



Crook County *4-H Leaders Handbook*



Oregon State
University

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2017-Crook County 4-H Handbook



Thank You for Volunteering!

Thank you for becoming a part of the Crook County 4-H program. Volunteers are the backbone to 4-H. Without volunteers, 4-H would not exist. Because 4-H is based in positive youth development, the goal is to use opportunities, such as projects, as the vehicle to build life skills. As a 4-H volunteer 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 will be working with. 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 volunteers and parents. 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, visit, or email me with any questions you may have.

Best,

Lindsay Walker
Oregon State University Extension
4-H and Youth Development Faculty



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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 Experiential Learning or "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 volunteers 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

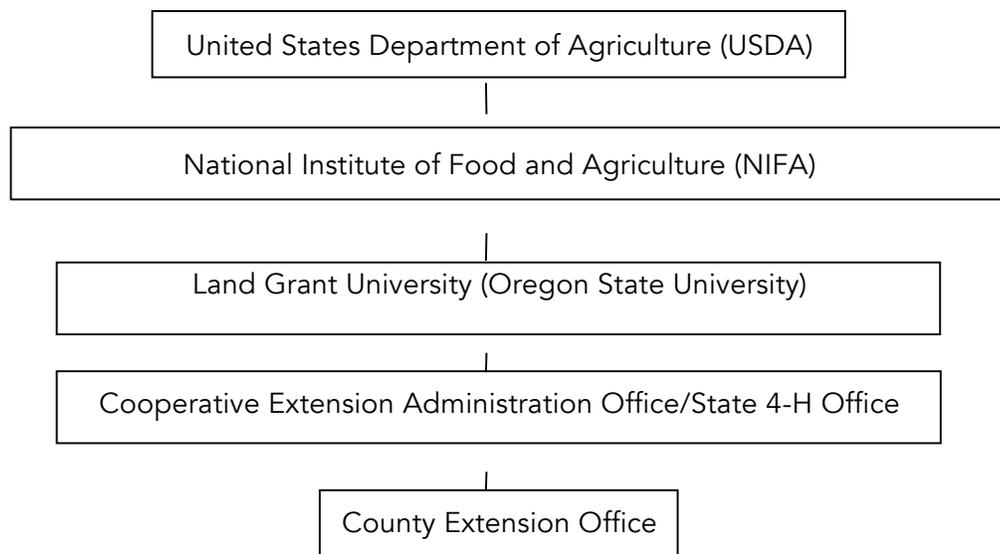
HOW IS 4-H FINANCED?

- ❑ 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?



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. Oregon State University is our land grant university.

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 an 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 volunteers 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- *4-H Volunteer Leader Position Description*

Title: 4-H Club Volunteer

Purpose:

- To educate 4-H members, parents, and fellow volunteers about 4-H
- To foster positive self-concept, learn decision making, accept responsibility for choices, develop an inquiring mind, relate to self and others, and acquire concern for community, local and global
- Serve as a liaison between the County Extension Office and 4-H members, volunteers, and parents
- Encourage, assist and advise 4-H members in the overall management of the 4-H club

- **Time Required:** One year commitment beginning October 1st, 8 to 10 hours a month

- **Responsibilities:**
 - Complete volunteer screening and enrollment forms
 - Participate in leader training programs first year and subsequent
 - Encourage, assist and advise 4-H members in the overall management of the 4-H club
 - Welcome parents' and members' ideas for activities or enhancement of the club
 - Attend all (or most) of the club meetings and activities
 - Attend all (or send a representative) to 4-H club volunteer and leader's association meetings
 - Read 4-H newsletters and keep members, parents, and other volunteers informed
 - Assist in 4-H enrollment
 - Provide feedback to members
 - Answer questions
 - Offer support and assistance in completing 4-H projects
 - Communicate with other volunteers and parents in the club
 - Communicate with 4-H Agent

- **Qualifications:**
 - The ability to organize information and materials and delegate responsibility
 - The ability to work and communicate effectively
 - The ability to motivate 4-H members, parents, and volunteers

- **Leadership Development Opportunities:**
 - County educational workshops and clinics
 - State conferences and meetings
 - National conferences and meetings

- **Report to:**
 - County 4-H Agent, Lindsay Walker, Lindsay.walker@oregonstate.edu



PART FOUR- *Who's who in 4-H?*

WHO IS A 4-H CLUB VOLUNTEER?

- ❑ Club volunteers are the link between the Extension Office and the 4-H members, volunteers, and parents. They serve as the middle managers 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 volunteer 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.

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.

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 volunteers, 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. See Appendix B for Crook County 4-H Program Model.



PART FIVE- *Member Enrollment to Completion*

ENROLLMENT GUIDELNES

- ❑ 4-H Membership
 - 4-H membership is open to any youth regardless of race, color, creed, sex, national origin, religion, or handicap who is 9 – 19 years old by September 1st of the current year.
 - Junior Members 9 – 11
 - Intermediate Members 12 - 14
 - Senior Members 15 - 19
 - Cloverbuds Members 5 - 8
- ❑ 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
 - Clubs 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

FAIR PARTICIPATION REQUIREMENTS

- ❑ Minimum requirements for fair participation include:
 - **Check-in your record book.** Current year's records must be checked in by county deadlines in June.
 - **Complete club requirements,** some clubs have their own set of requirements that members must complete to be permitted to be a club member the follow year.



PART SIX- *Resources*

4-H RESOURCES

- 4-H Curriculum and other project resources are available at the Extension Office
- Record books and pages are available through the Extension Office
- Visit the National Curriculum website for information on curriculum that is available to order

4-H materials at <http://n4hccs.org/> or 4hmall.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/4h>
- Social Media: Facebook- Crook County 4-H Oregon, Instagram- @crook4h
- Clover Building and Extension Office to hold meetings
- iPads to do research on project areas
- Ask for help at the Extension Office (541) 447-6228



PART SEVEN- *The 4-H Project and You*

THE IMPORTANT ROLE OF A 4-H VOLUNTEER

- ❑ The most important job of a 4-H volunteer 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 volunteer 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. Create a yearly calendar soon after your first meeting
2. Publicize your meeting
 - a. Prior to all meetings be sure to communicate in some fashion the date, time and location of the club meeting. Utilizing a club phone tree, social media, a text message, email list serve, or an officer from your club are examples of ways to accomplish this.
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. Ideally, 25% of meeting is fun and social, 50% is hands-on education, and 25% is business meeting.



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 animal may be carried as a 4-H project, need to provide lease agreement to office by June 1
- ❑ **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. June 1st is the date to have breeding projects in possession.
- ❑ **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 scrapie tagged.
 - Dates of weigh-ins 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 sell at the county fair.

4-H VOLUNTEERS AND FAIR

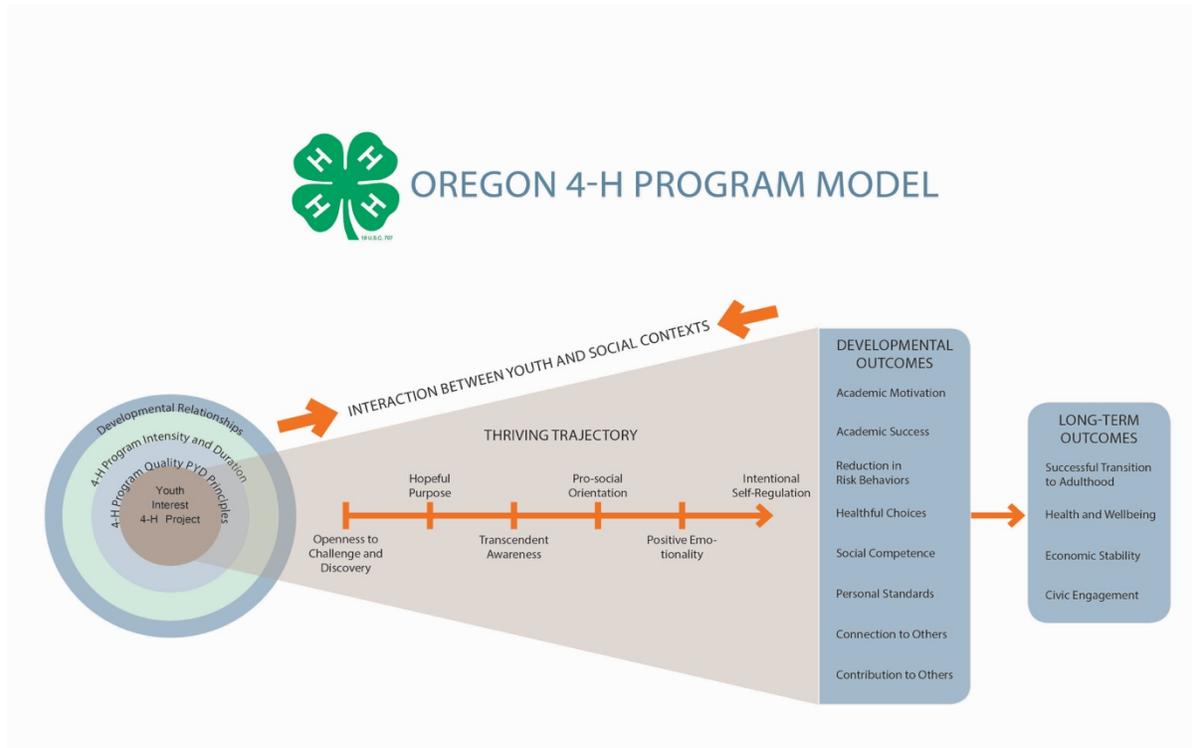
4-H Volunteer Responsibilities

- ❑ Fair is optional for members, they do not HAVE to participate if they choose not to
- ❑ Read and understand the classes, rules, and guidelines in the Crook County Fair book
- ❑ Help members complete pre-entries for fair classes
- ❑ Complete and turn in stall request forms for your club
- ❑ 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 volunteers should not be doing the work. See Appendix B for more information.

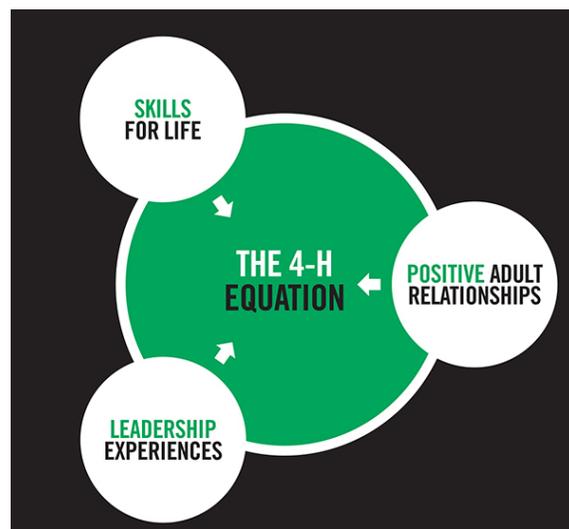


Appendix A

Oregon 4-H Program Model



4-H Equation uses Hands-On Learning to Achieve Positive Development



Appendix B

Crook County 4-H Program Model

