibility for at least one important task.

- Promote a friendly, helpful group spirit – no one laughs or ridicules a person who makes a mistake.
- More aggressive members may not give others a chance to participate.
 - Develop a group goal that “everyone participates”.
- Members may not know how to participate.
 - Teach members how to perform the role or assignment if they don't know how.
- Meeting schedule may be in conflict with other activities/commitments.
 - Change meeting time to meet needs of group.
- Members may be forgetful.
 - Distribute club calendars to all members.
 - Use reminder phone calls, text messages or emails (can be assigned to a member or parent).

Lack of Interest in the Educational Program: members only attend the social functions.

- Members do not identify their personal goals with those of the program.
 - Involve members in setting group goals.
- Members may not have had a large enough role in planning the program.
 - Brainstorm ideas and other activities that may stimulate interest with all club members.
- Members may not find a satisfying role in carrying out the programs.
 - Ensure that all members have challenging responsibilities that they can carry out successfully.
 - Recognize members for their contributions.
- Identify a community service project with members to give them a sense of commitment and purpose.

Declining Membership: members are dropping out; the group does not attract new members.

- Present members may be cliquish and fail to welcome prospective or new members.
 - Strive to improve atmosphere – make it more inclusive of everyone's ideas and values; make it warmer, more friendly.
 - Help cliquish members to recognize the result of their behavior and to work at making all members feel liked and wanted.
 - Assign new members responsibilities so they have an immediate connection and feel important to the group.
 - Recognize members for what they do.
 - Make a list of prospective members and extend friendly, personal invitations.
 - Invite potential members to attend a meeting.
- The program may not be of interest to current or prospective members or they may not know enough about it.
 - Make sure present and prospective members understand the purposes of the group.
 - Publicize the meeting and activity dates well in advance.
- Some members or prospective members may not have a way to get to meetings.
 - Brainstorm possibilities to help with transportation or meeting location issues.

Disorderly Meetings: meetings are disorganized or plagued by interruptions when members come late or change the topic of discussion.

- The group has fallen into bad habits.
 - Discuss problems openly with members, but without placing blame. What standards do they want?
 - Refer to the problems described above; any of these could cause disorderly meetings.
 - Review responsibilities of club officers, reinforce procedures and review Code of Conduct.

- Members are coming late.
 - Talk about the reasons and perhaps change the meeting time.
 - Open with the most attractive parts of the program.
 - Run recreational activities as members arrive.
- Members may not know what is expected.
 - Encourage members to state their expectations.
- Meetings are not appropriately structured or are not well planned.
 - Involve members and parents in planning and running the meetings.

Poor Group Relationships: there is bickering and jealousy among members; members want to run the show and feel that the adults dominate.

- Individuals may not understand their own motivation or that of others.
 - Discuss basic motivations – why people act as they do.
 - Work to develop mutual understanding and trust among members and between members and leaders. When a statement or behavior is inappropriate, ask, don't assume you know the reason behind it.
- Individuals cannot distinguish between differences in ideas and differences in personalities.
 - Accept members as they are; don't make your approval and acceptance dependent upon their behavior.
 - Help members to focus on what is being said, rather than who is saying it.
 - Focus on contribution and appreciation. "Your contribution counts." "We appreciate what you have done."
- Individuals may feel insecure and therefore are excessively shy or aggressive.
 - Build self-confidence and feelings of worth by focusing on each member's assets and strengths. "I like the way you

- handled that.” “I appreciate what you did.”
- Let the members know their worth. Recognize improvement and effort, not just accomplishment.
 - Encourage cooperation rather than competition.
 - Focus on the member’s ability to manage his or her life and make decisions. Do not anticipate failure. “I trust you to become responsible and independent.”

Lack of Parental Support: parents don’t attend meetings, parents don’t encourage their children, and/or parents don’t accept their own responsibilities.

- Parents don’t know what 4-H is all about and/or don’t get timely information about club activities.
 - Use a club newsletter or Facebook page.
 - Hold parent meetings.
 - Involve the entire family in the program planning process.
- Parents don’t have a role in the club meeting; they have not been asked to participate or have been left out of everything except the chores.
 - Create parent committees that meet at the same time the club meets.
 - Create job descriptions and ask directly for specific leadership roles.
- Parents don’t understand the developmental needs of their children.
 - Talk with parents about how specific 4-H projects and activities contribute to their children’s development.
 - Inform parents about ways they can contribute to their child’s success.
- Parents have not been recognized or given credit for the work they’ve done.
 - Thank parents when you see them; call them when they’ve done a bit extra.
 - Hold a “Parent’s Appreciation and Recognition” night.

MASSACHUSETTS 4-H PROGRAM POLICIES (as of February 2013)

All 4-H volunteers must be familiar with and comply with all 4-H policy and procedures. General Volunteer, Youth and Club Policy are printed here but volunteers must also be familiar with Club Charter Guidelines, Cloverbud Guidelines and policy specific to their project area such as Fair Safety Guidelines, Clothing & Textile Guidelines and the Horse Show Rulebook.

Visit <http://www.Mass4h.org/policy-guidelines> regularly for these additional 4-H policy and guidelines and updates to existing printed policy in this guide.

Volunteer Related Policy:

All 4-H volunteers (including Advisory and Program Board members) must be fully screened (includes a CORI) and have a Code of Conduct and volunteer service (or board service) description on file. There are consequences to breaking the Code of Conduct that include not being allowed to continue as a 4-H volunteer.

The 4-H Director may dismiss a volunteer for violation of the Volunteer Code of Conduct or any Massachusetts or national 4-H policy. Such a dismissal will only be made following investigation by the 4-H Director and cannot be appealed.

Youth age 19 and 20 may not lead clubs on their own; they may serve as assistant leaders, working under the direct supervision of a 4-H leader, age 21 or older.

Volunteers should structure programs to avoid situations where they are alone with an individual 4-H member.

The 4-H chaperone ratio is a minimum of 1 adult to 10 youth. In the case of Cloverbuds (youth ages 5-7) there should be at least 2 adults for every 10 youth.

No adult chaperones may stay in a room with youth overnight (an exception is made when facility has only a few large sleeping rooms such as the Big E dormitory).

Youth Related Policy:

Age of 4-H membership is 5-18 and is determined on January 1st of the current 4-H year (4-H year is Oct 1 to Sept 30). Those ages 5-7 are Cloverbud members, ages 8-13 are junior members, and ages 14-18 are senior members.

Competition is not allowed under any circumstances for youth younger than age 8.

Youth under the age of 8 cannot work with or exhibit large animals independently; large animals must always be under the control of an adult when working with a Cloverbud.

There are consequences for youth who break the Code of Conduct, which include (but are not limited to) expulsion from 4-H.

All members enrolled in clubs in more than one county must designate one county as their primary county of enrollment and will compete only in that one primary county for events such as (but not limited to) Visual Presentations, Horse Round-Up events, Records, State Horse Show and the Big E Horse Show.

Club Related Policy:

All 4-H clubs must be chartered through their local 4-H office. A club charter is issued one time only to each individual club. If leadership of the club changes, the outgoing leader should give the charter to the new leader.

UMass Extension prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. The name or purpose of a 4-H club cannot be specific to any religion or gender.

4-H clubs cannot own animals, land, or vehicles. 4-H volunteers may own animals or vehicles; they are the tax responsibility of the individual 4-H volunteer.

4-H "family clubs" are counted as individual 4-H members, are not chartered and may not raise money in the name of 4-H for their family club/group.

Program Related Policies:

All participation fees are non-refundable. If a club disbands during the program year and a suitable new club is not found, the member remains enrolled for that year as an individual member.

If a club divides itself, creating more than one recognized and enrolled club, the funds from the original club will be evenly disbursed based on membership (from the original club, not new members) in each club. If members from the disbanded club join an existing club, no monies from the disbanded club go to the existing club.

4-H deadlines are adhered to. Any item postmarked by the deadline date is accepted.

No alcohol can be served at 4-H sponsored events that include any youth under the age of 21.

Only animals owned by enrolled 4-H members and volunteers for sale or donation for use as a 4-H project may be listed in the 4-H newsletter. The information must be brief and not include pricing information. Information about animals for sale/donation from the general public or breeders cannot be shared in any form except when this information comes through the UMass 4-H Animal Science Specialist.

Horse verification forms must be on file in the 4-H member's local office by **April 1st or 90 days prior to the first 4-H horse show** in which the member plans to exhibit (April 1st for the Big E Horse Show).

4-H Livestock Verification Forms (for leased animal projects including beef, dairy, sheep, goat, llama, alpaca, swine) should be filed in the local 4-H office with enrollment paperwork by **November 15** but must be on file in the local office no later than **May 1** for beef and dairy cattle and by **June 1** for goats, sheep, swine, and llamas.

Contact information for 4-H members is confidential and cannot be shared with others (this includes 4-H volunteers who do not work directly with that member).

For 4-H Exchanges, home visits must be conducted for all host families by the local Educator or volunteer(s) under the Educator's supervision. All adult household members must be CORI cleared prior to that family hosting.

Shooting Sports is not offered as a 4-H project in Massachusetts.

The 4-H Horse Program (Equine Science) is a care and management program and does not teach riding.

Health forms are required for participants at all 4-H events (copy of forms on file must be present at each 4-H event under the supervision of an Educator or volunteer).



GLOSSARY

4-H Age: Is determined on January 1st of the current 4-H year. This is the age used for all 4-H programs (child's "real" age is not used).

4-H Ambassadors: A teen trained to educate the public about 4-H through a variety of methods such as public speaking, media appearances, etc.

4-H Club Year: October 1 to September 30 with enrollment beginning each October. New clubs can form at any time.

4-H Contests: Age appropriate, based on youth development principles, different skill levels. 5, 6, & 7 year olds cannot participate in competition but may enter fairs to showcase their work.

4-H Members: All youth, ages 5 through 18 who are enrolled.

4-H Newsletter: A publication sent quarterly from the Extension Office. It tells what is happening, where, and when.

4-H Program Assistant: A staff member who works with the 4-H program under the supervision of an Extension Educator.

4-H Skillathon: A series of learning stations at which teams are presented with realistic situations and tasks to perform. A skillathon is a way of involving youth and their parents in a challenging, non-competitive, learn-by-doing activity.

Action Exhibit: A demonstration done by 4-H members usually repeated over several hours to inform the public of a skill learned in 4-H, often scheduled at the Big E.

Advisory Councils: Local councils comprised of volunteers and teens that give program advice to the Extension Educator. They also assist with recruitment, publicity, fundraising and the implementation of programs.

Animal Leasing Program: Provides the opportunity for 4-H youth

to work with livestock, dogs or horses as a 4-H project for both non-farm youth, youth from farms with non-registered animals, and youth without sufficient housing, farm or stable facilities. 4-H member leasing animals will have the same requirements for exhibition as owned animals and must file a verification form with their local office each year.

Big-E; Eastern States Exposition: The largest fair in the northeast. It takes place each year for 17 days in September in West Springfield, MA. Many 4-H'ers exhibit their livestock and participate in Action Exhibits.

Business Meeting: Follows a specific agenda and procedure as outlined by Roberts Rules of Order. A business meeting should be held on a regular basis (not necessarily at every meeting) as part of the club meeting to handle the business of the club.

Cloverbuds: A developmentally, age appropriate program for 4-H members ages 5, 6, & 7. Cloverbuds do not participate in any competitive events or activities, but rather present their work in an inclusive environment where every child receives recognition.

Club Name: Reflects the purpose of the club, often relating to the projects in which the club participates or the geographic area the club represents. Members vote on the club name. Cannot be gender specific or religion connected (see National 4-H guidelines).

Demonstration: A planned presentation which shows how to make something, how to perform a skill, how to repair something, or how something works. Demonstrations can be expanded to become an Action Exhibit, as the ones presented at the Big E.

Enrollment: Annual process to document 4-H membership.

Equine Science Contests: Hippology, Horse Bowl, and Horse Judging provide opportunities for youth enrolled in horse projects to demonstrate their knowledge and understanding of equine science, and in particular the practical application of this

knowledge and skill. A Hippology contest consists of judging, taking a written test, and responding to stations. Horse Bowl is a fast-paced contest at which participants respond to questions using buzzer boxes.

Fair: The culminating event to showcase 4-H members' annual projects.

Fair Manager/Chair/Superintendent/Committee Member: Serve in a variety of roles to assist with the planning and implementation of the annual 4-H fair.

Fitting and Showmanship: Presenting an animal at a show including proper fitting of the animal, showing and exhibitor appearance (a required class in all 4-H animal shows).

Judging Events: A member activity that develops understanding and knowledge of qualities and standards. At judging events, members learn to make observations, comparisons, decisions, and to give reasons.

Junior Leader: See "teen leader"

Massachusetts 4-H Foundation: Established in 1955, the Massachusetts 4-H Foundation is a non-profit, 501(c)3 organization, committed to the enrichment and advancement of 4-H programs throughout the Commonwealth. It strives to provide the financial resources to support and expand the program's positive impact on young people. Clubs can access funding opportunities through the Foundation's website at www.mass4hfoundation.org.

Massachusetts State 4-H Horse Roundup: Enrolled 4-H Horse project members compete for a chance to be selected for the Massachusetts 4-H Horse Teams that compete at the Eastern Region 4-H Horse Roundup in Louisville, KY in November. The Massachusetts State 4-H Horse Roundup is held annually in April. The two day event involves Hippology, Horse Bowl, Horse Judging and communications competitions. The youth competing

have been selected through county and regional equine science competitions held prior to this event. Youth must be 14 years of age in order to compete at the national contest.

National 4-H Conference: An annual conference, held at the National 4-H Center, which brings together teens from all over the country. It is designed to involve 4-H members and adults in program development on a national level. Teens are selected via application and majority of trip is funded by the MA 4-H Foundation.

National 4-H Congress: A national event, held each year, which recognizes teen state award winners selected via application. Majority of trip is funded by the MA 4-H Foundation.

National 4-H Council: A not-for-profit educational organization whose purpose is to provide private support for 4-H programs nationwide. Visit www.4-H.org

NIFA USDA: National Institute of Food and Agriculture, United States Department of Agriculture. NIFA is the federal partner of 4-H programs.

Program Councils: Councils such as Horse Program Council or Livestock Council which assist with the implementation of programs related to that specific project.

Project: The topic or subject that a member decides to enroll in.

Project Leader: A volunteer who assumes the responsibility of helping other members acquire knowledge, attitudes, skills, and habits through learning-by-doing activities.

Project Plan: An outline of goals and objectives indicating a beginning and an end of the 4-H project.

Quiz Bowls: Quiz Bowl is a team contest comprised of four members plus an alternate. The team competes against another team to “buzz in” and answer questions on a range of questions dealing with the project content. Participants experience the value

of teamwork, character building, and goal setting.

Recognition: The private or public acknowledgement of the acceptance or achievement of a 4-H'er by others.

Records: A method for 4-H'ers to document activities and learning. Forms can be found on the Communications Program page at www.mass4h.org. The summary part of the record is often helpful in college applications and interviews.

Smith-Lever Act: Passed by Congress in 1914 to create the Cooperative Extension Service; enabled land-grant universities to extend research and practical education to people where they live.

Teen Leader: Older, experienced 4-H members who assist the club leaders. These 4-H'ers are usually between the ages of 13 and 18 and are selected because of their interest in, or knowledge of, the project areas of the club and leadership potential. Teen Leaders may also be referred to as “Junior Leaders”.

USDA: United States Department of Agriculture, which administers the Cooperative Extension program at the national level.

Visual Presentations; VP Day: The 4-H premier communications program which teaches members ages 5-18 the skills needed to plan a speech, clearly and logically present information to others and create and use visual aids.

It involves an educational program and competition for 4-H'ers in public speaking, visual presentations and extemporaneous



speaking. Participants for the state level event are selected at local competitions. Juniors, ages 8 through 13 must present for 3-10 minutes; seniors, ages 14 through 18, present for 7-10 minutes.

VALUABLE RESOURCES

Massachusetts 4-H Foundation:

Source of small grants to MA 4-H clubs, 508-881-1244;
www.mass4hfoundation.org

National 4-H Headquarters: Factsheets on use of 4-H name and emblem and other national guidelines;
www.national4-hheadquarters.gov

National 4-H Council: Source of current program information, access to other 4-H sites, and on-line forum connecting with other 4-H'ers, www.4-h.org

National 4-H Supply: Source of 4-H shirts, curricula, awards, etc.;
www.4-hmall.org 301-961-2937

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Go to the 4-H website often for important information;
www.mass4h.org

Resources on the 4-H website:

ABOUT: includes general information and 4-H policy and procedure guidelines

PROGRAMS:

- Animal Science
- Communications (4-H Records and Visual Presentations)
- Community Service
- Science, Engineering and Technology
- Leadership
- Other Opportunities

FORMS AND APPLICATIONS: includes forms for awards, the Big E, camperships, contests, scholarship applications and member forms

NEWS AND EVENTS:

- Calendar of events; anyone may enter 4-H activities and events of interest to all (no individual club meetings, please)
- Newsletters; here you will find the quarterly newsletters from the state 4-H program and your county/regional program
- Upcoming events; dates, locations and registration materials
- Fairs; the list of 4-H fairs with dates and directions

VOLUNTEERS - CURRENT VOLUNTEERS

- Financial management, insurance and report forms
- Volunteer Handbook
- Club officer handbooks
- Resources including curriculum information, application for financial support for training and other volunteer resources



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