



So you've volunteered (or perhaps been volunteered!) to serve as a 4-H Club sponsor this year. Congratulations! We want to make this an interesting, challenging and rewarding experience for you and your 4-H members.

4-H CLUB

Steps To Success

You probably have many questions about your new job responsibilities and how to get started. **DON'T PANIC!** This newsletter is the first in a series of "4-H Club Steps To Success" with tools and tips to help you coordinate and manage your club program. Periodically, you will receive a new "STEPS" along with other supporting materials.

An Operational Guide for 4-H Organizational Club Sponsors



STEP #1

It should be no surprise that our 4-H objectives closely parallel those of your school and family. We strive to provide fun and effective learning opportunities that meet state educational guidelines and support "hands-on" application of the academic classroom.

For 4-H Club sponsors with previous experience with the 4-H Youth Development Program, some information provided in this series may be familiar, while new leaders will find the background materials helpful in gaining a greater understanding of the 4-H vision, mission, and structure.

If you should have questions or need any assistance, please contact the 4-H Office at the number listed in the contact information provided. We're here to serve you. Good luck and thank you for your support of 4-H this year!

Since the 4-H program is the only youth organization created by an Act of Congress, we have some specific regulations we must follow. There are four key areas that have direct impact on you as a club sponsor or leader.

Our Mission...

Through non-formal, research based, experiential education activities, 4-H participants gain knowledge and life skills enabling them to become positive, productive, capable and compassionate members of their communities.

1 Member Input into Dues and Expenditures

2 Oversight for Raising and Disbursing 4-H Funds

3 Presentation of the 4-H Name and Emblem

4 Annual Authorization for Club or Group Use



WHERE DO I START?

1

MEMBER INPUT INTO DUES AND EXPENDITURES

Since it will be necessary to collect funds at various times throughout the year, fiscal responsibility is important for both you and the club members. 4-H Club provides the environment for 4-H members to develop skills and acquire knowledge through a variety of learning experiences, including money management.

The 4-H sponsor is primarily responsible for the collection of dues. Always follow your school's policies regarding fiscal management. It is also important to maintain accurate records to provide for fiscal accountability. You will receive forms and tools for record-keeping for your club.

Here are some tips to get things going:

1. Start talking with colleagues about assisting with various tasks. Homeroom teachers can help recruit members, collect dues, maintain membership records and assist with communication throughout the year.
2. Collaborate with your school administrator to establish an effective operational strategy. Keep office staff informed of upcoming activities and events.



The 4-H club usually requires a club treasury, but not all clubs elect officers. Some clubs choose to collect additional dues beyond that required by the parish 4-H Foundation. Responsible management of those funds becomes an important educational experience for 4-H members to learn, and a skill that can be used throughout their lives.

Any new fund raising activities which the club or group has not been involved with previously requires the approval of the 4-H agent. Fund-raising activities and decisions on expenditures of funds should remain central to the interests of the members and substantially involve the youth in the decision making process. You are encouraged to have club members vote on all fund raising projects, amount of club dues and how club funds are to be spent. An elected Treasurer or appointed committee chair should assist.



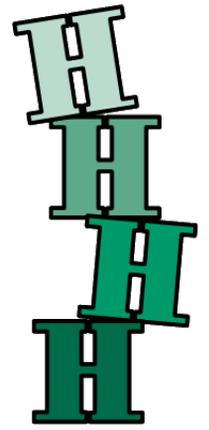
The 4-H member will often receive notices of opportunities to participate in parish, regional and state events. Most of these require registration fees. Generally, these forms and fees are collected at the 4-H Office where receipts are issued. If a member should turn in registration forms or fees to you, it is imperative that you notify us as soon as possible. There are usually strict deadlines affiliated with these events.

In most cases, it is best to instruct the member to turn in their forms and fees personally to us. Under special circumstances, or if the event is co-sponsored by your school, you may find it more convenient to coordinate fee collection. Forms and receipts are available for your use as needed.

WHAT NEXT?

OVERSIGHT FOR RAISING & DISBURSING FUNDS

2



On an annual basis, near the end of the club year (April-May) each 4-H club and group will receive a final computer-generated list of current members and an invoice for membership dues based on that membership total. Dues may be submitted monthly, quarterly or annually. Payment of any outstanding dues is due by May 30 of the current school year.

Each club sponsor is responsible for comparing this list with the club membership roster for accuracy, and reporting any discrepancies by the May 30 deadline. If any additional funds were raised on behalf of the club or club membership, a brief financial summary of dollars raised and distributed through the year is due as well. The Treasury report found in the Club Secretary's Handbook is simple to use and sufficient for this purpose. A copy is provided for your convenience.

DID YOU KNOW?

1. 4-H Club membership in Louisiana is open to all youth in grades 4-12.
2. 4-H is a component of the Cooperative Extension System which is supported by federal, state and local funding, and therefore governed by equal opportunity laws.
3. The 4-H clover is officially protected by the US government with specific regulations regarding how it can be used and displayed.



WHAT ELSE?

3

PRESENTATION OF THE 4-H NAME & EMBLEM

We're pretty special! Our name and emblem are copyrighted and therefore under certain restrictions regarding their use. The 4-H official emblem consists of a green four-leaf clover with stem and the letter "H" in white or gold on each leaflet. There are exceptions to the color of the clover when it is not possible to use the color green for the emblem as in printing on fabric, newspapers, plaques and trophies.

When used to promote 4-H activities or represent the 4-H organization, the 4-H name and emblem should be given a position of prominence. It is not permissible to superimpose any letter, design or object on the clover, or to alter its shape in audiovisuals, on stationary over which a letter is being written or typed, certificates, publications, etc. A fact sheet developed by the National 4-H Council is provided for your review.

MAKE IT OFFICIAL!

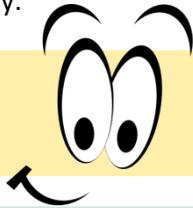


4

4-H CLUB AUTHORIZATION LETTER

Annually, 4-H clubs through their club organizational sponsors or leaders are asked to sign the letter of authorization for permission to use the 4-H name and emblem. This letter is included in your packet. Once signed, the letter is submitted to the 4-H Office where it is kept on file.

Your 4-H VOLUNTEER ENROLLMENT CARD is also enclosed. It provides us with basic demographic data required for our on-line Volunteer Enrollment system. Be assured that the information you provide will be used only by us to facilitate communication and reporting. Under no circumstances will any information be shared with any outside sources. Once completed, please submit it to the 4-H Office where it is kept on file annually.



We're on your side!

We know and understand that taking on additional assignments in or out of the classroom can often be overwhelming. Our goal is to provide you with the information and assistance you need—when you need it!

As a 4-H Club sponsor, your job is pretty straightforward: to help 4-H members have fun while “learning by doing.”

As a coordinator of 4-H Club activities, you represent the 4-H Youth Development organization as a volunteer leader. This introductory packet contains fact sheets, forms and guidelines that you will need to get started.

A Position Description and Contract is also enclosed with this packet for your review. It outlines the basic expectations for your volunteer position. While not written in stone, these guidelines set general parameters for the scope and depth of your responsibilities.

Each school and club has its own special needs. And of course, as a volunteer, you have the right to certain expectations from us. Our contract together ensures that expectations are clear and well defined. Do not hesitate to contact the 4-H Office for clarification or assistance at any time.

Welcome to the world of 4-H! Best wishes for a productive and exciting 4-H Club year!



You're invited!

Join us at a regional event held each September to kick off the new club year. You'll find helpful tips and great ideas for new and veteran 4-H volunteers. The 4-H Volunteer Leader Training meeting offers a great opportunity to participate in a professional development workshop widely accepted as CLUs by most school districts. Consider taking advantage of this chance to network with other teachers and volunteers in the region, gain insight into 4-H programming, and collect exciting new ideas for your school.

A flyer describing the event is attached for your convenience. You should follow your school's protocol for requesting professional leave if you decide to participate in this one-day training event. Please observe the deadline date for registration to allow for accurate meal service preparation.

Letter of Authorization
(Signed copy to be kept on file annually)

This letter authorizes the

(Name of 4-H Club or 4-H Group)

to represent itself as a part of the Louisiana 4-H Youth Development Program during the club year 2012-2013.

The signature of those identified below commits the 4-H Club or Group to abide by the rules for use of the 4-H Name and Emblem. This letter also certifies that the 4-H Club or Group is open to all people regardless of race, color, sex, religion, national origin or disability, and that the 4-H Club or Group supports the goals of leadership, character and life skills development for all 4-H members .

Signature of Organizational Leader or Group Coordinator

Date

Signature of Club President or Chair

Date

Signature of School Principal

Date

(Do not write below this line)

On the basis of the above purpose(s) the

(Name of 4-H Club or 4-H Group)

is authorized to use the 4-H Name and Emblem in connection with its programs and activities and is considered an official 4-H unit in the Louisiana State University Agricultural Center's Cooperative Extension Service.

Date of Authorization: _____

Signature of 4-H Agent: _____



(Revised 08/10/2012)

Please submit signed form with paperwork by October 1st of current school year and retain a copy for your files.



4-H Volunteer Role Description

4-H Club Group Coordinator – *Madison Parish*

Purpose:

To coordinate the efforts of teachers, parents and 4-Hers to plan, conduct and evaluate 4-H club in-school meetings, and serve as a liaison between school and parish 4-H Staff.

Responsibilities/Expectations:

A. Coordinate the club leadership team:

- Identify and recruit faculty or other volunteers to assist with club membership drive.
- Inform school administrators of club activities and notify 4-H Office as soon as possible of any changes in the meeting schedule and/or facility arrangements.
- Coordinate the election of club officers according to club structure. Meet monthly with officers to plan meeting agendas.
- Participate in 4-H Advisory Council (one meeting per year).
- Participate in volunteer development training (one meeting per year).

B. Provide club management and communication:

- Facilitate member enrollment, submission of enrollment forms and collection of dues.
- Complete and submit required paperwork in a timely manner.
- Follow appropriate guidelines according to school policies to ensure accountability for club funds.
- Maintain an accurate roll of club members and provide an updated list for faculty and staff as needed.
- Facilitate project selection among members, schedule rotations for small group participation for 4-H Club Days , and coordinate rotation schedule with faculty and staff.
- Read 4-H updates and provide timely communication to ensure that members and parents are aware of club event details such as times, locations, dates, items to bring, and required paperwork.

C. Create a safe environment for members.

- Help youth feel welcome and safe from physical or emotional distress.
- Encourage participation in a range of activities, including workshops, recreation, fund raising, and community service learning.
- Allow youth, parents and other volunteers to have input and make decisions about club functions and activities.
- Encourage membership regardless of race, color, creed, national origin, religion, gender, age or disability.

D. Assist with evaluation and reporting.

- Facilitate completion and submission of evaluation instruments as needed.
- Submit final enrollment and participation report by May 30 of the current school year.

Benefits:

- Satisfaction of significant contribution to service and leadership for club, school and community.
- Respect and gratitude of colleagues, students, parents and community.
- Recognition of accomplishments by club and parish through awards, trips and scholarships.
- Opportunity for continued personal and professional growth.

Skills/Knowledge/Experience Needed:

- The ability to organize and manage a team effort.
- The ability to organize information and materials and delegate responsibility.
- The ability to communicate effectively both verbally and written.
- A sincere interest in the safety and well being of youth.
- The ability to motivate while nurturing self-esteem, decision-making skills, responsibility and leadership in youth and volunteers.
- A willingness to become familiar with the philosophy and guidelines of LSU AgCenter 4-H Youth and Family Development programs .
- A willingness to devote time and energy to the task.

Resources/Support Available:

- Extension staff agrees to provide orientation and training to support volunteer efforts to meet the needs of members, parents and supporters.
 - Sponsored regional 4-H Volunteer Leader in-service training scheduled annually.
 - Louisiana 4-H Volunteer Screening and Risk Management Training and Certification. *(Optional: Required for volunteer participation in trips and overnight events.)*
 - Provide appropriate recruitment, enrollment and educational material from parish and state 4-H program including:

Time Required: Approximately 4-6 hours per month (This includes time required to plan and coordinate all tasks associated with the monthly scheduled club meetings as well as follow up communication with members and Extension staff depending on the type of activities offered and degree of club involvement.

- 6-7 club meeting days per year scheduled monthly.
- 5-6 planning meetings per year to organize and plan with officers and leadership team as needed for clubs with elected officers.
- Regional 4-H Volunteer Leader in-service training. (6 hours total, lunch provided)
- 4-H Advisory Council meeting. (2 hours total, lunch provided)

Length of Commitment:

- 1 year, renegotiable each year thereafter.

Contact person:

- LSU AgCenter 4-H Youth and Family Development Extension Agent



Starting Date: _____/_____/_____

Ending Date: _____/_____/_____

I have reviewed this role description with the 4-H Agent and accept these responsibilities as presented.

Volunteer Signature

_____/_____/_____
Date

Administrator Signature

_____/_____/_____
Date



4-H Financial Report



Month/Date/Year

Club Name

Beginning balance on hand: \$ _____.

Receipts: (List all monies received)

Dues: _____ @ \$ _____.

of members per member \$ _____.

Date: _____ \$ _____.

_____ \$ _____.

_____ \$ _____.

_____ \$ _____.

Total receipts: \$ _____.

Sub-total: (Add together Beginning balance + Total receipts) \$ _____.

Disbursements: (List all monies spent)

Date: _____ \$ _____.

_____ \$ _____.

_____ \$ _____.

_____ \$ _____.

Total disbursements: \$ _____.

Ending balance: (subtract: Sub-total – Total disbursements) \$ _____.

Person responsible for holding balance: _____

Signed: _____
Treasurer

Signed: _____
Leader/Sponsor

