



## Orange County 4-H 2012-13 Leader Training



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Orange County 4-H Agents



## Agenda

- Overview of 4-H
- New in 2012-13
- Roles of 4-H Volunteer
- Policies and Procedures
- Awards & Recognition
- Planning for Success



## What is 4-H?

- World's largest youth development organization – there are over 6.5 million members worldwide!
- Founded in 1902
- Open to youth ages 5-18
- Focused on developing life skills through hands-on educational programming
- Features University tested curriculum in over 50 subject areas with an emphasis on Science, Citizenship and Healthy Living
- Grounded in belief that all young people are potential contributors to society



## Our Partners



## Orange County 4-H

Orange County 4-H is the local affiliate of [Florida 4-H](#), a division of [University of Florida IFAS Extension](#). 4-H is a positive youth development organization that empowers young people to reach their full potential. There are currently nearly 1,500 Orange County youth engaged in 4-H programs, with activities that include robotics, shooting sports, public speaking, animal science and much more! 4-H mentorship enables America's youth to emerge as leaders through hands-on educational programs grounded in University tested research.



## Orange County 4-H

- Program was founded in 1916 by Nellie Ruth Brown
- There are currently 31 4-H clubs
- A total of 1,481 youth were enrolled in 4-H programs
- Program facilitated by 3 paid staff, two federal service volunteers, and 305 volunteers
- Top program areas by enrollment:
  - Robotics: 104
  - Horse: 74
  - Gardening: 67



## 4-H Culture

### The 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.



## Essential Elements

### Belonging

A positive relationship with a caring adult  
An inclusive environment  
A safe environment

### Independence

Opportunity to see oneself as an active participant in the future  
Opportunity for self-determination

### Mastery

Engagement in learning  
Learn new skills

### Generosity

Opportunity to value and practice service for others



## Life Skills



New for 2012-13



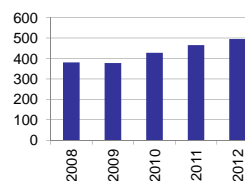
## Membership Fee

- \$10 membership fee will be assessed beginning with the 2012-13 year
- Funds to be collected at the club level
- Your club has the option of collecting funds from individual members, doing a group fundraiser or paying from club savings

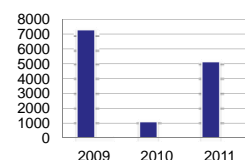


## Why Do We Need Dues?

Club Enrollment



AQHA Profits





## Your Dues at Work



- Special Events
- Insurance
- Awards & Recognition
- Chapters
- Volunteer Development
- Supplies



## T-Shirt Campaign



## Fall Service Drive



WHAT: Sock Drive  
 CHARITY: Foundation for Foster Children  
 NEEDED: NEW socks of all sizes  
 DEADLINE: October 4<sup>th</sup> @ County Council



## The Garden



## Robotics Grant



## Roles of a 4-H Volunteer



## Code of Conduct

- Main purpose: to provide a safe and positive environment for youth
- All volunteers who work directly with youth or serve as chaperones must complete background screening prior to working with 4-H youth. Rescreening occurs every five years
- 4-H volunteer positions are renewable on a yearly basis



## Club Leader Role

- Provides organized infrastructure for club operations and ensures safe learning environment for youth development
- Recruits other volunteers and parents to assist with project and club activities
- Facilitates communication between club and county 4-H program



## Project Leader Role

- Creates positive learning environment where needs of all youth are met
- Provides experiences that teach the subject matter using experiential learning methods
- Provides opportunities to develop life skills (youth-adult partnership)
- Helps youth set realistic goals for projects and helps reach those goals



## Volunteer Development

- Orange County 4-H offers a variety of volunteer leader development opportunities:
  - Southern Regional Volunteer Forum
  - Shooting Sports certification
  - Volunteer Forum
  - Online modules
- Funding is available to support your development as a volunteer
- Monthly volunteer newsletter provides information on training opportunities



## Policies and Procedures



## Age Divisions

- Cloverbud (Ages 5-7)
- Junior (Ages 8-10)
- Intermediate (Ages 11-13)
- Senior (Ages 14-18)

\*All ages as of September 1 of current program year



## Enrollment

- Youth and volunteers MUST enroll in 4-H Online enrollment system
- Youth MUST complete online enrollment prior to participating or competing in any 4-H sponsored event or activity
- Horse Project Enrollment must be completed by December 31<sup>st</sup> for competitive eligibility



## Communication

- The 4-H Office communicates with members in the following ways:
  - 4-H Hi-Lites (goes out on Tuesday)
  - [www.oc4-h.org](http://www.oc4-h.org)
  - [facebook.com/Orange4H](https://facebook.com/Orange4H)
  - [twitter.com/OC\\_4H](https://twitter.com/OC_4H)
  - Online Calendar of Events
  - County Council meeting announcements



## Chartering

- Required by Florida 4-H to be a bona fide 4-H Club
  - Authorized to use the 4-H name and emblem as part of club operations
  - Eligible to raise tax exempt funds
  - Provides liability coverage
- DEADLINE: October 19<sup>th</sup> by 4 PM



## To be chartered...

- Affirmative Action Form
- Bylaws for club
- Chartering form
- Club Organizational form
- Officer list
- Treasurer's report from previous year (existing clubs)



## Fiscal Policies for 4-H Clubs

- Chartered 4-H clubs receive tax exemption through the Florida 4-H Association
- Each club has an account in the 4-H office
- Clubs may keep \$100 in petty cash on hand – the remainder should be held in account
- Can access funds through purchase order, check request or cash advance
- Some clubs charge dues to cover project costs; dues are to be consistently applied and should not be an impediment to membership
- Club Year Summary is due on October 19<sup>th</sup>



## Fundraising

- Chartered 4-H clubs are eligible to conduct fundraisers
- These funds are tax-free income that can be used to support club activities
- Club fundraisers must be approved by the 4-H office and be earmarked for a specific purpose as determined by a documented vote of club membership



## Risk Management

- The 4-H office purchases limited accident insurance for all youth who are currently enrolled and active members
- In the event that a youth is injured in the regular course of club work/activities, the club leader and/or parent should contact one of the 4-H agents immediately
- 4-H clubs cannot sign contracts without approval from the UF legal department



## Risk Management (cont.)

- Particular projects and/or events may require additional training (i.e., chaperones for overnight trips), certifications (i.e., shooting sports), or screenings (i.e., transportation) to ensure state liability coverage.
- Clubs will be responsible for purchasing special event insurance when holding an event that will include people outside their 4-H club.
- If there is any doubt about liability, please contact the 4-H Office first.



## Handling Conflict

- Step One: Club leader
- Step Two: 4-H agents
- Step Three: County Extension Director (in writing)\*

*\*Only issues that involve illegal or unethical conduct should be forwarded to the State Office*



## 4-H Events



## Regulations

- Information on 4-H events is available in two locations:
  - 4-H Handbook (Leader's/Member's)
  - FL Events and Activities Handbook (e-version)
- Please follow event specific instructions and deadlines—all state level event registrations must be submitted to 4-H Office FIRST
- Late registrations will ONLY be accepted in instances of a family medical emergency



## County Level Events

- 4-H Kickoff (August)
- Youth Council (September – May)
- 4-H Extravaganza (November)
  - County Events (Public Speaking)
  - Share the Fun (Performing Arts)
- County Horse Show (April)
- 4-H Awards Ceremony (June)



## District Level Events

- District Council (August – May)
- Officer Training Event (October)
- Central Florida Fair (March)
  - 4-H Contests
  - Livestock Contests
  - FCS Contests
- Area D Horse Show (May)
- District Competitions (May)
  - Fashion Revue
  - District Events
  - Share the Fun
- Camp Ocala (Summer)



## State Level Events

- Executive Board (Sept., Dec., & Mar.)
- Senior Law (January)
- Hog & Ham (April)
- State Legislature (June)
- State Horse Show (July)
- State Congress (July)
- State Camps (Summer)



## Regional Events

- Southern Regional Teen Leadership Conference (October)
- Southern Regional Horse Show (August)



## National Events

- National Congress (November)
- National Conference (March)
- Citizenship Washington Focus (June)



## Awards & Recognition



## Project Reports/Record Books

- Require the completion of 4-H project book and corresponding Project Report
- Project report includes self set goals, record of accomplishments, picture and story
- Due the first Monday in May by 4:00 pm
- Youth are recognized at the Awards Ceremony the second Saturday in June



## Standards of Excellence

- Age specific application process
- Varied levels of recognition
- Recognized at the Awards Ceremony
- Culmination of one 4-H year
- Includes project(s) completion, event and activity participation, demonstrated leadership, service and competitive involvement



## Portfolios

- Are the culmination of a youth's entire 4-H experience
- Requires keeping accurate records of 4-H project work over MULTIPLE years
- Three forms
  - Building My Portfolio (Junior – Intermediates)
  - Senior Award (4-H National Trips)
  - Senior Scholarship (College Money)



## Planning for Success



## First Steps

- Step 1 - Recruit an adequate number of project leader(s), parent and volunteer support
- Step 2 – Coordinate both family enrollment and volunteer screening process until completion
- Step 3 – Meet/communicate with adult and youth leadership prior to club meetings to determine goals and agenda



## Involve Youth as Leaders

- Club meetings should be planned and conducted by youth members, it is acceptable for adults to set initial agendas, but this should cease once youth leadership is established at the beginning of each year
- Youth-run meetings attract more young people to the club and keep membership committed



## 4-H club meetings entail...

Business meeting	25% of time
Educational program	50% of time
Recreation/ Team Building	25% of time





## 4-H Projects

- Is NOT an activity or competition
- Includes six or more hours of educational programming in ONE subject area
- Supported by 4-H curricula
- A completed project culminates in the submission of a 4-H record book for individual and peer review



## Project Work

- Unless all club members are enrolled in the same project, project work will generally take place outside the club meeting
- Project work should be coordinated by the project leader with support from the club leader



## A Yearly Plan

- Clearly states the agreed upon club goals
- Outlines member and volunteer responsibilities
- Gives everyone time to prepare for meetings and events
- Provides common purpose for club members and club identity



## Setting Goals For Your 4-H Club

- Good goals:
  - Reflect interests of the club
  - Target life skills
  - Are stated clearly
  - Are realistic, achievable and measurable
  - Fits within the developmental capabilities of members
  - Promote cooperation, learning and skill development
  - Provide individual and group achievement incentives.



## Examples of 4-H Club Goals

- 25% of club members will exhibit computer projects in the county fair.
- Our club will participate in two community service projects during the coming year.
- Our club will recruit at least three new members during the coming year.



## A Typical Club Annual Plan

- Includes:
  - Meetings on a fixed day every month.
  - Educational trips or presentations by special guests.
  - Recreational activities.
  - Special events such as holiday parties.
  - Community service projects.
  - Project work.



## A Typical Club Annual Plan (cont'd)

- Includes:
  - Opportunities for member presentations.
  - One club recognition activity.
  - One 4-H promotional activity.
  - One meeting to plan the program for the following year.



## Reporting Policies of 4-H Clubs

- County 4-H programs must report data to the National 4-H Office
  - Information about 4-H programming
    - Project enrollment in 4-H Online
  - Hours of monthly volunteer service for all volunteers in a club
  - Success stories (community service, leadership, participation, competition)
- Club leaders should submit a completed monthly report by the fifth of each month



## Success Story

*Orange County 4-H partnered with Hands on Orlando to host a Disney Give A Day, Get a Day service project. A total of 200 youth and parents gathered to make greeting cards for low-income seniors residing in nursing homes. Approximately 1,500 greeting cards were created through this project. Participants received a free ticket to the Disney theme park of their choice as a thank you for their service.*



Any questions?

