4-H

Leader Training Series







TABLE OF CONTENTS

Introduction to the 4-H Leader Training Series		
Introduction	vii	
Section I: Introduction to 4-H		
Welcome to the 4-H Family	101	
What Is 4-H?	103	
Life Skills in the 4-H Program	107	
There's More to 4-H Than Clubs: Ways 4-H Reaches Youth	111	
The Vermont Cloverbud Program: 4-H for Younger Members	113	

Section II: Starting Your Own 4-H Club

How to Start a 4-H Club	201
Parent Involvement in 4-H	205
Parents: Helping Your 4-H'er Succeed	209
Selecting a 4-H Project	212
Project Selection Worksheets	
#1 Goal Identification Worksheet for Selecting My 4-H Project	216
#2 4-H Projects That Look Interesting to Me	217
#3 My 4-H Project Plan (Setting Goals)	218
Selecting a Name for Your 4-H Club	219
Devising a 4-H Club Constitution	221
4-H Club Officers Make the Meeting	225
Running a Smooth 4-H Business Meeting	229
Fund Raising and 4-H Club Treasuries	234
Planning a Yearly Calendar	238
What Makes a Good 4-H Club Meeting?	241

Section III: Enriching the Club Experience

Ten Steps Toward Performing a Successful Community Service Project	301
Getting 4-H'ers Involved in Public Presentations	305
Record Keeping in 4-H	308
Samples of Excellent 4-H Stories Written by 4-H'ers	312
Fairs and Field Days: Showcase of the Year	318

Section IV: Understanding Youth and Their Needs

Ages and Stages of 4-H Youth	401
Working with 4-H Cloverbuds	403
Working with 4-H Youth ages 8 to 12	405
Working with 4-H Youth ages 13 to 15	407
Working with 4-H Youth ages 16 to 18	409
Helping 4-H'ers Learn	4T f

Section V: Volunteers in 4-

	Selecting the 4-H Volunteer Role Right for You	501
	Liability of 4-H Volunteers	505
	Opportunities for 4-H Volunteers	509
	Becoming Involved in 4-H Volunteer Groups	512
	Communication and the 4-H Volunteer	515
	Working With 4-H Staff	518
Se	ction VI: Did You Know?	
	Highlights of 4-H History	601
	4-H Partners in Washington, D.C.	603

Appendices

- 1. Welcome to 4-H
- 2. Answers to Questions You Want to Know about 4-H
- 3. 4-H Member Enrollment Card
- 4. Club Report Form
- 5. Vermont 4-H Club Guidelines
- 6. SS-4 EIN Instructions
- 7. Blank SS-4 Form
- 8. Sample SS-4 Form
- 9. Club Financial Report Form

- 10. Insurance Options for Clubs and Special Events
- 11. UVM Extension 4-H Driver Safety Rules
- 12. UVM Extension 4-H Volunteer Leader Driving Record and Verification Authorization
- 13. Overview of Risk Management
- 14. Risk Management Checklist
- 15. Certificate of Liability Request Form
- 16. Guidelines for Reducing Risk for 4-H Volunteer Leaders
- 17. Vermont 4-H Program Parental Permission Statement/One Day
- 18. Vermont 4-H Program Parental Permission Statement/Overnight(s)
- 19. 4-H Health Statement on Medication/or Preexisting Injury
- 20. Incident Report Form