



# Jefferson County 4-H Family Handbook



**2023-2024 Program Year**



**Extension**  
*University of Missouri*

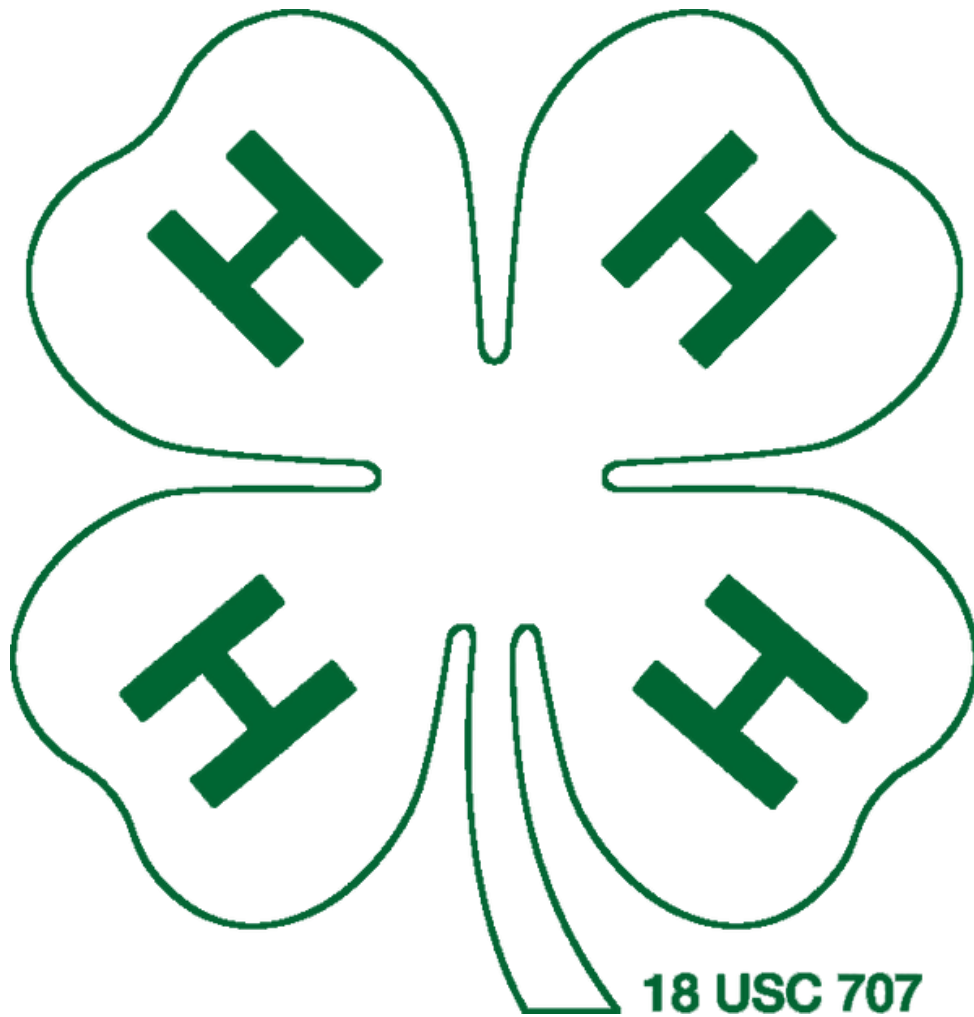


**4-H Jefferson County Family Handbook (c) Developed by:**

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**Family Handbook adapted from the following resources:**

K-State Research and Extension. (n.d.). Welcome to 4-H: A New Family's Guide.

Purdue University Extension. (2019). 4-H Mentor Manual.

Purdue University Extension. (2020). Promising Practices for Indiana 4-H Junior Leader Programming: A Guide for 4-H Junior Leader Advisors.

University of Illinois Extension (2016). 4-H Family Handbook: Family Guide to 4-H.



# WELCOME TO JEFFERSON COUNTY 4-H!

## Welcome to 4-H in Jefferson County!

Thank you for your interest in the Jefferson County 4-H Program. This family handbook is full of valuable information that will help in making your years in 4-H a bit easier. 4-H is a large youth organization with many abbreviations and a sometimes-complicated organizational structure. This handbook will aid in understanding 4-H and answering your questions or giving you the place to find the information.

## WHAT IS 4-H?

4-H is the largest youth-serving organization in the world. 4-H welcomes youth ages 8-18 who are interested in learning more about themselves, their community, and their hobbies or interests. Clover Kids is the equivalent to 4-H for children ages 5-7. 4-H prepares kids for the future, while making new friends and great memories. 4-H is the youth development program of the University of Missouri Extension, a division of the University of Missouri. Youth staff at your local Extension Center oversee 4-H programming.

### 4-H MISSION STATEMENT

Engaging youth as valued, contributing members of their communities in partnership with caring adults.

## THE PLEDGE

The 4-H pledge along with the American Flag pledge is said at the beginning of each club meeting.

### 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.**

*We believe in learning by doing!*



# All About 4-H!

## **Who Belongs to 4-H?**

4-H is offered in EVERY state! All young people can participate, regardless of living in the country, suburbs, or a city. 4-H Club membership is open to all youth without regard to race, ethnicity, color, national origin, gender identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion, political affiliation or socioeconomic backgrounds. Accommodations are made for young people with disabilities or other specific needs. Ask your Youth Specialist about the Inclusive 4-H Plan!

**4-H is open to anyone between the ages of 5-18** on December 31st of the current school year (we call this 4-H age). Your club leader will ask you to enroll each year to be part of 4-H. New enrollment for the program year begins October 1st!

## **What Can Youth DO in 4-H?**

4-H's mission is to help youth learn skills they can use the rest of their lives - what we often refer to as life skills. We believe young people learn best by hands-on-learning or learning by doing. In 4-H, your youth will have many opportunities to be actively involved in learning.

4-H Clubs help young people:

- make new friends
- explore topics of interest (or SPARKS)
- develop leadership skills
- share what they learn with others
- make connections to mentors, leaders, and potential employers

4-H utilizes positive youth development strategies.

## **What are "Projects?"**

4-H Members select one or more topics to learn about throughout the program year. These may include learning how to cook, building a robot, or caring for the environment. These topics are referred to as members' "projects." Hundreds of projects are offered through 4-H and YOUTH pick the ones that most interest them. Often, youth work with a Project Leader OR with family support to complete them! When a youth completes a project with a Project Record to share their story, they can receive an award!

More on project completion and awards later...



# Missouri 4-H Commitments

## In Missouri 4-H we believe in...

- **Clearer Thinking** by promoting character, maintaining excellence, upholding the mission, and honoring programmatic traditions of 4-H.
- **Greater Loyalty** by embracing diversity and inclusion while encouraging and supporting innovation, youth leadership, and futures.
- **Larger Service** by encouraging meaningful, positive youth-adult partnerships, community service, and engagement.
- **Better Living** by supporting youth to become healthy, respectful, and productive members of society.

4-H is part of the University of Missouri Extension and is publicly supported by county, state, and federal governments as well as private resources, both human and financial. 4-H welcomes all Missouri youth.

As America's largest youth development organization, 4-H offers youth, families, and adult volunteers of all ages many ways to engage, grow and serve – through clubs, camps, contests, conferences, special interest groups, in-school and afterschool programs, and more! It's about young people making new friends and memories while preparing to be future leaders – from both rural and urban areas. The synergy of effective past and present programs, dedicated volunteers and spirited young people will only continue to manifest our vision of a world in which both young people and adults learn, grow and work together as catalysts for positive change.

4-H Club membership is open to all youth without regard to race, ethnicity, color, national origin, gender identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion, political affiliation or socioeconomic backgrounds. **Your 4-H age determines how you can enroll in 4-H.** 4-H age is determined by your actual age on December 31st of the 4-H year. For example, your child may be 12 years old and born on December 17th. If you enroll your child this 4-H year which begins October 1, your child's 4-H age for the entire year will be considered 13 years old since his/her birthday happened by the end of the year.

Source: <https://extension.missouri.edu/programs/missouri-4-h>



# Positive Youth Development [PYD]

As youth grow and learn, all young people have four developmental needs. These are essential needs EVERY child has. Those needs are:

- **Belonging:** To know they are cared about by others.
- **Independence:** To practice responsibility and make decisions.
- **Generosity:** To practice helping others through their own generosity
- **Mastery:** To feel successful and believe they are capable and successful.

4-H helps meet these needs by providing positive youth development (PYD) experiences. In 4-H, youth build skills and values, and use their skills, talents, and time in ways that make them feel confident and competent.

**Belonging:** A sense of belonging may be the single most powerful positive influence 4-H adds to the lives of young people. A positive relationship with a caring adult nurtures club members as they learn and help them feel confident to try new things, tackle difficult tasks, and set higher goals. An inclusive environment acknowledges and celebrates similarities and differences so everyone feels safe emotionally and physically.

**Generosity:** 4-H members are encouraged to develop and practice skills that are helpful and useful in their community. Community service helps youth build discipline, learn respect, value civic responsibility, and participate in real-world experiences.

**Independence:** Independence grows by steps and begins with making small decisions that can turn into life-changing decisions. Encouragement builds self-confidence as they learn to influence people and events through decision-making & taking action. By exercising independence, youth mature into independent thinkers.

**Mastery:** Mastery is achieved when youth build their knowledge, skills, and attitudes, and then demonstrate they can use these abilities. Self-confident youth believe they are capable because they have solved problems and met challenges. 4-H members achieve mastery through hands on learning and by demonstrating their knowledge & skills to others.





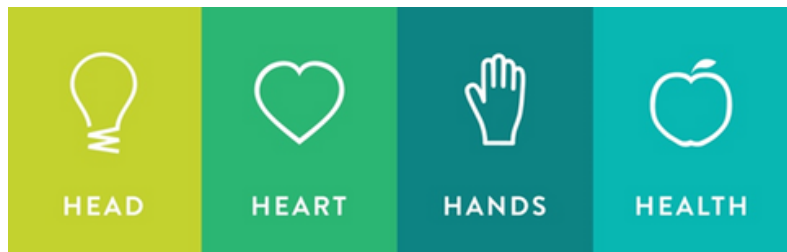
# ***PYD Leads to the 5 C's & Life Skills!***

When young people participate in positive youth development programs like 4-H, they have the opportunity to learn what are described as the 5 C's -

- **Competence**
- **Confidence**
- **Character**
- **Caring**
- **Connection**

**The following are examples of how youth may demonstrate the 5 C's:**

- get along with others and make new friends
- accept responsibility
- respect and trust others
- settle conflict with others
- understand their strengths and weaknesses
- clearly communicate thoughts and ideas
- plan activities
- set goals & make plans to reach them
- work as a team player
- demonstrate confidence
- contribute to their community
- help others in need
- make healthier choices
- develop life skills



## ***Life Skills Built through 4-H Programming***

4-H programs provide learning opportunities for young people to build life skills, practice them, and use them throughout their lives to be successful and create a productive and fulfilling future. Skills include:

- Resolving conflict
- Accepting differences
- Critical Thinking & Decision Making
- Managing Stress & Self-Responsibility
- Citizenship & Leadership



# Service Learning in 4-H

***Service learning takes volunteerism to a level which develops leadership skills and civic engagement.*** Youth may plan, carry out, and evaluate the volunteer efforts. They may be conducting needs assessments or looking at the needs of those around them. While volunteerism has youth showing up for a cause, service learning incorporates youth truly knowing the mission and then evaluating how they were able to fulfill that mission.

## **Service Learning Events take the following steps:**

- Educating the youth or helping them research needs where they can serve
- Discuss how the Junior Leaders can address those needs
- Allow Junior Leaders to lead implementation efforts (rather than being directed or told by the adults how to help)
- Follow up with a time to reflect on learning, impact, and any changes they would like to make in the future

## **Suggestions of Locations/Activities:**

- Nursing Homes/Senior care facilities
  - Carve pumpkins, Decorate doors, Play games with residents, Food delivery, Singing/Playing music - dance party, Cards or Care Packs
- Food Pantry
  - Food Drives & Organization efforts
- Gardening Efforts
  - Donate food grown
- Trick or Treat for Canned Goods
- Tie-Blankets & Donate
- Pillow Cases
- Treats for Farmers or other public service members
- River sweep
- Community dinner
- Rake & run
- Performing Arts
- Birthday Bags
- Thank you notes for schools/teachers, public service, 4-H volunteers, etc.





# How to Participate in 4-H

## **4-H Club Types**

4-H clubs are designed to be family friendly! 4-H clubs meet in a variety of locations and at various times.

Locations may include schools, private homes, libraries, military bases, ranches/farms, etc. When joining a 4-H Club, youth can choose from the following club types:

- Community Clubs
- Special Interest (SPIN) Clubs
- Clover Kids (ages 5-7)

## **Clover Kids (*age 5-7*)**

During 4-H meetings, kids ages 5-7 work on age-appropriate projects as a group and are encouraged to try new things. Clover Kids, or Cloverbuds, can be an independent group or they may meet in a designated area at the same time as a 4-H Community Club. Clover Kids register for Clover Kids in 4-H Online Enrollment and exhibit for participation.

## **Special Interest (SPIN) Club**

Members share a common interest, such as robotics, animal science, or cooking. Some SPIN clubs are also called project clubs. During the club meetings a volunteer with expertise in the topic assists members as they participate in learning activities, develop new skills, and share what they learn with others. Members experience leadership opportunities as they assist other members in project work. Usually, SPIN clubs are short-term, maybe 6-8 weeks long. Others last throughout the year.

## **Community Club (*age 8-18*)**

Youth members typically have a wide variety of interests and choose projects to explore based on their own interests. While some project work may be done during club meetings, generally members work on their projects independently or with Project/SPIN clubs. During club meetings, members plan and participate in other learning activities, service projects, and social outings. Club activities provide opportunities for members to develop and grow their leadership and communication skills. Clubs elect officers and plan club programs.



# 4-H School Based Clubs

## **4-H Programming in Schools (K-12)**

4-H offers programming to students, ages 5-18, often free of charge. We want to be sure it is as accessible as possible to have quality positive youth development programming. Schools have the largest base of youth attendance with quality teachers, coaches, and mentors. Thus, we aim to partner with our educators and administrators to deliver programs that help you and our youth thrive.

### **In-School Clubs:**

- Meet during school with varying from short period of time to a full 4-H program year.
- Youth participate in projects that supplement their existing lessons.
- Can elect officers and plan learning activities for curriculums like Chicks in the Classroom or Youth Futures.

### **After-School Clubs:**

- Meet after school varying from a short period of time to a full 4-H program year.
- With over 100 different project topic areas there can be multiple, grade specific focus on a single project.
- Can elect officers and plan learning activities and service opportunities.

## **Youth Futures (8th Grade - 12th Grade)**

Youth Futures is 4-H Missouri's College & Career Readiness Program (led by 4-H faculty). 4-H Missouri developed the curriculum, focusing on making sure youth know their options for college and career pathways. The original curriculum was designed with the intention of helping first-generation college students access and persist in college education. The curriculum has since expanded to incorporate all levels of diversity and incorporate careers which may not include college education, but maybe a form of certification. Usually, mini grants are available for a new start Youth Futures club. Topics include: Career exploration, financial literacy, study/time-management skills, etc.



# Clover Kids Info Sheet

## **Clover Kids Programming**

Clover Kids is the officially recognized 4-H program in Missouri for children under age 8. This project introduces 4-H to 5- to 7-year-olds. (Children must be 5 on or by December 31st of the program year.)

The program is designed to provide 5- to 7-year-olds a variety of activities led by an adult or older youth mentor/leader that will help them:

- explore many different interests,
- build self-confidence,
- practice communication skills,
- get along and share with others, and
- be a part of a group.

Clover Kids attend meetings that center around fun learning activities. Some examples include pets, food/nutrition, science/space, puppets, music, magic, plants, arts and crafts, and much more!

## **Clover Kids Projects & Participation in County Events**

Clover Kids register for Clover Kids in 4-H Online Enrollment and exhibit for participation. Clover Kids may enroll in certain projects geared for them.

Clover Kids MAY NOT participate in large Animal projects (for example Horse, Beef or Goats) or shooting sports projects. Clover Kids may participate with small-animals (pets, rabbits, chicks, etc.).

Clover Kids do not participate in any competitive events, contests, or shows.

**4-H Clover Kids do participate in all activities, fairs, and contests just like a regular 4-H member; however, they are not judged.** Instead, Clover Kids receive ribbons and recognition for participating.

Clover Kids are allowed to exhibit up to three items made and can also include items made at home. This is an opportunity for the Clover Kids to get practice creating projects and demonstrating them at the fair like they will do once they are full 4-H members.



# More on Projects...

## Why are there SO MANY Projects?!?

Members can learn more about a subject matter that they choose to study through completing hands-on activities. We refer to these as projects. We know there are a LOT of different interests, so 4-H is committed to providing diversity in topics youth may not be able to explore through the traditional school setting or online. That said, some projects do have curriculum and activities online through Clover Online. Contact your 4-H Youth Specialist for more information on online access.

## Process for Choosing Projects:



## Missouri 4-H Projects:

<https://extension.missouri.edu/programs/missouri-4-h/4-h-projects-opportunities/4-h-projects>

Paper copies of the Missouri 4-H Clover Catalog are also available for each family for details on each project and the level appropriate for your youth.

It is not guaranteed there will be a leader for a project that your child wishes to enroll in within this county or surrounding counties availability. In these cases, parents are to lead their child in that particular project. In the event there is a project leader, parents hold the right to choose if their child will work with a club designated project leader.



**COMMUNICATION & EXPRESSIVE ARTS**

- Arts and Crafts:
  - Drawing, Fiber Arts & Sculpture
  - Painting & Printing
  - Graphic Design
  - Scrapbooking
- Cake Decorating
- Clothing:
  - Sewing
  - Purchased
- Clowning
- Crochet
- Filmmaking
- Interior Design
- Knitting
- Photography
- Public Speaking
- Quilting
- Theatre Arts

**HEALTHY LIVING**

- Breads
- Foods
- Food Science
- International Foods
- Food Preservation:
  - Freezing
  - Drying
  - Canning
- Health/Fitness:
  - Bicycle
  - Bowling and Golf
  - First Aid
  - Staying Healthy
  - Keeping Fit
  - MOVE Across MO
  - Square Dancing
  - Soccer for Success

**ENVIRONMENTAL SCIENCE & NATURAL RESOURCES**

- Amphibians & Reptiles
- Entomology:
  - Beekeeping
  - Butterfly Wings
- Exploring Your Environment
- Forestry
- Geology
- Outdoor Adventures
- Soil & Water Science
- Sportfishing
- Weather & Climate Science
- Wildlife

**SHOOTING SPORTS**

- Archery
- Air Rifle
- Smallbore Rifle
- Air Pistol
- Shotgun
- Smallbore Pistol
- Hunting & Outdoor Skills
- Shooting Sports Safety
- Muzzleloading
- Western Heritage and Cowboy Shooting

**PLANT & ANIMAL SCIENCE**

- Agronomy
- Beef/Butter calf
- Cats
- Dairy/Judging Dairy Cattle
- Dogs
- Goats:
  - Dairy
  - Meat
- Guinea Pigs
- Horses
- Horticulture:
  - Floriculture
- Gardening
- Landscape Design
- Livestock Judging
- Meats:
  - Bacon
  - Hams
- Meat Evaluation
- Pets
- Poultry
- Rabbits
- Sheep
- Swine
- Veterinary Science

**ENGINEERING & TECHNOLOGY**

- Aerospace
- Agricultural Tractor
- Computers & Programming
  - Scratch
  - Alice
  - Other
- Electricity
- Energy
- Geospatial
- Robotics:
  - Junk Drawer
  - EV3N
  - Other
- Small Engines
- 4-H STEM Challenge
- Welding
- Woodworking

**LEADERSHIP & PERSONAL DEVELOPMENT**

- 4-H Clover Kids
- Career Pathways
  - Juntos
  - Youth Futures
- Civic Engagement
- Communications
- Consumer Savvy
- Entrepreneurship
- Exploring 4-H
- Financial Literacy
- Global Education
- Leadership

For more information, please contact:

Jefferson County 4-H

Samantha Fomera, 4-H Youth Specialist

samantha.fomera@missouri.edu

636.797.5391 (office)

## 4-H Project Clubs & Project Completion

Project leaders determine the type of activities, place and time of meetings, age of participants (can be limited depending on the safety requirements of the activities) and maximum number of participants (usually groups are small, less than 12, so that youth have a maximum opportunity for hands on learning).

### There are several ways that youth can complete projects:

- **Project Group**- some youth from a club work with a volunteer from the club on a project. Usually Project Groups meet for a set number of hours to complete the project - some projects take more time than others - but 6 hours is usually considered the minimum for most projects. It is not guaranteed there will be a leader for a project that your child wishes to enroll in within this county or surrounding counties availability. In these cases, parents are to lead their child in that particular project.
- **County-wide projects** – some youth from several clubs work together with a volunteer to complete a project. These usually last for a brief time, and do not run all year. For example, photography and robotics.
- **Single-project clubs/SPIN Clubs** – some groups work on just one area of projects (such as beef, shooting sports, horses, or dogs). These groups may or may not be on-going, have officers, do community service projects, and have a treasury. Youth can join only the single project club, or they can have another club as their primary club and join the single project club.
- **Club-based projects** – some clubs are small and so the group decides together which projects they will do. Then clubs work on the project at club meetings all together.
- **Family-led projects** – If there is not a volunteer in the club or county willing to lead the project, youth can work with a parent or guardian on the projects.

A good guideline is that first-year members sign up for a maximum of three projects, and older youth take up to 6 projects. The on-line system allows up to 15 projects. Plan which projects you want to take when you enroll or re-enroll following years.

A new project list is released annually & details are in the Clover Catalog.







# 4-H Club Leader Planning Calendar

Below is a list of activities that may occur each month. However, there may be variances depending on your county and regional events and guidelines.

## October:

- Enroll in 4-H Online
- National 4-H Week
- Install Officers
- Set club goals & activities for the year

## November:

- Appoint committees - program, health, activity, recreation
- Plan yearly program - see Secretary's Book; review for any holiday conflicts
- Plan holiday service project and party

## December:

- Approve goals set by committees
- Approve plans for club service projects; Review holiday schedule
- Plan demonstrations for the year

## January:

- Check on progress of project groups
- Plan Spring party/service-project
- Review weigh-in dates for Livestock Projects

## February:

- Check on committees to make sure they are functioning
- Discuss club goals and progress toward goals
- Check with project groups
- Discuss Member in Good Standing & eligibility for fairs/shows (SMQA)
- Discuss & encourage participation in summer activities - 4-H Conferences, fairs, & more

## March:

- Encourage member record keeping
- Keep project groups going!
- Discuss upcoming spring/summer service learning opportunities
- Discuss upcoming fairs/shows

## April:

- Remind members of requirements for participation in fairs/shows
- Horse project enrollment forms due May 1 & additional livestock needs
- Check in with new families.

**Reminder:** One health & one safety program are required annually! Plan ahead!



# 4-H Club Leader Planning Calendar

## May:

- Discuss County Fair & Achievement Day Events
- Celebrate HS graduates!

## June:

- More discussion regarding fair
- Encourage each member to exhibit THREE items at the fair
- Final reminder about member in good standing for exhibits
- Distribute Fair Exhibit Tags
- Discuss State Fair Project Process

## July

- County Fair & Exhibiting
- Start recruiting project/assistant club leaders for next year

## August:

- Drop off & retrieve State Fair items

## September:

- Elect club officers & leaders
- Distribute new Clover Books
- Develop a plan to increase membership
- Invite prospective members /volunteers to meetings

## County Events:

### 4-H Energizer Day (early Spring)

- This workshop is for youth, parents, and leadership to energize for the trek towards summer with info sessions, games, and lots of food!

### 4-H Achievement Day (May/June)

- This event provides members to participate in the county speech contest. Clover Kids can participate at the County level, while Members (8-18) can compete in the following areas in the county to go on to State Contests and Shows:
- Demonstration contest is designed to encourage 4-H members to organize a topic and teach it to a group. The 4-H member may choose any topic. Winners are invited to present at the Missouri State Fair in August.
- Public Speaking Contest includes prepared speech, drama, technology assisted speech and video contest. Winners are invited to participate in the state contest held in Columbia in September.

### 4-H Awards & Recognition (Nov)

- 4-H members, clover kids and volunteers are recognized for their hard work. This is a time to celebrate and enjoy tasty food and each other's company.

# 4-H Exhibits & County Fair

**4-H Exhibit:** a completed project, trained animal, or presentation prepared for evaluation or display at a county fair, contest, or competition.



## **Jefferson County Fair (July)**

The Jefferson County fair in Hillsboro allows youth to display their completed items they have made in projects. Members can exhibit items made, such as posters, photos, and other educational displays of skills learned, as well as livestock in partnership with the Jefferson County Cattlemen, usually including swine, goats, and steers. *See the 4-H/Jefferson County Fair book for more information.*

Exemplar projects may advance to the Missouri State Fair. Details release in June for State Fair registration.

**4-H Demonstration:** a presentation for a 4-H member to show and explain how to do something; many counties have a public presentation contests for members to showcase what they learned in their project. Demonstrations may also occur within a Community Club or Project Group meeting.



**Conference Judging:** 4-H members meet with a judge for a project evaluation; the judge asks questions about what the 4-H member learned while working on the project and gives feedback to the member. Conference Judging takes place before & during the fair week!



# 4-H County & State Connections

Each club is not only part of Missouri 4-H but also Jefferson County 4-H. Clubs and 4-H members are encouraged to participate in many countywide events including 4-H council meetings, workshops, energizers, and recognition events, and of course the Jefferson County Fair held the third week of July each year. There are numerous county activities to get involved with each year! Contact Samantha or the Extension Office in Jefferson County to be sure you're receiving the 4-H News Blast sent via email.

**Samantha Fomera, MA (she/her)**

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## **MU Extension in Jefferson County**

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## **4-H News & Information**

Families will receive email-newsletters about upcoming county events. We also use Facebook and our website to help keep people informed.

*Each 4-H member and family is responsible for keeping current on 4-H activities, events, and deadlines.*

## **State 4-H Opportunities**

For information on 4-H state events, contests, scholarships, leadership opportunities for youth and adults, global education, and international opportunities, refer to the state 4-H publication, the 4-H Clover magazine, contact the Extension Center or go on-line:

<http://4h.missouri.edu/>



# 4-H Awards & Scholarships

Recognition is available to 4-H members at all levels of involvement from project groups to our highest award, the Key Award. Recognition can occur during project meetings when a member is asked to demonstrate a skill they have mastered. It also occurs when older 4-H members compete for the chance to attend National 4-H Congress or National 4-H Conference. Missouri 4-H's award program was developed using the National 4-H Recognition model.

Some 4-H members are encouraged by competition and enjoy the opportunity to compete with peers to determine the best project, performance or achievement. Members should be reminded that in competition there are winners, but there are many more non-winners. Members should be prepared to accept the results of the judge's decision and encouraged to appreciate the valuable learning that took place before, during and after the competition.

## State Excellence Awards

Missouri 4-H recognition form levels 1, 2 and 3 are used as both progress toward personal goals and peer competition. Forms should be completed and returned.

**Deadline: September 5**

- **Age 8-10** Y2000, Level 1
- **Age 11-13** Y2100, Level 2
- **Age 14-18** Y2200, Level 3

## County 4-H Awards

Volunteers and 4-H Members are encouraged to nominate members that have demonstrated the 4-H spirit during their year as 4-H members.

Awards by age level include:

**4-H CLOVER KID OF THE YEAR  
AND**

**4-H MEMBERS OF THE YEAR  
AND**

**4-H ROOKIE OF THE YEAR**

**4-H Project Record:** Young people self-select projects and goals at the beginning of the project year and then reflect on the experience at the close of the year. The purpose is to help members learn to set goals, reflect on their experience and apply this experience to other parts of their life. These are scored & also receive awards based on quality of effort. **Deadline: September 5**





## The Key Award (Ages 14-18 ONLY)

The Key Award, the highest award a 4-H member can receive, recognizes 4-H members who have achieved significant leadership at the club or group, community and state levels. The Key Award is a prestigious award rewarding 4-H members for their hard work and accomplishments as well as the contribution they have made to the overall 4-H program.

The objective of the Key Award is to encourage the growth of Missouri young people in the areas of leadership, community service and project excellence. Members who reach the minimum points required will receive the Missouri 4-H Key Award and certificate at the local level; they will also be recognized at the state level. The mentor will receive a 4-H Key Award mentor pin.



## 4-H AWARDS & RECOGNITION BANQUET IS HELD IN NOVEMBER!

### 4-H Volunteer Awards

The Missouri 4-H Foundation recognizes the work of Missouri 4-H friends and volunteers through annual recognition and awards programs.

## Missouri 4-H Foundation Scholarships

The Missouri 4-H Foundation offers educational scholarships for 4-H youth and former 4-H members pursuing post-secondary study.

More than sixty scholarships are available, each ranging from \$500 to \$2,500. One scholarship application allows the applicant to be considered for any available scholarship, subject to the conditions specified by the donor.

### DEADLINE March 1!

For more info & guidelines:

<https://extension.missouri.edu/programs/missouri-4-h-foundation/scholarships>





# Missouri 4-H Standards of Excellence for 4-H Groups

## To Encourage...

- A quality educational program for all members
- A safe environment where all youths feel like they belong
- An environment where youths have opportunities to connect with caring adults.
- An environment where youths are actively engaged in exploring and learning about their interests
- Opportunities for youths to strive for mastery in subject matter of interest
- Opportunities for youths to set goals and be actively involved in the planning, implementing and evaluating the group's program
- Opportunities to experience and value service to others and community
- A vibrant environment where youths want to participate

## To provide...

Recognition for 4-H youth groups reaching Missouri 4-H Standards of Excellence.

## Bronze Seal

1. Recruited and mentored new members and their families or other caring adults
2. Supportive adult leadership for officers to succeed, learning through projects and activities, recreation and community service
3. Group held four or more meetings of a minimum of six hours of teaching time. Group included demonstrations, judging, skill-a-thons, quiz bowls, or other skill performances.
4. At least one project group with a minimum of six hours of hands-on learning
5. Enrollment records on file at the local University of Missouri Extension center
6. The group planned, implemented and evaluated a community service project.

## Silver Seal

1. Recruited and mentored new members and their families
2. Necessary youth leadership (example: President/Chair, Vice President/ Vice Chair, Secretary/ Recorder, Treasurer, Recreation Leader) who are prepared to fulfill their leadership roles
3. Supportive adult leadership for officers to succeed, learning through projects and activities, recreation and community service
4. Group meetings should include recreation, education and business. A group should meet eight times during the year for meetings, group activities or community service projects.
5. At least one hands-on project with a minimum of six hours of hands-on learning
6. An annual program planned by the youths that includes skill performance (for example: demonstrations, judging or exhibition) **and** health/safety **and** recreation **and** community service
7. Participation of group leadership (youths and adults) in advisory groups, program planning committees (local or county) or training opportunities
8. Evaluated the program planned by youths and determined that two or more goals are achieved in the group's annual program plan
9. Enrollment records on file at the local University of Missouri Extension center
10. Sixty-five percent or more of members complete at least one project.

## Gold Seal

1. Recruited and mentored new members and their families or other caring adults
2. Necessary youth leadership (example: President/Chair, Vice President/ Vice Chair, Secretary/ Recorder, Treasurer, Recreation Leader) who are prepared to fulfill their leadership roles
3. Group meetings should include recreation, education and business. A group should meet 10 times during the year for meetings, group activities or community service projects.
4. At least one project group with a minimum of six hours of instruction
5. An average of six hours of hands-on learning for all project groups
6. An annual program planned by the youths that includes skill performance (for example: demonstrations, judging or exhibition) **and** health/safety **and** recreation **and** community service
7. Participation of group leadership (youths and adults) in advisory groups, program planning committees (local or county) or training opportunities
8. Enrollment records on file at the local University of Missouri Extension center
9. Seventy percent or more of the members complete at least one project by reaching their project goals in that project.
10. Youths and adults in the group jointly complete the *What is Your Group Like? Vibrant Youth Group Assessment* (Y671B) and submit it to their local University of Missouri Extension center.

## 4-H Club Award

Based on the information on this sheet, the clubs are able to be awarded a Seal based on excellence standards. These are evaluated in September & awarded in November at the Awards Night!

# 4-H Club Leadership:

## Electing Officers

### **Election of Officers**

First, nominations are in order! There are three ways to nominate members for an office.

1. During a meeting, present members may nominate candidates. When nominating a candidate, it is important to explain why the nominee would make a good officer. The candidate then accepts or declines the nomination. Members are encouraged to serve as an officer at some point during their 4-H club experience. This process is known as “nomination from the floor.”
2. Before an election, an appointed nominating committee can suggest a “slate” of candidates for each office. During a 4-H club meeting, the nominating committee submits the slate to present members, and they have the opportunity to make additional nominations for various offices.
3. A list of candidates can be created through informal ballot. Members may nominate candidates by writing their names on paper, which the secretary collects. The secretary makes a list of the candidates for each office. If an informal ballot is used, the secretary will need enough paper and pencils for everyone. An informal ballot is a more business-like way to conduct elections.

Once the candidates are nominated, the president announces their names and members vote for their respective officers. Members may vote by raising their right hand, standing or using a ballot. If voting is done by hand raising or standing, the candidates usually leave the room during the vote for their office. During each vote, members should take time to discuss which candidate they think is best and why. Discussion will help the group choose the most qualified officers. When the vote has been counted, the president announces the name of the person elected.

A ceremony for installation of officers is described in LG800, Installation of Officers.



# 4-H Club Leadership: Officers

*The success of a 4-H club depends on an officer's ability to work  
with all other club members.*

## **General 4-H Officer Duties:**

In addition to performing the specific duties of each office, 4-H club officers are to:

- Recruit new members and organize the club.
- Plan the annual program, month by month.
- Arrange for a meeting place and care for it properly.
- Conduct and participate in the meetings.
- Keep club records and share them with club leaders and county extension as required.
- Be enthusiastic and interested in the club.
- Help every member find a place in the club and an opportunity to participate.
- Maintain good relationships with all members and other groups.
- Keep in contact with the local University of Missouri Extension center.
- Attend 4-H officers' training, held in November.
- Keep the community informed about the club.
- Serve on committees.

*Leaders don't create  
followers, they create  
more leaders.*

*— Tom Peters*

## **Specific 4-H Officer Duties:**

In addition to general responsibilities, each officer has specific duties. Tasks within a club can be shared many different ways. If your club decides on different responsibilities for any office, be sure it is clear to all the officers and members. Officers should attend officer training when it is held in the county.

For a more detailed description of duties, see the So You Are a Club Officer chapters about specific offices: president, vice president, secretary, treasurer, recreation leader, historian, photographer and reporter.

All chartered clubs should elect at least the Executive 4-H board Officers: President, Vice President, Secretary, & Treasurer.



# **4-H Junior Leaders & 4-H Council**

## **Purpose of 4-H Junior Leaders:**

- encourage leadership in 4-H members
- provide help and support to current 4-H adult volunteers and the 4-H program
- promote leadership development as a valuable learning experience

## **What is a 4-H Junior Leader?**

Junior leaders fall between the ages of 12 and 18, though the group is open to anyone with a 4-H age of 8 or older. They are members of both their local community club and Junior Leaders Club. Their focus in Junior Leaders is to build their leadership skills through various ways and in various places. Junior Leaders might work on their leadership skills specifically in their community club. They may take on additional responsibilities working with the adults and 4-H staff members, serve on committees or councils, help younger 4-H'ers in their project areas and complete community service-leadership activities.

## **Objectives of Junior Leaders Programming:**

For youth to...

- Gain an understanding of the meaning of leadership
- Participate in team-building by working in groups and encouraging all members to participate
- Develop responsibility and follow-through on tasks delegated
- Improve written, verbal, and interpersonal communication skills
- Gain confidence and self-respect
- Practice and acquire leadership skills

## **Structure of Junior Leaders as a Project Club:**

Typically, the Junior Leaders program operates following a club structure with parliamentary procedures and an officer team making joint decisions with the adult Junior Leaders Advisor. This club functions county-wide, with its own financial account, and with a focus on developing leadership skills and towards a leadership project in its culmination. 4-H Junior Leaders are encouraged to actively participate in both their local 4-H community club in addition to the Junior Leaders, so they can demonstrate leadership skills.

## **Want to become a Junior Leader?**

**Junior Leaders** register in a "Leadership Project" in 4-H Online & make a commitment to attend the monthly meetings to decide, plan, and lead county-wide events. Contact Samantha Fomera for more information & to get started.



# 4-H Junior Leader Opportunities

## **4-H Junior Leader Opportunities**

### **BEYOND the Local Club**

Locally, they could help to form an Extension Council Youth Leadership (ECYL) Team, which supports the Extension Council in gaining fresh ideas, new energy, and generational insights from youth and young adults. While voting is reserved for ages 18+ based on Missouri Statutes, Junior Leaders on the ECYL would be able to increase dialogue and influence decision-making for actions taken within the county affecting 4-H members.

Through ECYL, councils gain fresh ideas, new energy, and generational insights from youth and young adults. Having young people serve on councils leads to enhanced dialogue and decision-making, and increases council linkages to other youth and adults in the community.

**4-H Junior Leaders** helps to prepare our youth to become part of our **4-H County Council**.

This 4-H County Council will be the primary decision making force within Jefferson County's 4-H Programs. It **MUST** be youth-led with adult advisors.



### **Goals of Junior Leader Advisors:**

Relying on the principles of youth-led decision-making and positive youth development, advisors are 4-H Approved Volunteers who seek to help Junior Leaders engage in the development of leadership skills, from the basic self-awareness to the potential for a Junior Leader to lead an entire project to completion with younger/other 4-H'ers. Junior Leader Advisors should seek to equip youth with the resources and networks necessary for their development as strong leaders, as opposed to being their only resource.



# How to Enroll in 4-H

## How to Enroll?

The 4-H project year is from October 1 through September 30. Current members typically re-enroll in the fall. Membership is open year-round. Some projects have enrollment deadlines to exhibit.

*Club members must be enrolled by April 1st of the program year to be eligible to participate in exhibiting projects as a 4-H member at the County Fair. Some project areas such as livestock and shooting sports have more specific deadlines for enrollment.*

All enrollment is completed online via the 4-H Online web tool.

**4-H Online:** <https://v2.4honline.com/>



## Who Sponsors 4-H?

4-H is the youth development program of Extension & part of the land-grant mission of the state university.

- Clubs are led by volunteers who are screened with background checks and attend training to learn the best ways to work with youth.
- Extension staff oversee the day-to-day 4-H program management
- Youth development educators, or agents who have expertise in positive youth development, are responsible for volunteer training and support and program oversight.

## COST TO JOIN 4-H

Each year, when members enroll in 4-H, they pay an enrollment fee to help cover the costs of the program. In Jefferson County, the cost to join 4-H is \$30.00 per year. This includes \$20.00 state dues, and \$10.00 County Dues. The state dues include the fee for accident insurance for all members of 4-H including those in horsemanship. Some projects and activities have an additional cost.

The Jefferson County 4-H Council offers financial assistance to families that cannot afford to pay the dues. Also, several insurance companies pay for 4-H Membership for their members, a current list of companies is usually found with the enrollment information. If you or someone you know may be interested in these options, please contact the youth specialist.





# ENROLLING IN 4-H ONLINE

## NEW FAMILIES ENROLLING IN MISSOURI 4-H

Your local MU Extension center and 4-H staff can help you find a club, discuss project selection and begin the enrollment process. To enroll in Missouri 4-H Online, you need internet access and a valid email address. Go to <http://v2.4honline.com>.

1. Select “Don’t have an account,” and then select your state from the drop-down menu. In the next drop-down menu, select your 4-H participation county. Email addresses must be valid in order for you to have access to your information. *This is your account login, as well as how you will receive information.*

2. Next, complete the information for your family profile. All youth and adult members in your family will be managed under this family profile.

3. If you create a new account and an existing account is found, click the **Confirm** button and continue to Logging in with an Existing 4-H Online Account. Go to step 3 in next column.

4. Add members to the family (adult or youth) by clicking *Add Member* and completing the profile for each member.

5. Complete the profile for each member, including contact and demographic information, authorizations, health form, club and project selection.

6. Submit your enrollment, and pay the required dues reflected on member invoices.

## RETURNING FAMILIES RE-ENROLLING IN MISSOURI 4-H

1. If you have an account in 4-H Online, go to <http://v2.4honline.com>.

2. Enter your email address and password.

3. Click **Sign In**. If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.

4. Continue to **Youth and Clover Kid Member Enrollment** to re-enroll youth members, to **Adult Enrollment** to re-enroll Adult members or to **Adding New Members** to add new Family Members.

5. Your member record will be listed on the family Member List. Click *Enroll Now* under the Program in which you would like to enroll.

6. If you are a new member and your name is not yet listed, click *Add Member*.

7. Review all content in the member profile, update any health form changes and change any projects (if you aren’t enrolling in a project, delete it for this year).

8. Submit your enrollment, and pay required dues reflected on member invoices.\*\*

**\*\*All state event registrations require a member to be in “Active” status in 4-H Online. Members will remain in “Pending” status until the county review of membership and state/county membership dues are processed. Adult volunteer applicants remain in “Pending” status until all steps of the volunteer process are completed and accepted.**

**Need help? Contact your local Extension office.**

If online access is not readily available to you or your family, contact your local Extension office for alternatives.

# 4-H Volunteer Opportunities

It takes a lot of adult volunteers to make the 4-H program work. We hope that you will consider volunteering to help your club. All 4-H volunteers: register to be a volunteer in 4-HOnline, go through the required 4-H Volunteer Orientation (usually 3 hours or less) and have their volunteer application approved. The application includes being screened for criminal background, and child abuse and neglect. Various training courses are offered online or face to face throughout the year.

As a 4-H Volunteer you would have an official relationship with the University of Missouri. As such, you would be protected by University of Missouri liability insurance, which covers volunteers acting according to the 4-H guidelines.

## ***Who becomes a 4-H Volunteer?***

4-H leaders may be professionals employed by government extension services. They may be teachers in schools. Or volunteers in the community. Regardless of the type of 4-H leader you are, your role is critical to the 4-H movement and experience.

## ***What are the responsibilities of 4-H Leaders?***

- Develop a caring relationship with members.
- Create a safe environment for 4-H members.
- Provide opportunities for youth to build skills
- Create opportunities for youth to value and practice service to others.
- Allow youth to make decisions and lead.
- Create an inclusive environment.
- Keep up-to-date and trained.



## ***What Qualifications/Skills do 4-H Leaders Need?***

- Sincere interest in the safety and well-being of youth.
- Desire to facilitate and motivate youth while nurturing self-esteem, decision-making skills, responsibility, and leadership.
- Successfully pass the volunteer training process.
- Ability to organize information and materials and delegate responsibility.
- Ability to work and communicate effectively both verbally and written.
- Desire to motivate parents and other volunteers
- Interest in working in partnership with youth, other volunteers and professional staff in an educational setting.
- Willingness to adopt the philosophy, policies, and procedures of your 4-H organization

## **Can I start a new club or project group?**

YES! The purpose of a 4-H club is to provide positive youth development opportunities designed to meet the needs of young people to experience belonging, mastery, independence, and generosity. We want to be sure EVERYONE has access to 4-H, and we know many counties are rebuilding after the pandemic.

There ARE some stipulations to be sure the club meets our official Chartering guidelines for 4-H. 4-H has a unique federal-state-local partnership that has stood the test of over 100 years. Because of this, there is a process to start the club, ensure volunteers are certified, and everyone has what they need for a successful start! You DO NOT have to be an expert, but be a willing and caring adult. Contact your Youth Specialist to get started!

## **How are Families involved in 4-H?**

4-H Family Members are invited to participate in 4-H learning activities when possible. We can always use extra help during community service projects, when showing or exhibiting projects, planning club or county events, or just making 4-H fun for everyone! Others may pursue a deeper volunteer role like the following!



# Formal 4-H Volunteer Roles

## **Club Leader or Assistant Club Leader:**

These volunteers ensure that the 4-H club has the necessary leadership to provide positive learning experiences for youth. With 4-H officer team, they help develop club goals and plan the program for the year. This role acts as the main liaison between the club and Extension Office. Club leaders must attend leader training. This role requires at least a commitment of one year.

## **Activity/Resource/Parent Volunteer:**

These volunteers are available occasionally when needed for group activities. They are ready to step up and help other project(s) and club leaders when ready, but do not have a time commitment. Volunteers can help supervise youth, help with activities, and take care of emergencies.

## **Project Group Leader:**

These volunteers lead individual project groups, such as cake decorating, woodworking, or beef. Instead of being an expert in the project area, project leaders must be willing and interested in learning about it. Project leaders can use our project literature, which provides fun hands-on, age appropriate, activities. Books can be reviewed and borrowed from the Extension office or purchased (usually less than \$6 per book) OR Leaders can use their own ideas and resources. We recommend that project leaders spend at least 6 hours with youth during the project. This could be for example 6 one-hour meetings, 4 one and a half hour meetings or 2 three-hour meetings.

**You don't have to be an expert in a project topic to be a leader!** By following the project resources, learning along with your members and involving others, there is no limit to the variety of 4-H clubs or projects you can run!



# STEPS TO BECOME A 4-H VOLUNTEER

## 4-H THRIVES BECAUSE OF VOLUNTEERS

1

### IDENTIFY A ROLE

Applicants (new and returning) need to ask local 4-H staff or a middle management volunteer, such as a club leader, about current volunteer needs.

2

### BUILD OR UPDATE YOUR PROFILE

Missouri 4-H uses 4-H Online as our information management system. You will need a profile to become a volunteer.

3

### COMPLETE THE 4-H VOLUNTEER ORIENTATION

If you are a brand new 4-H volunteer applicant, you must complete the 4-H volunteer orientation. The orientation helps new applicants learn basic terms, organizational structure and safety practices.

Volunteer Orientation is completed in 4-H Online.

4

### COMPLETE THE BACKGROUND CHECK CONSENT FORM

Background checks are completed on all active volunteers. This includes any adult, age 18 or older, serving as an overnight chaperone who might be alone with 4-H youth.

Missouri 4-H THRIVES because of our many volunteers have unique talents and are passionate about different things. The common thread is our love for helping youth grow! Please consider using your talents to keep our program thriving!

Volunteer the amount of time that suites YOU!

#### A FEW HOURS EACH MONTH

- Be a mentor
- Be a social media assistant
- Lead a project

#### MORE THAN A FEW HOURS

- Chaperone an event
- Be a club leader
- Lead multiple projects

#### OCCASSIONALLY - A FEW HOURS OR LESS

- Assist with community service
- Judge a contest
- Teach a skill

On our website, you will find these steps, along with links to resources and any forms you will need to become a 4-H volunteer.



## **POSITIVE YOUTH DEVELOPMENT RESOURCES**

### **Leadership & Training Techniques** (Missouri 4-H, 2022, LG904)

This quick letter covers core aspects of Positive Youth Development and characteristics to include as part of the Junior Leaders Program. It includes the following topics:

- Experiential Learning
- Considering Age Levels (see Ages & Stages, LG782, below)
- Specific Encouragement vs. Blanket Praise
- Leadership Styles (autocratic, laissez-faire, democratic)
- Building Youth Voice
- Reframing Conflict

### **Working in Partnership with Youth Leaders**

(University of Missouri Extension, 2018, LG787)

Leadership at its finest relies on successful youth-adult partnerships working to develop common roles, share responsibilities and power, and celebrate accomplishments. This one-pager is a helpful reminder in the expectations of both teens and adults to collaboratively work together.

### **Learning by Doing** (University of Missouri Extension, 2012, LG783)

The Experiential Learning Model relies on youth learning by doing. This is done through various training techniques and contests. Successful judging and exhibiting is based upon these practices. The experiential learning model includes five steps in the “do, reflect, apply” model, further explained in this resource.

1. Experience
2. Share
3. Process
4. Generalize
5. Apply

Leadership too requires the experiential learning model, allowing youth to fail in a safe environment, reflect, and apply what they have learned.

### **Ages & Stages** (University of Missouri Extension, 2012, LG782)

Within 4-H, youth begin to grow from childhood into adolescence and adulthood. This chart breaks the group into young-teens and teens with the characteristics and implications for volunteers. Where young teens may enjoy active and fun games, teens may find themselves looking for adult leadership roles without the games. Junior Leaders will need to cover an expanse of characteristics, social, intellectual, and emotional needs for ages 12 to 18. This guide can be helpful to Advisors in navigating the transition from puberty to adulthood.





## My 4-H Club Information

### **CLUB INFORMATION:**

Club Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Club Email: \_\_\_\_\_

Club Meeting Place: \_\_\_\_\_

### **CLUB ADULT LEADERSHIP:**

Club Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Asst. Club Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Clover Kids Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **CLUB YOUTH-OFFICERS:**

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Secretary: \_\_\_\_\_





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