Crook County

4-H Leaders Handbook

Crook County Extension Service
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OSU 4-H Faculty

Revised 2009
Thank You for Volunteering!

Thank you for becoming a part of the Crook County 4-H program. Volunteers are the key to 4-H, without you, 4-H could not exist. As you know the goal of 4-H is to encourage positive youth development, using projects as the vehicle to build life skills. As a 4-H leader you play an essential part in making sure that our 4-H members are successful. No matter what role you play as a 4-H volunteer your contributions to the Crook County 4-H program are very important.

The purpose of this handbook is to explain the basics of the 4-H program, and what it means to be a 4-H volunteer. Becoming a 4-H volunteer should be fun and educational for you as well as for the 4-H youth that you lead. I hope that you find the resources included in this handbook helpful.

We want each 4-H year to be an enjoyable, productive experience for our 4-H members and leaders. Your active involvement in the program will greatly enhance the benefits you will receive as a volunteer, and will give you the opportunity to give back to 4-H members. Do not hesitate to call, stop by or email me with any questions you may have.

Regards,

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PART ONE- About 4-H

WHAT IS 4-H?

- 4-H is a non-formal, practical, learn-by-doing, educational, positive youth development program. The purpose of 4-H is to help youth acquire knowledge, develop life skills, and form attitudes that will enable them to become self-directing, productive members of society.

WHAT DOES 4-H TEACH YOUTH?

- 4-H helps youth develop life skills. All education through the Oregon 4-H program is focused on teaching life skills around these 4 essential elements:
  1. Mastery
  2. Generosity
  3. Belonging
  4. Independence

THE BASIC 4-H BELIEFS

- The project belongs to the 4-H members and is the vehicle used to help the 4-Her learn life skills
- The teaching method used by 4-H is “Learn by Doing.”
- Competition in 4-H should be based on an educational experience
- Every 4-H member needs to be noticed, feel important, achieve some degree of success, and be praised.
- It should be the goal of all 4-H leaders to teach 4-H members how to think, not what to think

THE 4-H YEAR

- The 4-H year begins on October 1st and ends September 30th of the following year.

4-H FACTS

- 4-H Emblem
  - The national 4-H emblem is a green four-leaf clover with the letter "H" on each leaf. The design was adopted as the national emblem in 1911. Congress has twice passed legislation protecting the 4-H name and emblem. Similar to a copyright, this protection means that the 4-H name and emblem cannot be used without being authorized by the national organization.

- 4-H Pledge
  - I pledge...
  - My **head** to clearer thinking
  - My **heart** to greater loyalty
  - My **hands** to larger service, and
  - My **health** to better living
  - For my club, my community,
  - My country and my world.
The Four H's
- In 1907 or 1908, the first 4-H emblem used nationally was designed by O. H. Benson as a three-leaf clover. It stood for **head**, **heart**, and **hands**. In 1911, Benson suggested that the fourth H should be hustle, and the 4-H design was adopted. Later O. B. Martin suggested that **health** replace hustle. The 4-H emblem has stood for head, heart, hands, and health ever since. *Protected under 18 U.S.C. 707.*
- The four H's stand for **Head**, **Heart**, **Hands**, and **Health**.
  - **Head**- using your head for clearer thinking to think, plan, and reason while making decisions and gaining life skills and knowledge useful to life.
  - **Heart**- your heart to greater loyalty to establish strong personal values and a positive self concept while showing concern and offering support to others
  - **Hands**- using your hands for larger service in giving to your clubs, community, country, and world, while learning skills and ideas through hands on experiences and learning by doing
  - **Health**- to better living by practicing healthful living, enjoying life, and using leisure time productively while developing healthy lifestyles.

4-H Colors
- Green and white are the 4-H colors.
  - Green symbolizes springtime, life, and youth
  - White stands for high ideals

4-H Motto
- The motto "To make the best better" was adopted in 1927

HOW IS 4-H FINANCED?
- The 4-H program is supported by a unique blend of tax funds (county, state, and federal) and private donations. State and federal tax funds are used to help pay Extension staff salaries and to provide educational materials. County money supports the operation of local Extension Offices. Private funds support 4-H activities such as camps, awards, judging contests, leader training, and special program efforts.
PART TWO- Administration of the 4-H program

WHO ADMINISTERS THE 4-H PROGRAM?

United States Department of Agriculture (USDA)

National Institute of Food and Agriculture (NIFA)

Land Grant University (Oregon State University)

Cooperative Extension Administration Office/State 4-H Office

County Extension Office

WHAT IS A LAND GRANT UNIVERSITY?

Land Grant Universities are educational institutions created to include three central functions: Teaching, Research, and Extension. The Cooperative Extension Service fulfills the land grant institutions extension criteria.

WHAT IS THE OREGON STATE UNIVERSITY COOPERATIVE EXTENSION SERVICE?

Cooperative Extension is a unique achievement in education as it functions as a partnership between local community members, county governments, land grant universities, and the federal government. While Cooperative Extension was primarily developed to meet agricultural needs, today Cooperative Extension programs help many sectors of society confront problems and educational needs. 4-H is only one area that Cooperative Extension specializes in.

WHAT IS A 4-H Agent?

A 4-H Agent is an employee of Oregon State University, or in some cases and employee of the county in which the program resides. The 4-H Agent has many responsibilities, some of the major duties include:

- Providing educational opportunities to 4-H members and leaders that will contribute to the completion of 4-H goals.
- Providing volunteer leaders with training and support as they guide youth in becoming productive citizens.
- Providing information on current 4-H policy.
- Providing education in youth development subject matter to groups and individuals.
- Providing oversight and leadership to all acting 4-H councils, committees, and groups.
PART THREE- Who’s who in 4-H?

THE 4-H PARENTS ROLE?

- Parents are an essential piece to the 4-H organization, the key to success of 4-H members, and have many essential responsibilities including:
  - Helping their 4-Her’s understand and use project materials provided by Extension offices
  - Supporting and encouraging their 4-Her’s to get involved in all aspects of the 4-H program
  - Insure that their 4-Her’s gain the full benefits of the program by allowing their 4-Hers’ to participate in 4-H meetings and activities
  - Stay informed about county and state deadlines and guidelines by attending club meetings, and reading monthly newsletters.

WHO IS A 4-H CLUB LEADER?

- Club Leaders are the link between the Extension Office and the 4-H members, leaders, and parents. They serve as the middle mangers of the 4-H program and are liaisons to the Extension Office from their clubs. They help coordinate programs and activities as planned by the 4-H club members, they work with club officers in helping conduct monthly meetings, they help members, parents, and leaders stay informed so that they can follow through with responsibilities that they have accepted.

- A club leader also is a 4-H volunteer with expertise or interest in a project area. These individuals conduct project meetings and help 4-Hers learn the “How To's” of their projects. They provide encouragement, guidance and evaluation of projects and arrange for educational opportunities like demonstrations, clinics, tours and other activities that relate to the project areas.

WHAT ARE 4-H COMMITTEES, COUNCILS, AND 4-H ASSOCIATIONS?

- These entities are set up to help guide the program and project areas in the direction the leaders, parents, and youth wish them to go. They exist to help orchestrate program activities, help facilitate specific project areas and to give feedback and recommendations to the Crook County 4-H Agent in how to better organize the 4-H program. They exist to collaborate and work with the Extension Office in seeing that the program is successful.
PART FOUR- Member Enrollment to Completion

ENROLLMENT GUIDELINES

- **4-H Age**: The members age as of January 1st
  - 4-H membership is open to any youth regardless of race, color, creed, sex, national origin, religion, or handicap who is 4th to 12th grade.
  - Junior Members age 8 to 10
  - Intermediate Members age 11 to 13
  - Senior Members age 14 to 18

- **Enrollment Deadlines**
  - February 1st for all members who have enrolled in 4-H previously

- **Club Membership**
  - All 4-H members MUST belong to an organized 4-H club
  - Club must consist of 5 members minimum from two different families
  - Independent memberships are not permitted without special arrangement with the Extension Office
  - Any other special arrangements must be cleared with the Extension Office

COMPLETION REQUIREMENTS

- **Minimum requirements for member completion include:**
  - Participation at county fair or a public event displaying one or more exhibits of projects carried during the year. A public event is interpreted as five or more people other than the immediate family. In cases of hardship, exceptions to exhibit requirements must be approved by the 4-H Agent.
  - Turn in a complete record book. Current year’s records must be turned in by county deadlines.
  - Complete Club Requirements, some clubs have their own set of requirements that members must complete to be permitted to be a club member the following year.
PART FIVE- Resources

4-H LITERATURE

- 4-H Curriculum and other project resources are available at the Extension Office.
- Record books are available through the Extension Office, there are no charge for the 1st copy.
- Visit the National Curriculum website for information on curriculum that is available to order 4-H materials at http://n4hccs.org/
- Visit the State 4-H website at http://oregon.4h.oregonstate.edu/
- Visit the County 4-H website at http://extension.oregonstate.edu/crook
- Ask for help at the Extension Office if needed. (541) 447-6228
PART SIX- The 4-H Project and You

THE IMPORTANT ROLE OF A 4-H LEADER

- The most important job of a 4-H leader is making sure that 4-H members are getting the educational opportunities they need to successfully complete their 4-H projects, while learning life skills leading to successful adulthood.
- As a 4-H leader you can help your 4-H members be successful by organizing regular meetings, and being available to answer any questions and offer assistance when your 4-H members need advice, encouragement, or support.

HOW DO YOU ORGANIZE A CLUB MEETING

1. Set up a meeting time and place
   a. It often works best when meetings are scheduled at a regular time, for example, if you meet the 2nd Sunday of each month at 3pm at a specific location.

2. Publicize your meeting
   a. You have an obligation to educate all 4-H members so be sure to let your club members know when your meetings are. If members from outside of your club would like your help then you need to be sure to contact the Extension Office so we can get information in the newsletter.

3. Start and end your 4-H meeting on time.
4. Teach at the skill level of your members
   a. You may need to have beginner, intermediate, and advanced meetings depending on your project area, and the skill level of your members. Utilize the older members in your club to help teach the younger members. This will provide them an even greater learning experience.

5. Allow your 4-H members to “Learn by Doing”
   a. You can show or tell members how to do something, but the actual experience of doing it themselves is the best way to reinforce learning. Appendix A is a diagram of the Experiential Learning Process. This diagram helps illustrate the “Learn by Doing” model.
LIVESTOCK PROJECT GUIDELINES

- **Owning and Leasing Livestock**
  - 4-H members must own their 4-H animals with the exception of the 4-H horse and 4-H dog projects. Both dogs and horses may be owned by the immediate family. 4-H members must care for their 4-H animals. Horses and dogs may **NOT** be shared by members: one horse, one member or one dog, one member. Special circumstances should be addressed to the Crook County 4-H Agent.
  - A leased horse or a co-owned dog may be carried as a 4-H project.

- **Animal Ownership Deadlines:**
  - Animals must be owned by the time of tagging and spring weigh-in. Dates are advertised in the monthly 4-H newsletters.

- **Animal Identification**
  - In Crook County, all market animals are tagged and ownership must be in the name of the 4-H member. Members must designate which market animals are for 4-H and which animals are for backup.
  - All goats and sheep, both market and breeding animals must be scrappie tagged.
  - Dates of taggings will be published in 4-H newsletters. It is the responsibility of the 4-H member to be at published dates, if not, they will not sale at the county fair.

**4-H LEADERS AND FAIR**

**4-H Leader Responsibilities**

- Read and understand the classes, rules and guidelines in the Crook County Fair book.
- Help members complete pre-entries for fair classes.
- Help club members understand the importance of exhibiting good sportsmanship and herdsmanship.
- Fair is a time for members to exhibit what they have learned throughout the year, this is not a teaching opportunity. At fair you should be supporting your members, and answering questions, but you shouldn’t be doing the work.
Appendix A

Experiential Learning Process

1. Experience the activity, perform, do.
   - Youth do before being told or shown how.

2. Share the results, reactions, and observations publicly.
   - Youth describe results of the experience and their reactions.

3. Process synthesizing, linking to the experience, analyze, reflect.
   - Youth relate the experience to the learning objectives (life skills and/or subject matter).

4. Generalize to connect the experience to real-world examples.
   - Youth connect the discussion to the larger world.

5. Apply what was learned in a similar or different situation/practice.
   - Youth use the skills learned in other parts of their lives.

The diagram illustrates a cyclical process of learning through experience, sharing, processing, and generalizing to apply knowledge in different contexts.
Appendix B

Oregon 4-H Youth Development Program Model

Resources
- Relevant Theory
- Best Practices
- Appropriated Funds
- Grants, Gifts, Contracts
- Paid and Volunteer Staff
- COLLEGE-USA
- Oregon State University
- County Government
- Facilities
- Collaborations
- Curricula
- Youth

K-12 Youth

Engagement Strategies

Opportunity for
Belonging

Opportunity for
Mastery

Opportunity for
Generosity

Opportunity for
Independence

Intermediate Outcomes
- Competence
- Confidence
- Connection
- Character
- Caring and
- Compassion

Long Term Outcomes
- Positive contribution to community
- Healthy family and social relationships
- Economic self-sufficiency


4-H helps young people learn and grow through an intentional process that builds competence, confidence, connection, compassion, and character. Our vision is for all youth to experience economic and social success in adulthood while making positive contributions to their communities.

Developed by Roger Rennickamp and Mary Arnold (Revised January 2006)