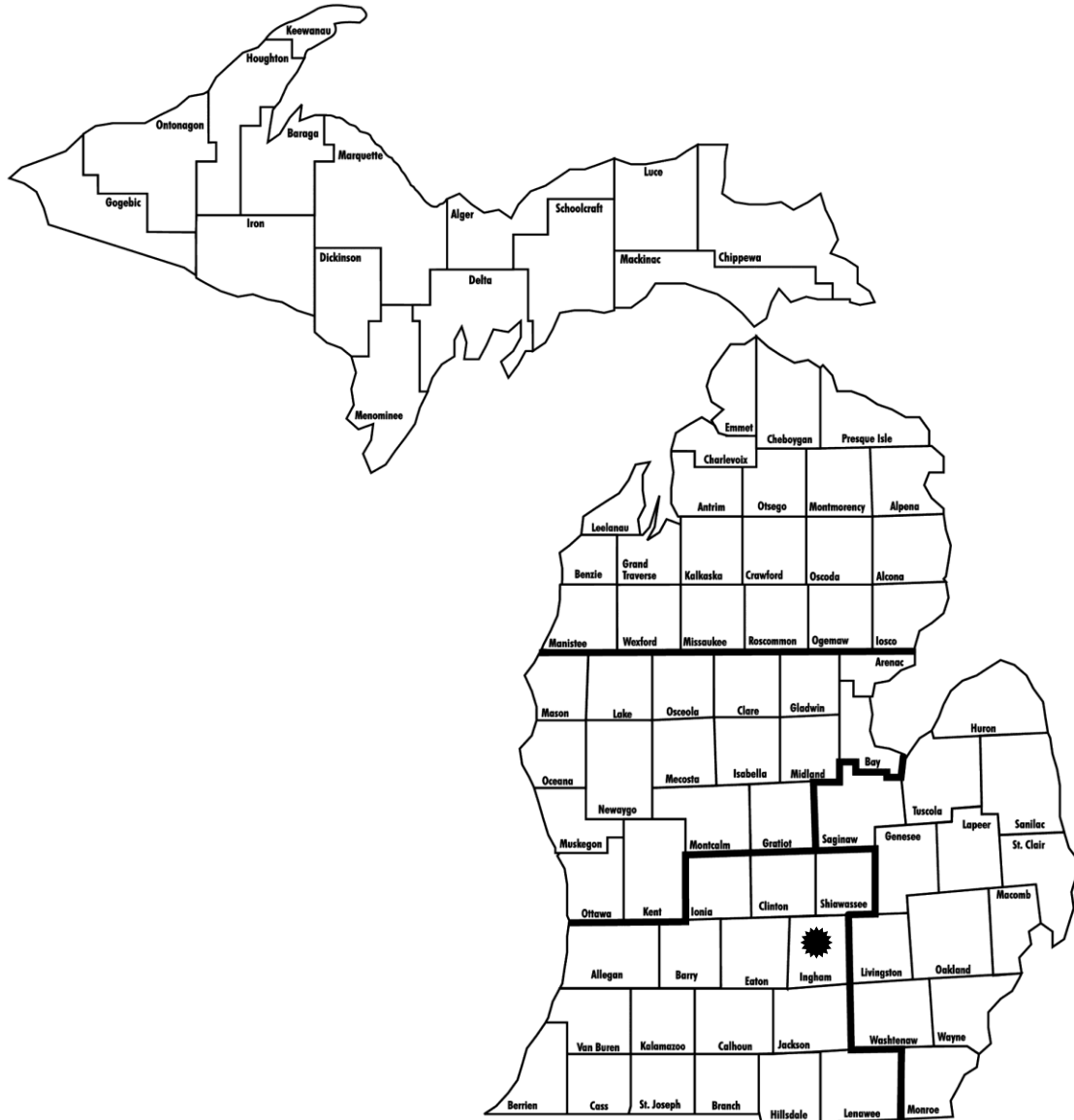


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# Iosco County 4-H Volunteer Handbook



MICHIGAN STATE  
UNIVERSITY



4-H Youth Development  
Institute for Children & Youth



## 4-H Emblem

**A four-leaf clover with the letter “H” on each leaflet.** This accepted emblem – symbolizing the four-square development of Head, Heart, Hands and Health – is protected by a copyright under the United States Department of Agriculture.

## 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.

## 4-H Motto

**“To make the best better”**

## 4-H Slogan

**“Learn by Doing”**

## 4-H Colors

The 4-H colors are green and white. Green, nature’s common color, is emblematic of springtime, life and youth. White symbolized high ideals and purity.

**MICHIGAN STATE**  
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# Welcome to the 4-H Program in Iosco County!

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On behalf of the Iosco County 4-H staff and council, welcome to 4-H! This handbook contains answers to some of the most commonly asked questions about 4-H in Iosco County. It is meant to be a resource for new and current 4-H volunteers. Feel free to read it from cover to cover or just to take a few moments to review the topics you find interesting. This handbook's purpose is to help strengthen our existing 4-H programs and to provide the support you need to be successful as a 4-H volunteer.

## Section A: Introduction to 4-H

---

4-H is the youth development program of Michigan State University Extension. By utilizing the resources of the United States Department of Agriculture, Michigan State University, Michigan State University Extension (MSUE), county government and local partners have the ability to bring our community together to support **positive youth development** by facilitating research-based, positive, experiential learning opportunities for, and with, the young people of our communities. We strive to create safe, inclusive environments that promote positive relationships between youth and caring adults, and that offer possibilities for young people to **build life skills**. One of our major strengths is that we partner with other organizations rather than competing with them, to enhance the effectiveness of all youth-serving organizations within the community.

For questions about Iosco County's 4-H Youth Development programs, contact Kelli Rau, (989) 984-1057, or [raukelli@anr.msu.edu](mailto:raukelli@anr.msu.edu) .

We are located at 420 W. Lake St, Tawas City. You can also access information on our county 4-H program by visiting our Web site at: [http://msue.anr.msu.edu/county/iosco/iosco\\_county\\_4\\_h](http://msue.anr.msu.edu/county/iosco/iosco_county_4_h) or by visiting the Iosco County 4-H Facebook page at: <https://www.facebook.com/iosco4H/> .

### What is 4-H?

4-H Youth Development is the youth program of Michigan State University Extension. Extension staff members work at Michigan State University and in most Michigan counties. Our job is to bring the knowledge of the state's land-grant university to the citizens of Michigan. This is accomplished through the efforts of thousands of volunteers who work along with paid staff.

The program known as “4-H” was officially established nationally in 1902. The first Michigan 4-H clubs were formed as boys' and girls' agricultural clubs in 1908. Through these clubs, young people learned practical skills that they used throughout their lives. Now, 4-H clubs and the 4-H concept not only exist in our nation’s rural areas, but also in urban areas. Michigan boasts more than 200,000 members, over 20,000 volunteer leaders and countless projects in which young people participate.

For more information about Michigan 4-H go to:

[http://msue.anr.msu.edu/resources/about\\_michigan\\_4\\_h](http://msue.anr.msu.edu/resources/about_michigan_4_h)

## What is the mission of the Michigan 4-H Youth Development program?

The mission of the Michigan 4-H Youth Development program is to create environments, through collaboration, that build strong and healthy young people who are proactive in a complex and changing world. We accomplish this by creating **nonformal, educational opportunities** designed to help kids **explore** new ideas, **experience** a variety of new opportunities and friendships and build skills designed to help them **achieve** their goals.

In Michigan 4-H we are committed to helping young people:

1. Connect with positive adult role models and mentors.
2. Make new friends in safe learning environments.
3. Take the lead in what they do and how they develop.
4. Set the pace of their learning.
5. Learn skills that will allow them to be productive members of society.
6. Build understanding of others who are part of our communities and world.
7. Become active citizens through their service and leadership.

These seven goals are the foundation for the **Michigan 4-H Guiding Principles for Positive Youth Development**. To learn more about these Guiding Principles, visit the 4-H Web site at [http://msue.anr.msu.edu/resources/guiding\\_principles](http://msue.anr.msu.edu/resources/guiding_principles) or check out the videos at [http://msue.anr.msu.edu/resources/4\\_h\\_guiding\\_principles](http://msue.anr.msu.edu/resources/4_h_guiding_principles) .

MSU Extension and its 4-H staff support the 4-H Guiding Principles by:

- ! Providing individuals who work with youth access to age-appropriate, research-based, educational resources that cover a wide variety of topics. In Michigan 4-H, materials are geared toward young people aged 5 to 19.
- ! Providing any interested adult and young person access to educational training opportunities. This includes 4-H volunteers as well as teachers and students, staff and members of such organizations as Girl Scouts, Boy Scouts, the YMCA, Boys and Girls Clubs, counselors, coaches and faith-based organizations.
- ! Providing the structure, oversight and management of the county 4-H program, including support for volunteer development and management.

- ! Helping develop the community through networking and partnering with youth-serving organizations and other community groups to create youth-centered, caring environments for, and with, youth.

## What we believe

In 4-H, we believe:

- ! The 4-H **member is more important than the 4-H project.**
- ! 4-Her's should be their own best exhibit.
- ! No award is worth sacrificing the reputation of a member or volunteer.
- ! Competition should never be emphasized more than learning by doing.
- ! Learning how to do the project is more important than the project.
- ! **Learning by doing is fundamental** in 4-H.
- ! The most important lessons are taught through actions, not through words.
- ! There is more than one good way to do most things.
- ! Every person needs to be noticed, feel important and be praised.
- ! Our job is to help young people learn how to think and make good decisions.
- ! **The young person is the volunteer's "project."**

## What do we mean by "positive youth development"?

The Search Institute has identified the following assets of healthy development that help young people grow up healthy, caring and responsible. These building blocks make up the essence of what we mean by "positive youth development." Take a look and pick out the assets you think young people can receive by being part of a 4-H experience! For more information, visit the Search Institute Web site at [www.search-institute.org](http://www.search-institute.org).

## External assets

1. **Family support:** Family life provides high levels of love and support.
2. **Positive family communication:** Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parent(s).
3. **Other adult relationships:** Young person receives support from three or more non-parental adults.
4. **Caring neighborhood:** Young person experiences caring neighbors.
5. **Caring school climate:** School provides a caring, encouraging environment.
6. **Parent involvement in schooling:** Parent(s) are actively involved in helping young person succeed in school.
7. **Community values youth:** Young person perceives that adults in the community value youth.
8. **Youth as resources:** Young people are given useful roles in the community.
9. **Service to others:** Young person serves in the community one-hour or more per week.
10. **Safety:** Young person feels safe at home, at school, and in the neighborhood.



11. **Family boundaries:** Family has clear rules and consequences, and monitors the young person's whereabouts.
12. **School boundaries:** School provides clear rules and consequences.
13. **Neighborhood boundaries:** Neighbors take responsibility for monitoring young people's behavior.
14. **Adult role models:** Parent(s) and other adults model positive, responsible behavior.
15. **Positive peer influence:** Young person's best friends model responsible behavior.
16. **High expectations:** Both parent(s) and teachers encourage the young person to do well.
17. **Creative activities:** Young person spends three or more hours per week in lessons or practice in music, theater, or other arts.
18. **Youth programs:** Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in community organizations.
19. **Religious community:** Young person spends one hour or more per week in activities in a religious institution.
20. **Time at home:** Young person is out with friends "with nothing special to do" two or fewer nights per week.

## Internal assets

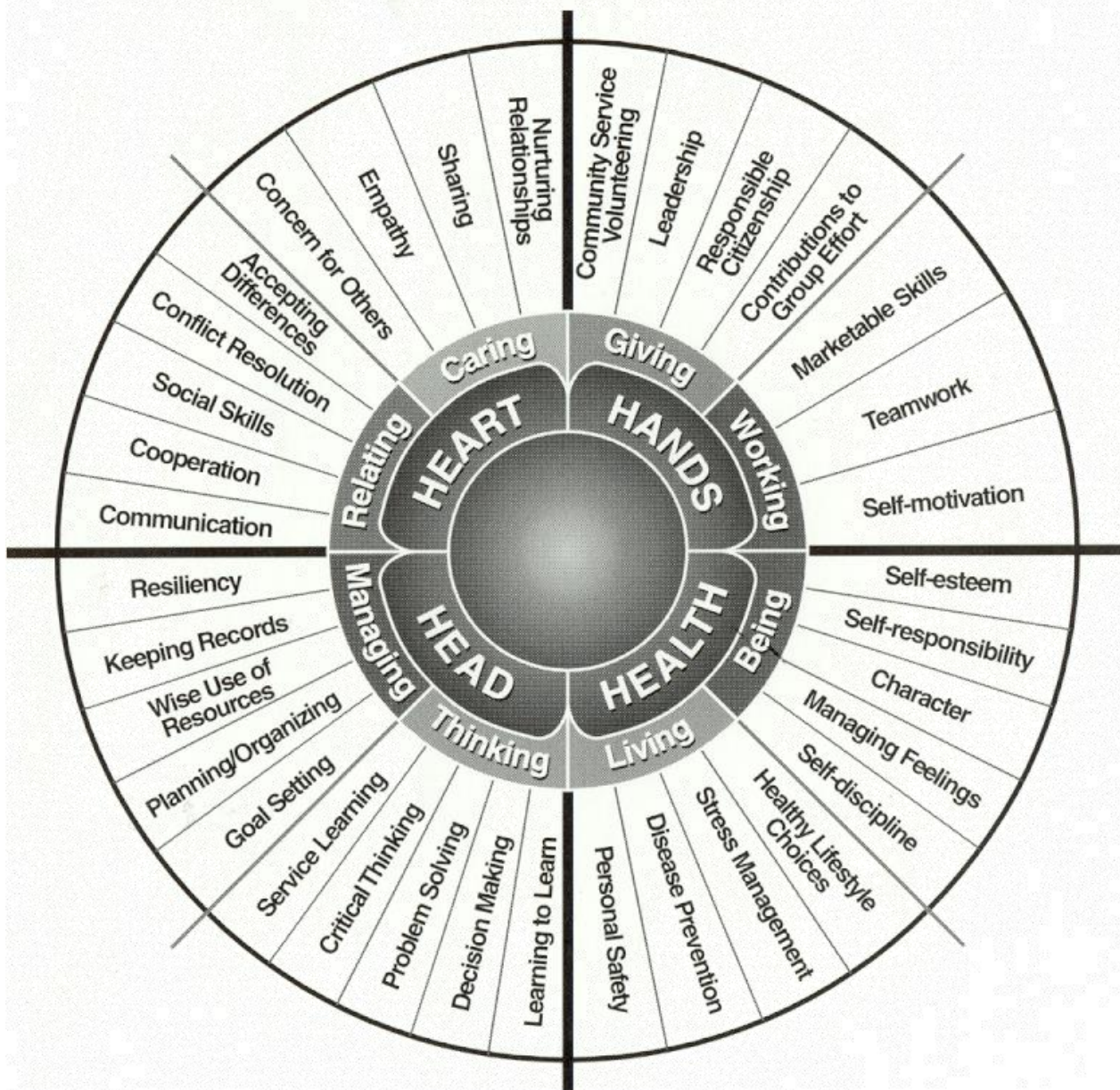
21. **Achievement motivation:** Young person is motivated to do well in school.
22. **School engagement:** Young person is actively engaged in learning.
23. **Homework:** Young person reports doing at least one hour of homework every school day.
24. **Bonding to school:** Young person cares about her or his school.
25. **Reading for pleasure:** Young person reads for pleasure three or more hours per week.
26. **Caring:** Young person places high value on helping other people.
27. **Equality and social justice:** Young person places high value on promoting equality and reducing hunger and poverty.
28. **Integrity:** Young person acts on convictions and stands up for her or his beliefs.
29. **Honesty:** Young person "tells the truth even when it is not easy."
30. **Responsibility:** Young person accepts and takes personal responsibility.
31. **Restraint:** Young person believes it is important not to be sexually active or to use alcohol or other drugs.
32. **Planning and decision making:** Young person knows how to plan ahead and make choices.
33. **Interpersonal competence:** Young person has empathy, sensitivity, and friendship skills.
34. **Cultural competence:** Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.
35. **Resistance skills:** Young person can resist negative peer pressure and dangerous situations.
36. **Peaceful conflict resolution:** Young person seeks to resolve conflict nonviolently.

- 37. **Personal power:** Young person feels he or she has control over "things that happen to me."
- 38. **Self esteem:** Young person reports having a high self-esteem.
- 39. **Sense of purpose:** Young person reports that "my life has a purpose."

- 40. **Positive view of personal future:** Young person is optimistic about her or his personal future.

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## Targeting Life Skills Model



## **How does 4-H happen?**

Common delivery methods for 4-H youth development programs include clubs, school enrichment programs, summer programs, planned mentoring, short-term special interest programs, and self-determined/independent projects undertaken by youth with parental guidance. Programming is primarily carried out during out-of-school time, in community settings.

Through all of these delivery methods, Michigan 4-H Youth Development provides educational opportunities that:

- ! Target age-appropriate life skill development.
- ! Emphasize research-based experiential learning.
- ! Involve volunteers.
- ! Engage a variety of partners.
- ! Include families.
- ! Reach both diverse and underserved audiences.
- ! Are accessible.
- ! Promote a multicultural perspective and appreciation.
- ! Are fun!

## **What does it cost to participate in 4-H?**

Youth participating in 4-H programs are required to pay a \$20 participation fee. The participation fee is “capped” at \$60 per family, even if there are more than 3 youth enrolled in 4-H. The 4-H participation fee money is used to help support 4-H programming costs. The 4-H fee is paid annually at the time of enrollment or reenrollment. Waiver forms are available in the event of a hardship preventing a family from being able to pay the participation fee. A 4-H club or group may also hold fund-raisers (with prior approval from the 4-H staff person at the MSU Extension office) or ask for a small amount of money from its members to pay for club activities. The cost to individual 4-H members varies, depending on the activities in which he or she is involved. For example, a young person involved in a food project might use household supplies while a 4-H member in a horse project might invest hundreds of dollars to purchase and maintain a horse. Time and money investments in 4-H activities are left up to the member, the member's parents and the 4-H club.

# Section B:

## Important Policies and Procedures

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### What is “4-H age”?

“4-H age” is determined by a young person’s age as of January 1 of the current 4-H program year (which runs from September 1 through August 31). Michigan 4-H Youth Development programs are open to young people aged 5 through 19.

Children aged 5 through 8 are eligible to be Cloverbud members. Cloverbud 4-H activities, like those for older youth, are designed to be safe, age appropriate, educational and fun. A key difference, however, is that 4-H Cloverbud activities have a specific **noncompetitive** focus.

4-H programs are offered in all Michigan counties for youth aged 9 through 19. The activities for this age group are also designed to be safe, age appropriate, educational and fun. Most counties offer some sort of competitive events (that is, events that are judged, ranked, placed and so forth) for young people in this age group.

Once a young person passes the 4-H age of 19, he or she can remain involved in 4-H activities as a volunteer or resource person.

For a copy of the 4-H age policy, visit the web site at:  
[msue.anr.msu.edu/uploads/236/67113/4-H-Age-Policy.pdf](http://msue.anr.msu.edu/uploads/236/67113/4-H-Age-Policy.pdf)

### What is the best way to work with a particular age group?

Volunteers need to know and understand the "ages and stages" of all 4-H members to work with them in the best ways. As stated above, 4-H members range in age from 5 to 19 years.

As volunteers work with young people, it is important to keep in mind the many changes (physical, cognitive, social and emotional) through which the youth are going. Providing experiences for young people that address healthy development and that focus on family relationships is the goal of Michigan 4-H Youth Development activities.

[http://msue.anr.msu.edu/news/6\\_to\\_8\\_year\\_olds\\_ages\\_and\\_stages\\_of\\_youth\\_development](http://msue.anr.msu.edu/news/6_to_8_year_olds_ages_and_stages_of_youth_development)

[http://msue.anr.msu.edu/news/9\\_to\\_11\\_year\\_olds\\_ages\\_and\\_stages\\_of\\_youth\\_development](http://msue.anr.msu.edu/news/9_to_11_year_olds_ages_and_stages_of_youth_development)

[http://msue.anr.msu.edu/news/12\\_to\\_14\\_year\\_olds\\_ages\\_and\\_stages\\_of\\_youth\\_development](http://msue.anr.msu.edu/news/12_to_14_year_olds_ages_and_stages_of_youth_development)

[http://msue.anr.msu.edu/news/15\\_to\\_17\\_year\\_olds\\_ages\\_and\\_stages\\_of\\_youth\\_development](http://msue.anr.msu.edu/news/15_to_17_year_olds_ages_and_stages_of_youth_development)

[http://msue.anr.msu.edu/news/18\\_to\\_19\\_year\\_olds\\_ages\\_and\\_stages\\_of\\_youth\\_development](http://msue.anr.msu.edu/news/18_to_19_year_olds_ages_and_stages_of_youth_development)

## What is special about working with 5- to 8-year-olds?

In Michigan 4-H, 5- to 8-year-old children are not permitted to participate in contests where they are judged. It is appropriate to display their work and to give participation awards.

In general, 4-H meetings involving 5- to 8-year-olds will be a better experience for the children (and for the adults) if you consider the following when planning the meetings.

- ! Have one adult (or older youth) for every six children under 9 years old. Some activities may call for an even smaller child-to-adult ratio
- ! Involve the children in selecting and planning the club's activities. They are more likely to maintain interest in activities when they have been involved in the decision making.
- ! Children this age have a tremendous amount of energy. Have the children **do** things as much of the time as possible. Try not to address them as a group for more than 5 to 15 minutes at a time. Get a sense of the group's attention span. If they seem restless, stop and have them do something active. Change activities often according to the needs of the group.
- ! Allow and encourage the children to talk and work with each other.
- ! Keep an eye out for children who may feel left out and who need help to be part of the group. One way to do this is to pair such a child with another and tell them that they're each other's helpers.
- ! Most importantly, keep in mind how important you are, as an adult, to children this age. Find something positive to say to each child at every meeting.

For complete information on working effectively with 5- to 8-year-olds, visit the Michigan 4-H web site at:

[http://msue.anr.msu.edu/resources/youth\\_development\\_5\\_to\\_8\\_year\\_olds](http://msue.anr.msu.edu/resources/youth_development_5_to_8_year_olds)

## Working with youth aged 9 to 19

Youth aged 9 to 19 often participate in 4-H by focusing on one or more projects.

Projects are ***in-depth learning activities*** that allow a young person to develop a depth of knowledge in a specific topic area such as nutrition, gardening, computers, horses, clothing, public speaking or livestock. Older youth often become teen leaders and stay active in their club or group through project leadership. Others stay involved in projects that require more attention during the summer (such as animals) when school activities are not competing for their time.



Children come in all shapes and sizes! Knowing their cognitive (or thinking), physical, social and emotional skills is important for looking at the whole child as he or she develops at home or school, in clubs and friendships. Parents, volunteers and others need to keep in mind that the **personal development of a young person** (the knowledge and skills he or she gains) is the most important and significant aspect of a 4-H project. **A 4-H project is a journey, not a destination.**

## Enrollment procedures

Volunteers and 4-H members must reenroll in the 4-H program annually. The 4-H year begins September 1 and ends August 31. 4-H Enrollment and re-enrollment is done online at <https://mi.4honline.com>.

## Deadlines

- ! 4-H market animal enrollments are due by the second Friday in January.
- ! Horse registrations are due by the last Friday in April.
- ! Achievement Day registrations are due by July 1.
- ! 4-H Club Annual Paperwork deadline is December 1<sup>st</sup>. For information on what paperwork must be completed annual please see section D, The Club Structure.

Please contact the MSU Extension office for specific dates and deadlines. The office will provide information throughout the year on most events in the county, state and at the national level.

## Animal project registration and identification requirements

- ! All 4-H members must be registered with the 4-H office by the 2<sup>nd</sup> Friday in January.
- ! There are three (3) mandatory Junior Market Livestock meetings held annually
- ! Each member is limited to selling one (1) animal
- ! Market hogs must be in the member's possession on or before May 1<sup>st</sup> and the animals will be tagged and weighed in the first weekend of May
- ! Market steers must be in the possession of the member before January 1<sup>st</sup> and the animals will be tagged and weighed in on a specified date between January 1<sup>st</sup> - 15<sup>th</sup>.
- ! Market lambs must be in the member's possession on or before May 1<sup>st</sup> and the animals will be tagged and weighed in the first weekend in May
- ! Market rabbits must be in the member's possession 4 weeks prior to fair and all animals will be weighed and tattooed the last weekend in June.
- ! Market poultry must be in the member's possession within one week of hatching and the animals will be inspected before entry in to the fair

## **Iosco County Fair registration**

The Iosco County Fair is held every year in Hale at the Fairgrounds. The Iosco County Fair is a separate, self-governing entity. This means that the fair is not put on by the MSU Extension 4-H Program, and membership in the 4-H Program is not a requirement for exhibiting. Exhibiting at the fair is not a requirement for 4-H. The Fair Board and the Iosco County 4-H Program work together as partners to make the fair an educational and fun event for young people and families. There are 4-H events that happen during the Iosco County Fair including the 4-H Silent Auction, the 4-H Junior Market Livestock Auction, and judging of the 4-H Market Livestock Record Books. The Iosco County Fair strictly enforces the Market Livestock Animal Project rules that must be signed by all Junior Market Livestock members and their parents annually.

Fair registrations need to be completed by the dates specified by the Iosco County Fair Board. Registration forms can be found in the fair books or online at: <https://www.ioscocountyfair.com/>.

## **Volunteer Training Opportunities**

4-H volunteers can participate in a great deal of training if they desire. In addition to training offered locally, 4-H volunteers can attend statewide trainings. Kettunen Center, near Cadillac, is the major location for trainings. The Iosco County 4-H Council offers scholarships for teen and adult volunteers to attend trainings upon completion and submission of a scholarship request form. Annual leader training seminars are held on a variety of topics each year. State 4-H Workshops can be found here: [http://msue.anr.msu.edu/program/events/4h\\_volunteer\\_training](http://msue.anr.msu.edu/program/events/4h_volunteer_training) while regional and county workshops are announced by email and e-newsletters.

## **Annual volunteer updates**

Each year there is a mandatory volunteer update meeting held at the MSU Extension Office, in the conference room. Volunteers will receive information on this meeting prior to the event.

# **Section C: Role of the 4-H Volunteer**

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## **What are the different roles for 4-H volunteers?**

There are many different roles 4-H volunteers can fill within the county 4-H program. As the Michigan 4-H Youth Development's "unpaid staff", volunteers are depended upon to help design and deliver high-quality educational opportunities in communities across the county. The following are some common roles volunteers fill. All volunteers involved in the 4-H Program must complete the Volunteer Selection Process (VSP). For more information on VSP policies and procedures, please contact the MSU Extension Office at (989) 362-3449.

### **Council, board or committee members**

Individuals are needed to serve on countywide committees charged with providing oversight for the county's overall 4-H program and specific 4-H project areas. Often, such committee members serve also in other county 4-H program roles. See Section G of this document to learn more about the various committees functioning in our county.

### **Resource volunteers**

These individuals are willing to share their interests and expertise with young people but they are not involved with an individual 4-H club or group. Typically resource volunteers work with multiple clubs or help with countywide workshops or events held throughout the year.

### **Club or group volunteers**

This most common type of 4-H volunteer works directly with young people on an ongoing basis. Within a 4-H club or group, there are several different volunteer roles. The following paragraphs detail four of these.

#### **Administrative leader**

Administrative leaders are responsible for the club's overall management. These leaders' responsibilities may include securing club meeting sites, enrolling new 4-H members, managing the club's reenrollment process, informing 4-H members about upcoming events and recruiting 4-H project leaders, once members have identified their areas of interest. Although the administrative leader may have project leader responsibility, his or her job is to keep things rolling in the club. This may include making follow-up phone calls to project leaders. In general, at the most, administrative leaders should be project leaders for only one project area.



## **Project leader**

A project leader works with small groups of youth in a specific project area. Usually, a project leader is a parent who is interested in learning more, or is knowledgeable, about a given project area. However, project leaders may include grandparents, teachers, neighbors, business people as well as teens. Since 4-H is based on family and community involvement, as a general rule, family members and neighbors are encouraged to serve as project leaders.

Generally, project leaders meet with a group of youth (usually less than 10) at least six times during the year. For example, they may meet once per week for six weeks or once every two months. By working in a small group, these leaders become significant mentors and they play a major role in the lives of young people.

## **Activity leader**

An activity leader is responsible for a specific activity or event, either within a club or on a countywide basis.

## **Teen leader**

Teen leaders are young people, usually aged 14 or older, who have a significant interest in a project area or activity. They may assist an adult in a given project area or activity or they may take some major leadership for overall club activities if no adult volunteer is available. In either case, they work with younger members. Both ways of being a teen leader can be very valuable when putting a resume together! Adult volunteers are responsible for training teen leaders so that they have the knowledge and leadership skills to insure a successful experience for the 4-H members with whom they work.

## **As a volunteer, what training opportunities are available to me?**

4-H volunteers can participate in a great deal of training if they desire to do so. In addition to training offered locally, 4-H volunteers can attend statewide trainings. Kettunen 4-H Center, near Cadillac, is the major location for trainings. The Iosco County 4-H Leaders' Council offers scholarships for teen and adult volunteers to attend trainings on a local, regional, state, national or possibly the international level. Every fall there is also a mandatory volunteer update meeting that will provide the Iosco County volunteers with all current 4-H information and resources.

## **When is it time to move out of 4-H or into a different position?**

4-H volunteers and members should evaluate, annually, their decision to remain involved. Many adults renew their commitment each year for 20, 30 or even 50 years. In the case of club administrative leaders, this decision is very important. Administrative leaders who wish to step down need to plan at least a year in advance. This gives the club or group ample time to identify a new administrative leader or set of leaders. Administrative leadership can often be like a baton in a relay that needs to be passed. The 4-H philosophy has never been that being a 4-H volunteer is a lifetime commitment. As people grow, their interests change and they may want to get involved in new activities. However, there are many ways to be involved with 4-H. Before you decide to discontinue your involvement with or program, we hope you will take time to talk with the 4-H staff about interests you have and other opportunities that may exist for volunteer service.

# Section D: The 4-H Club Structure

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4-H clubs are the most common delivery method for 4-H youth development programs. Clubs are designed to build positive relationships and offer learning experiences over an extended period of time. The unique opportunity for social and personal development provided through a 4-H club structure is the most effective and efficient way to achieve 4-H's mission.

Active participation in a 4-H club helps young people develop their assets and life skills. As a result of participating in a 4-H club, we hope young people will gain:

- ! Greater knowledge and appreciation of themselves and others.
- ! Decision-making skills.
- ! Public and interpersonal communication skills.
- ! Positive interactions with other young people and with adults.
- ! Responsibility for themselves.
- ! An ethic of service to group and community.
- ! An attitude of lifelong inquiry and application of information.
- ! An ability to relate to a constantly changing world.
- ! Strengthened family interactions.
- ! Career exploration and workforce preparation skills.
- ! Leadership skills.
- ! Ability to work effectively as part of a team.
- ! Greater understanding of and appreciation for diversity.
- ! Practical knowledge and skills in project areas.
- ! Positive conflict resolution skills

Adults involved in 4-H roles as volunteers often grow and develop in the same areas as the members.

## What is a 4-H club?

A club can be defined as a group of individuals who have common objectives, meet periodically and jointly support one another. The primary purpose of a 4-H club is to support the development of each youth participant's full potential. The club structure helps volunteers build significant relationships with members. Projects become a means of achieving the primary purpose of positive youth development.

The focus of a 4-H club's activities is determined by the common needs and interests of the young people and the adults involved. Members, volunteers, leaders and parents should work together to set the club program and establish expectations for everyone involved.

Clubs are sanctioned and permitted to use the 4-H emblem by their county Michigan State University Extension office. Clubs should have young people in leadership roles and practice democratic principles. 4-H clubs are open to all without regard to race,

color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status or family status.

A model 4-H club includes:

- ! At least five youth members from two or more families.
- ! One or (preferably) more caring adult volunteers working with members, teen leaders and parents.
- ! A structure that gives members the primary responsibility for making decisions and operating the club. (This may be done with elected officers).
- ! An organized, fun and educational program planned by members, volunteers and parents.
- ! Six or (preferably) more club meetings during the year.
- ! Participation in learning experiences outside of the local group.
- ! Involvement in the community such as through community service.
- ! Personal evaluation and recognition of progress for individual and group goals.

## What types of 4-H clubs are there?

The three basic types of clubs are **project**, **community** and **special interest**. A **project** club consists of a group of members who get together and who have one common interest. Some examples of project clubs are dog obedience, computers and horses. A **community** club may offer two or more projects within the club. Community clubs typically have multiple adult leaders. One volunteer will fill the role of administrative leader while others provide project-specific support for members' learning activities. **Special-interest** clubs are usually short-term clubs that meet for a specified amount of time. Examples of special-interest clubs include snowmobile, sailing, or softball.

## How do I start a new 4-H Club?

Prospective adult volunteers must first successfully complete the Volunteer Selection Process (VSP) and then schedule a meeting with the 4-H Staff to discuss the possibility of starting a new 4-H Club. The leader will need to complete the club registration form, club charter request form, and the club constitution form. These forms are available at the MSU Extension Office. Once club has chosen a name, the MSU Extension office will apply for the club's EIN number with the IRS. Once the EIN is received, a Club Charter certificate will be issued and mailed to the administrative leader. This club charter is very important and should be kept with club paperwork as long as the club is in existence. Without a charter, clubs are not eligible for tax exempt status. Annual Year-End paperwork must be submitted each fall to the MSU Extension Office to maintain an active Club Status and Club Charter. The 4-H staff person utilizes the information from the year-end paperwork to maintain your club's tax exempt status with the IRS by filing your club's 1-990 postcard. Failure to complete the necessary paperwork will result in the club being dissolved.

## **4-H Club Requirements**

The following are requirements of all 4-H Clubs in order to be considered active:

- Submit the Year-End Report no later than December 1<sup>st</sup>. The year-end report includes the following forms:
  - Club Civil Rights Compliance Form
  - Club Inventory Report
  - Annual Financial Summary Report
  - Monthly Treasurer Reports
  - Copy of Club Meeting minutes or the Club Report Form
- Consist of at least 5 members from 2 or more different families. 4-H staff will assist new clubs to reach 5 members or existing clubs that drop below this number.
- Have a minimum of one volunteer that has completed the Volunteer Selection Process and has a current 4-H Volunteer Code of Conduct on file at the MSU Extension Office
- Hold at least six meetings a year.
- Participate in a community service project annually.
- Have a structure that gives youth members the primary responsibility for making decisions and operating the club.
- Have an organized, fun and educational program planned by members, volunteers and parents.
- Participate in learning experiences outside the local group (county, regional, state)

## **What are my volunteer responsibilities with the 4-H club?**

It is the responsibility of each 4-H club organizer (an adult volunteer) to help new and returning 4-H members and their families understand what paperwork needs to be completed. Young people and adults interested in joining a 4-H club need to contact the group's administrative leader (club organizer). Questions new members might ask could include: "When and where does the club meet?" and "What is expected of members?" Since each club is made up of unique individuals and may operate a bit differently, be prepared to answer a lot of questions! An excellent resource for ideas about how to

help your 4-H club operate is the Michigan 4-H Club Development Guide [http://msue.anr.msu.edu/resources/michigan\\_4\\_h\\_club\\_development\\_guide](http://msue.anr.msu.edu/resources/michigan_4_h_club_development_guide)  
All 4-H members and leaders need to be properly registered at their county MSU Extension office. **All clubs need to reenroll their members and volunteers each year.** Every effort is made to keep the process as simple as possible. Enrollment and re-enrollment is done online at <https://mi.4honline.com/> . Each year, through successful completion of the re-enrollment process, **your county 4-H staff person authorizes your group to use the 4-H name and symbol.**

## **When can members join a 4-H club?**

Generally, current and new volunteers and members can join 4-H at any time during the year. However, some clubs may have enrollment deadlines. Certain animal projects that may participate in the Iosco County Fair have registration deadlines. See the deadlines section of this handbook for information about specific dates.

## **How can 4-H clubs and groups be expanded?**

By far the best method of recruitment is for others to see 4-H members having fun and learning new skills. In addition, 4-H clubs are encouraged to use promotional materials provided by their county MSU Extension office. When a club does a community service activity, it is encouraged to communicate with the 4-H staff person and the media, too!

## **What size should a club or group be?**

A club or group's volunteer leadership and its members should determine its size. While there is no perfect size for a 4-H club, they are often comprised of 10 to 20 members. A club or group's membership will be influenced by the members' age, the number of volunteers available to assist the members in their learning project and the number of different projects in which it is involved. A larger club can offer opportunities for the members to gain leadership experience as a club officer and it works quite well if the group forms project clusters of members with the same interest. Smaller clubs made up of 6 to 10 members allow young people to work as a team on projects.

## **Can the size of a 4-H club or group be limited?**

The size of a 4-H club may be limited. The decision must be based on nondiscriminatory guidelines and it should have the best interest of young people at its core. In some circumstances where volunteer recruitment is a challenge, the size may be limited to ensure members have a positive experience and the volunteers involved don't burn out. Clubs may also have a group-established enrollment period. In that case, a waiting list needs to be maintained to avoid any type of discrimination. If your club or group decides to stop accepting members during the year, notify the county staff.

## Who runs the 4-H club or group meetings?

Members should run the club meetings and make a majority of the decisions. Conducting meetings, with the guidance of adult volunteers, is an excellent way for young people to build leadership and communication skills. The administrative (or organizational) leader has the responsibility of meeting with the club officers prior to the meeting to help them plan the agenda. It is a good idea to discuss topics ahead of time so adult participation in discussions during the meeting is kept to a minimum. A 4-H club's environment provides an opportunity for members to share ideas and reach decisions based on those ideas. **The club environment should be focused on helping young people learn how to make decisions, live with choices and follow through on commitments.**

The Iosco County office has good resources to help make meetings successful. See page 7 of this handbook for the name and telephone number of the person to call. Other resources to help you work effectively with club officers can be found at: [http://msue.anr.msu.edu/news/officer\\_roles\\_and\\_responsibilities\\_in\\_a\\_4\\_h\\_club](http://msue.anr.msu.edu/news/officer_roles_and_responsibilities_in_a_4_h_club)

## Is our club or group required to follow parliamentary procedure when making decisions?

Parliamentary procedure is one method of decision-making that can be used by a 4-H club or group. It is a skill 4-H members can learn now, that will be useful to them in adulthood. Consensus decision-making is also an option. The type of decision-making procedure a club chooses to employ should be based on the type of decision to be made. For more information on parliamentary procedure, see "Basic Parliamentary Procedure for 4-H Clubs," which can be found on the Michigan 4-H Web site at <http://msue.anr.msu.edu/uploads/236/66864/BasicParliamentaryProcedure.pdf>

## How do we manage our club or group's finances?

Any club or group that has a treasury should open a bank account. The procedures for doing this, for handling the club treasury and for conducting fund-raisers can be found in the Financial Manual for 4-H Volunteers. You can pick up a copy of this book at the county Extension office or on the web at:

[http://msue.anr.msu.edu/resources/financial\\_manual\\_for\\_4\\_h\\_volunteers](http://msue.anr.msu.edu/resources/financial_manual_for_4_h_volunteers)

All 4-H clubs (whether or not they handle money) must also submit an "Annual Summary Financial Report" to the Iosco County MSU Extension office as a part of the annual reenrollment process by November 1 of the current year.

Local 4-H groups may choose to raise money for specific goals through fund-raising or dues or both. Fund-raising should be done for the good of the total group and should be consistent with the county 4-H fund-raising guidelines. Fund-raising should not be the main focus of club activities nor should it exclude any individual from participation.

**Plans for fund-raising activities or asking for donations must be reviewed and approved by the 4-H staff person before the event is held or donations are**

**solicited.** This is done when groups complete and submit to the county 4-H office a “County 4-H Fund-Raiser Application,” before the event. Groups must also complete a “County 4-H Fund-Raising Report Form,” when the event is over. As noted above, this free publication is available at the Iosco County MSU Extension office or on the web at [http://msue.anr.msu.edu/resources/county\\_4\\_h\\_fund\\_raising\\_report\\_form](http://msue.anr.msu.edu/resources/county_4_h_fund_raising_report_form)

All money raised using the 4-H name is publicly accountable. Therefore, it must be used only for 4-H activities such as paying for educational programs, activities, workshops or 4-H group supplies. These funds must not be used in any way to enrich individuals. This means they may not be given to individual group members or others.

Since 4-H is an educational youth development organization, drawings, raffles and various games of chance (gambling) are inappropriate ways to raise money. Appropriate fund-raising activities involve youth, and provide learning and serving experiences for all involved. Please note **it is illegal for young people aged 18 and under to purchase or sell raffle or drawing tickets.**

## **Should our group do a community service project?**

The third “H” in 4-H – representing “hands” – is a part of the pledge (“my hands to larger service”). Each club is encouraged to participate in at least one community service project each year. This helps teach 4-H members the value of community involvement. For community service project ideas in which your group could be involved, visit the Michigan 4-H Youth Development Community Service Web page at [http://msue.anr.msu.edu/topic/info/community\\_service\\_learning](http://msue.anr.msu.edu/topic/info/community_service_learning)

## **Planning a Club Event or Field Trip**

If your club is planning an event, activity, or outing, please alert the MSU Extension Office. Club leaders will need to complete the Iosco County 4-H Activity and Event Intent Form which is available at the MSU Extension Office at least 2 weeks prior to the date of the event. Overnight trips will also require additional paperwork and permission forms to be completed by parents. All 4-H Events must adhere to the Michigan 4-H Overnight Housing Policy. Depending on the event, special event insurance may be recommended for the event. All adults transporting youth must undergo a Driver’s Record check through the MSU Extension Office and provide a copy of their current vehicle insurance prior to transporting youth.

## **What are the responsibilities of parents in a 4-H club?**

Parents have one of the most important responsibilities in a 4-H club, ensuring that their children have positive experiences as 4-H club members. Since 4-H is a family program, when people join a club, they really sign up as a family. **Parents need to look at the 4-H club experience as an opportunity to learn with their children and not just a place to drop them off to run errands.** When a member signs up for a project, it is important parents understand that their child has made a commitment to actively



participate in the club experience and attend scheduled club meetings and social activities.

## **What are some key secrets to success with a 4-H club or group?**

Listed below are 25 "secrets to success" that will make a difference in your 4-H club.

1. Include recreation/social activities in each meeting.
2. Find out what youth members want to do as a part of the club year and involve them in planning those activities.
3. Schedule events months in advance. An annual club calendar is a good idea so busy families can be sure and hold dates for meetings and special activities.
4. Encourage members to plan seasonal parties to help build relationships and friendships.
5. Visit other 4-H groups in the county to get new ideas for activities and projects.
6. Attend a 4-H council meeting and report back to the group.
7. Start a 4-H newsletter for your group.
8. Involve parents in club projects and activities.
9. Promote 4-H in school and with friends.
10. Organize a telephone tree for your club or group to keep communications going.
11. Have experienced members explain opportunities in 4-H to new or younger members.
12. Have monthly demonstrations by members so they can share their knowledge and build communication skills.
13. Have speakers come to talk about educational topics of interest to youth members.
14. Be sure your members send a thank-you note to a special speaker or volunteer who helps your group.
15. Assist your members in planning field trips.
16. Have a fund-raiser to support your group activities.
17. Have a potluck dinner for your club.
18. Involve 4-H teen members in a teaching role.
19. Help members plan a volunteer-recognition activity.
20. Use 4-H bulletins and other age-appropriate, research-based, educational materials.
21. Attend a state 4-H event or training each year.
22. Have refreshments at the group meeting.
23. Use educational resources that can be borrowed through the county MSU Extension office. (See page 7 for the name and telephone number of the person to call to reserve these materials.)
24. Plan one annual community service event.
25. Have fun!

## **How do I handle behavioral issues in the club?**

It is a privilege to be a part of a 4-H club and 4-H members, parents and volunteers need to respect the rights of all members. Disruptive adults or members run the risk of having their membership terminated. Of course, this should be used as a last resort and for members, it should occur only after the member and his or her parent(s) have been informed that this is a possible final outcome. Only MSU Extension staff can terminate a person's involvement in 4-H. If you are experiencing problems in your club, contact the Iosco County 4-H staff at 989-362-3449 for assistance.

[http://msue.anr.msu.edu/news/tips\\_for\\_a\\_successful\\_4-h\\_club\\_part\\_1](http://msue.anr.msu.edu/news/tips_for_a_successful_4-h_club_part_1)

[http://msue.anr.msu.edu/news/tips\\_for\\_a\\_successful\\_4-h\\_club\\_part\\_2](http://msue.anr.msu.edu/news/tips_for_a_successful_4-h_club_part_2)

## **What are the expectations of 4-H members?**

To be successful 4-H members, youth need to be able to accept responsibility for their actions. They should strive to become the best that they can be consistent with the ideals expressed in the 4-H club pledge and motto.

Specific responsibilities of 4-H members include:

- ! Having fun!
- ! Learning.
- ! Participating in group activities.
- ! Learning more about 4-H.
- ! Helping younger members.
- ! Serving as a club officer.
- ! Promoting 4-H.
- ! Becoming involved in countywide 4-H committees.
- ! Participating in local, regional, state, national and international 4-H events.
- ! Exhibiting good character and being a positive role model.

# **Section E: Staffing Support for 4-H**

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## **What is Iosco County Michigan State University Extension?**

MSU Extension extends the educational resources and research-based information of Michigan State University to the local community. The office and staff are sponsored by a unique partnership formed by the United States Department of Agriculture and the State of Michigan. MSU Extension offices are located in all 83 Michigan counties. In addition to 4-H programs, Extension offers educational support in the areas of agriculture and natural resources, parenting, family financial management, nutrition, food safety and preservation, community economic development, and home horticulture.

## **What is the “chain of command” within 4-H?**

Any 4-H activity or event falls within the oversight of Michigan State University Extension. In Iosco County, the District Coordinator has the overall responsibility for all Extension-related activity. All 4-H activities are under the guidance of one or more 4-H Educators and 4-H Program Coordinators. As paid staff of MSU Extension, these individuals have ultimate responsibility for the decisions, programs and activities that occur under the 4-H name. It is the responsibility of Extension 4-H staff to ensure that programs and activities operate within the guidelines, policies and procedures of Michigan State University and MSU Extension. At times, it may be necessary for staff to deny a request made by volunteers for some type of program or overturn a decision made by volunteer advisory groups because the decision is not in compliance with a university or Extension policy.

## **What can the 4-H staff do for me?**

A 4-H staff person’s responsibilities are divided into two main responsibility areas, education and program management.

### **Education**

In this role, 4-H staff may lead workshops and trainings for club members, youth groups, volunteers and schools. We also meet one on one and in small groups to provide training and educational resources from MSU and other research-based universities and organizations. Areas in which staff can offer educational assistance include:

- ! Sharing ideas for community service projects.
- ! Advising clubs and groups about fund-raising.
- ! Providing and researching additional educational resources.
- ! Helping individuals design a new educational program for youth.
- ! Providing training to start a new 4-H club.

## **Program management**

County 4-H staff are ultimately responsible for all 4-H programming that occurs in the county. We work with and through volunteers, community members, youth, teachers and others to develop and implement programs and activities that promote positive youth development. 4-H teen and adult volunteers evaluate the needs of their own clubs and groups, and they help carry out 4-H programs. Volunteers and community members also help identify new program needs within their communities that 4-H might address.

## **When should I contact a 4-H staff person?**

The 4-H staff is always available and willing to talk with you about your volunteer role and about questions or concerns you may have regarding the work you are doing with 4-H members. Feel free to contact us any time you have questions or if you need suggestions and ideas for educational resources to use with programs. There are times, however, when it is necessary to contact a 4-H staff person immediately. These include when:

- ! Someone is injured while participating in a 4-H activity.
- ! Behavioral problems or discipline issues arise in your club or group.
- ! Concerns arise about discrimination.
- ! You or someone else raise concerns or questions about financial management or mismanagement of funds.
- ! You are having personality conflicts or disagreement with other volunteers in the club or group.
- ! There are parental-behavior concerns within your club or group.

## **If a problem occurs, can I get help?**

4-H staff persons are always available to explore options and solutions to problems. This can be done by phone but is usually done best in a face-to-face meeting. A brief discussion can often provide several valuable alternatives to questions or problems. In the case of personality conflicts between adult and teen volunteers, the 4-H staff person encourages volunteers to sit down and discuss things with each other before contacting the Extension Office. If this does not resolve the problem, do not hesitate to call the office.

# **Section F: Structural Framework in 4-H**

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## **What is the Iosco County 4-H Council?**

The 4-H council is the main decision-making body for the county 4-H program. It is responsible for working with the paid staff to support county 4-H program planning, administration and policy making. The council is charged with keeping track of “the big picture” for our county 4-H program. It assists with volunteer recruitment, 4-H awareness building, and it oversees things such as member and volunteer recognition and the county award program. The Iosco County 4-H Leaders’ Council is comprised of anyone who is interested in promoting the welfare of the 4-H youth program. The Executive Council are elected officers designated as President, Vice President, Secretary, Treasurer, two 4-H Teen Council Leaders and one 4-H staff person as an advisor. The Iosco County 4-H Leaders’ Council meets the last Tuesday of January, March, May, June, August, September, and October and the 1<sup>st</sup> Tuesday of December.

The Iosco County 4-H Council and all 4-H affiliated groups are recognized as charitable, nonprofit, tax exempt 501(c)3 organizations.

## **How do I join the 4-H council?**

All 4-H volunteers are automatically invited to join the 4-H Leaders’ Council. The MSU Extension Office will send out meeting schedules and reminders prior to the council meetings.

## **County committees**

The Iosco County 4-H Program has many different committees that help to plan, promote, and carry out various 4-H events and activities throughout the year. Current committees include: Awards and Recognition, Achievement Day, Horse Developmental Committee, Fundraising Committee, and the Junior Market Livestock Sale Committee. The Iosco County 4-H Leaders’ Council may create additional committees throughout the year as appropriate. For more information, please call the MSU Extension Office.

## **How can I financially support 4-H?**

Donations can be made directly to a specific 4-H club or to your county Extension office to support overall 4-H Youth Development programs. Donations can also be made to the Michigan 4-H Foundation to support 4-H youth and volunteers on a statewide basis. To check out giving online, visit the web site at: <http://mi4hfdtn.org/donate/> .

## Do 4-H fund-raising activities pay for 4-H staff positions?

All money raised through 4-H fund-raisers supports programs that benefit young people and volunteers. No staff salaries come out of the proceeds of 4-H fund-raisers.

## What insurance coverage is available through 4-H?

All registered 4-H volunteers are covered by Michigan State University **liability** insurance. Michigan State University's general liability coverage protects employees and volunteers against claims of **negligent** acts that result in bodily injury to a third party, damage to the property of others or personal injury (e.g., libel or slander). MSUE employees and volunteers are covered while providing services on behalf of MSU under the direction of an MSU representative and while performing within the scope of their assigned duties. Unincorporated clubs, associations, advisory boards and the like, under the control of MSU or MSUE, are also covered by general liability insurance. **Negligence** is the failure to exercise the care that a prudent person would exercise. Negligence implies inattention to one's duty or business. A **volunteer** is considered to be anyone who is not paid by the University (or its representative) and who provides services to the University.

Applicable coverage provides payment of all sums including defense costs, for which the University and the covered persons become legally liable to pay because of bodily injury to a third person, personal injury (e.g., libel, slander or defamation of character), or damage to property of others arising out of the University's operations.

As a condition of coverage, those covered by the University's insurance program are required to cooperate fully on a continuous basis with the University Risk Manager and attorneys in the management of claims.

**Actions not covered** by MSU general liability Insurance include intentional activities outside the scope of duties and criminal acts

## What are some of the ways to be involved in 4-H activities?

There are a number of ways to be involved 4-H activities. For example:

- ! **Volunteer leaders** can start 4-H clubs or integrate 4-H learning activities into ongoing youth activities in churches, after-school or community programs.
- ! **Teachers** can integrate 4-H hands-on learning and developmental activities into classroom or extracurricular youth activities.
- ! **Parents** can share many 4-H activities with kids from gardening and environmental awareness to family folklore and exploring diverse cultures.
- ! **Youth-development professionals** can be trained to use 4-H educational resources that help them work with youth on a variety of topics and developmental issues.

! **Risk-prevention specialists** can use 4-H activities that designed to help prevent young people from engaging in negative activities that place them at risk. 4-H activities can help develop young people's self-esteem, communication and positive decision-making skills.

## **I've got a great idea for a 4-H activity or project. How do I make it happen?**

Anyone who has a great idea that would help 4-H in general or make the club program even more appealing should contact a 4-H staff person. The 4-H staff can help volunteers, members and parents put new ideas into action. If an idea warrants further discussion, the concept may be brought before the 4-H council where a small group may be formed to make it all come together. An enthusiastic leader, member or parent can make a difference!

# Section G: Awards and Recognition

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## Local recognition opportunities

The Iosco County 4-H Awards & Recognition Program is held the first Sunday in November. 4-H member and volunteers have the opportunity to receive a variety of awards at this event and all 4-H affiliates are encouraged to attend the event.

## Member recognition

If 4-H members decide to participate in any awards program, record-keeping will be an important part of their involvement. In and of itself, record-keeping is important because it helps young people learn to document their accomplishments, and develop skills in recording and summarizing their work.

One way to help youth keep records is to have them use the *Michigan 4-H Member's Personal Portfolio* (4-H 1192) available at the county MSU Extension office (see page 7 of this handbook for the telephone number to call in this county). Many groups regularly set aside some time every few meetings for members to keep their records updated. Another method is for 4-H members to keep index cards and a file box at home. Every time the member does a 4-H related activity, he or she puts the information on the card and files it in the box. Information on the card may include: name of the activity, date, who the member worked with, the outcome or impact of the activity and so forth. When the time comes to compile the information for reports, it is much easier. For members who have access to a computer, 4-H records can be kept electronically. These methods usually require motivational support from parents and volunteers.

Iosco County member award categories include:

- Project Award Metals
- Project Blue Ribbons
- Key Club Award
- I Dare You Award
- Award of Excellence
- Member of the Year Award
- Dedication to 4-H
- Outstanding Achievement
- Certificate of Merit

## How do I get pins and certificates for members?

Certificates and year pins (years 1 to 12) are available to all 4-H clubs at any time of the year by notifying the county MSU Extension office (see page 7 of this handbook for the telephone number to call). Some clubs provide their members with certificates and pins at the last club meeting of the year. Most clubs that meet all year long provide their members with certificates and pins at the Annual Awards and Recognition Program held the first Sunday of November. The 4-H program year runs from September 1 through August 31.



## **Volunteer recognition**

Volunteer recognition in Iosco County is done at the Annual Awards & Recognition Program that held the first Sunday in November. Volunteers are recognized for their years of service and a volunteer of the year is also recognized.

## **What is the Michigan State 4-H Awards Program?**

The Michigan State 4-H Awards program offers members an opportunity for local and state recognition. To begin the process, members complete and submit the "State 4-H Individual (or Group) Award Report Form" to apply for regional awards. These applications are due in the fall of each year. If members win the regional award, they may complete an in-depth booklet and compete in June at MSU for state award honors with other 4-H members from all over Michigan. For more information, visit the web site at

[http://msue.anr.msu.edu/program/4\\_h\\_scholarships\\_and\\_recognition\\_program/4\\_h\\_awards\\_and\\_recognition\\_program](http://msue.anr.msu.edu/program/4_h_scholarships_and_recognition_program/4_h_awards_and_recognition_program)

## **Are any college scholarships available?**

Currently, the following college scholarships are available to Michigan 4-H members in recognition of meritorious 4-H involvement. Applications for these scholarships are reviewed on a competitive basis and winners are selected on the basis of some or all of the following criteria:

- |  |   |
|--|---|
| ! Current or former 4-H involvement                              | ! Leadership and citizenship                          |
| ! Outstanding achievement in 4-H                                 | contributions within and outside of 4-H               |
| ! Scholastic excellence  | ! Years of 4-H involvement                            |
| ! Broad 4-H experiences and project involvement                  | ! Financial need                                      |
| ! 4-H involvement at county, regional, state and national levels | ! Thoroughness in completing application requirements |
|  | ! Neatness of application                             |

As a volunteer, you play an important role in helping young people know about these opportunities. For more information about these scholarships or for application forms, visit the Web site at:

[http://msue.anr.msu.edu/program/info/4\\_h\\_scholarships\\_and\\_recognition\\_program](http://msue.anr.msu.edu/program/info/4_h_scholarships_and_recognition_program)

## **Michigan State University 4-H Scholarship**

Each year, Michigan State University offers scholarships to six Michigan residents who participated in 4-H and are applying as a freshman to a four-year degree program. This scholarship provides one-quarter of the annual tuition for four consecutive years of full-time study at MSU. To be eligible, applicants must:

- ! Meet MSU's standard admissions requirements
- ! Apply for admission to MSU by November 1 of their senior year in high school for enrollment the following fall. (Applicants should give the MSU Admissions Application to their high school counselor for processing.)

[http://msue.anr.msu.edu/program/4\\_h\\_scholarships\\_and\\_recognition\\_program/4\\_h\\_scholarships#msu4-h](http://msue.anr.msu.edu/program/4_h_scholarships_and_recognition_program/4_h_scholarships#msu4-h)

! Submit the 4-H scholarship application to their county 4-H staff person for completion of the staff section.

### **Michigan 4-H Foundation Scholarship**

The Michigan 4-H Foundation offers smaller MSU 4-H scholarship awards to attend Michigan State University. There is no separate application process for these awards. Recipients are selected from the MSU 4-H Scholarship applicant pool.

### **John J. Schunk Memorial 4-H Beef Scholarship**

Youth who have participated in the 4-H beef project for three or more years (and who have financial need) may apply for this scholarship which provides \$1000 to a freshman attending any college or university, and pursuing study in any field.

### **Alpha Gamma Rho (AGR) 4-H Scholarship**

High school seniors – or current MSU undergraduate students who have completed at least one year in the 4-H program – may apply for this scholarship which provides \$400 to one individual to pursue study at MSU in a College of Agriculture and Natural Resources major or a related college major.

### **Michigan Rabbit and Cavy 4-H Scholarship**

Youth who have participated in the 4-H rabbit or cavy project (and who have financial need) may apply for this scholarship which provides \$400 to \$500 to a freshman attending any college or university, and pursuing study in any field.

### **Michigan Farm and Garden 4-H Scholarship**

These scholarships – which range in value from \$360 to \$1000 – are available to individuals who:

- ! Are college undergraduates (freshmen, sophomores, juniors and seniors).
- ! Were 4-H members.
- ! Are enrolled in a college program in the areas of horticulture, floriculture, conservation, forestry, aquatic ecology, child and family studies, food and nutritional science, textiles and design, or in another closely related area of study.
- ! Have financial need.

### **MSU Pre-College Program Scholarship (PAS) for 8th Graders**

This is an MSU-wide scholarship, not a 4-H scholarship. Each year, 61 one-time \$2000 PAS are awarded to rising eighth-graders who have attended a precollege program at MSU. Scholarship recipients are not guaranteed admission to MSU and are expected to meet admission requirements upon MSU application following their junior year of high school. If an eligible PAS recipient is accepted at MSU, the scholarship will be applied toward the student's first year as a degree-seeking student.

4-H'ers who attend an MSU precollege program (such as 4-H Exploration Days or 4-H Great Lakes and Natural Resources Camp) and are entering eighth grade are eligible to apply for a PAS. Because this is a competitive application process for eighth-graders from all of MSU's precollege programs, each county is limited to no more than three nominees from their Exploration Days participants.

To apply, students must:

- ! Complete a Nominee Data Form.
- ! Complete a Nominee's Personal Essay Form.
- ! Submit a teacher letter of recommendation form.
- ! Submit an academic release form.
- ! Submit a seventh-grade transcript or report card.
- ! Have the county 4-H staff member or program director nomination form submitted on their behalf.

# **Section H: County Events and Programs**

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## **What are some local 4-H events held every year?**

Some annual Iosco County 4-H events open to all 4-H families are: The Iosco County Fair, Achievement Day, Cloverbud Day Camp, 4-H Summer Camp, Awards & Recognition Program, 4-H Day of Service, and National 4-H Week events.

For more information about these events, visit the Iosco County Web site at: [http://msue.anr.msu.edu/county/iosco/iosco\\_county\\_4\\_h](http://msue.anr.msu.edu/county/iosco/iosco_county_4_h) or “Like” our Facebook page, Iosco County 4-H.

## **Are there scholarships to help pay for attending 4-H events?**

Scholarships are available on an as needed basis. A scholarship form is available at the MSU Extension Office to apply for these funds.

# Section I: State, National and International Events and Programs

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## What are some events held outside of our county?

The most current listing of state, national and international 4-H opportunities can be found in the current issue of "Michigan 4-H Today." This newsletter is developed and distributed by the State 4-H Office. Copies can also be downloaded at:

[http://msue.anr.msu.edu/topic/4\\_h/4h\\_today](http://msue.anr.msu.edu/topic/4_h/4h_today) .

Listed below are some common events and activities, by month. Be sure to check with the Extension office to confirm dates and times and for more information about any event you might be interested in attending.

### September to May

Kettunen Center (Michigan 4-H's volunteer training center) workshops  
(Visit

[http://msue.anr.msu.edu/program/info/4\\_h\\_volunteer\\_training](http://msue.anr.msu.edu/program/info/4_h_volunteer_training) for a listing of these training opportunities.)

### January

4-H Horse Benefit Clinic at MSU  
MQ/4-H Horse Judging Clinic at MSU  
State 4-H Rabbit & Cavy Show at MSU  
4-H Day at the Breslin, MSU

### February

### March

Agriculture and Natural Resources Week at MSU  
4-H/AHAM Horse Clinic at MSU  
4-H Capitol Experience in Lansing

### April

4-H Dairy Conference  
4-H Horse Jamboree Hippology and Judging Contests at MSU  
Michigan Beef Expo at MSU  
MSU Vet-a-Visit at MSU

Small Animals Day at MSU  
State 4-H Goat Expo at MSU  
Youth Livestock Judging Contest at MSU  
4-H Shooting Sports Instructor Certification Workshop

### May

### June

4-H Exploration Days at MSU  
4-H MMPA Milk Marketing Tour  
4-H Summer Camps  
Michigan Junior Beef Show at MSU  
Michigan Junior Sheep Spectacular at MSU  
Michigan Spartan Classic Junior Swine Show at MSU  
National 4-H Shooting Sports Invitational  
State 4-H Goat Show at MSU  
State 4-H Horticulture Contest  
State 4-H Trail Ride at Goose Creek  
4-H Veterinary Science Camp, MSU

### July

4-H Renewable Energy Camp, MSU  
Michigan Livestock Expo at MSU

Citizenship Washington Focus in Washington, D.C.  
4-H Dairy Days at MSU and Michigan Dairy Expo  
4-H Great Lakes and Natural Resources Camp  
4-H Rabbit and Cavy Expo at MSU  
State 4-H/FFA Livestock Judging Contest at MSU

## **August**

State 4-H Dog Show  
State 4-H Horse Show  
State 4-H Shooting Sports Tournament

## **September**

National Dairy Conference in Madison, Wisconsin

## **October**

National 4-H Week

## **November**

National 4-H Congress in Atlanta, Georgia

## **What international programs does 4-H have?**

Michigan 4-H members and volunteers can participate in a wide variety of international educational programs, either by traveling as part of a Michigan 4-H delegation or by hosting visitors who come to Michigan as part of a 4-H exchange. Listed below are current international experience opportunities.

## **Exchanges**

In addition to Michigan 4-H Exchanges to Belize, Jamaica, Japan and Poland (or multistate-exchange opportunities to visit Australia and Finland), Michigan 4-H offers young people the following opportunities.

## **Hosting**

4-H families can host an international visitor from countries such as Australia, Belize, Finland, Jamaica, Japan, Norway and Poland. Host families typically include a young person of the same sex or general age as the visitor. International visitors usually stay with families from three to five weeks. Host families also have the opportunity to host students for a year from Japan and countries of the former Soviet Union.

To obtain more information about these programs, go to the web site at [http://msue.anr.msu.edu/program/info/international\\_exchange\\_programs](http://msue.anr.msu.edu/program/info/international_exchange_programs)

## Section J: Resources in 4-H

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### **What educational resources are available to help with 4-H projects?**

Some project areas have age-appropriate, research-based bulletins and videos that help 4-H members and volunteers get started in a project area. To see if there are resources available about a project in which you are interested, check your county MSU Extension office. (See page 6 of this handbook for the name and telephone number of the person to call in this county.)

### **What newsletters are available?**

The Iosco County 4-H Newsletter called the 4-H Friday Fourcast is emailed to 4-H families on Fridays.

In addition, 4-H families are placed on a mailing list to receive the “Michigan 4-H Today” newsletter that is published once a year, in September, by the State 4-H Office at Michigan State University. You can access current and past issues of “Michigan 4-H Today” on the Web at [http://msue.anr.msu.edu/topic/4\\_h/4h\\_today](http://msue.anr.msu.edu/topic/4_h/4h_today)

### **What is the National 4-H Council?**

National 4-H Council is the private partner of 4-H Youth Development at the national level. Its mission is to advance the 4-H youth development movement to build a world in which youth and adults learn, grow, and work together as catalysts for positive change. National Council partners with 4-H at all levels – national, state and local. It is governed by its own board of trustees and provides its annual report online. National 4-H Council is located at 7100 Connecticut Avenue Chevy Chase, MD 20815. The phone number is (301) 961-2800 and you may visit its Web site at <http://4h.org/about/leadership/national-4-h-council/>

### **What is the National 4-H Supply Service?**

The National 4-H Supply Service is a part of National 4-H Council. It is an excellent source of 4-H promotional items and club curriculum. You can view the resources available by visiting the link at [www.4-Hmall.org/michigan](http://www.4-Hmall.org/michigan). For additional sources for club resources please contact the MSU Extension Office.

### **What is the Michigan 4-H Foundation?**

The Michigan 4-H Foundation is the private, fund-raising partner of Michigan 4-H Youth Development. The Michigan 4-H Foundation was founded in 1952. It provides support for 4-H statewide by:

- ! Obtaining, managing and distributing private, charitable contributions and major grants to support 4-H youth development activities.

- ! Supporting ongoing development and educational programs of the Michigan 4-H Children's Garden (for more information, visit the Web site at <http://4hgarden.cowplex.com/> located on the campus of Michigan State University.
- ! Continuing ownership and management of Kettunen Center (Michigan 4-H's volunteer training center), including its conference and educational program activities.
- ! Advocating for continued recognition of 4-H's role in positive youth development and expanding its work to communities nationally and internationally.

The foundation is governed by a 27-member volunteer board of trustees and it maintains a membership of more than 2000 contributors. Visit the Michigan 4-H Foundation's Web site at <http://mi4hfdtn.org/> to find out how you can become a Michigan 4-H Foundation supporter.

## **What is Kettunen Center?**

Kettunen Center is a 4-H volunteer-training facility owned and operated by the Michigan 4-H Foundation. The events held at Kettunen Center range from subject-matter specific 4-H project workshops to more general trainings that focus on youth and leadership development. These workshops are designed to build the skills and knowledge of adults and teen leaders (aged 13 and up) who volunteer or work with young people in non-formal educational settings. "Learning lab" workshops are occasionally offered for youth younger than 13. These learning labs are intended to provide participants, with hands-on developmental experiences, specifically designed for younger youth. To check the Kettunen Center workshop schedule for a complete listing of workshops for this year, go to the 4-H web site at [http://msue.anr.msu.edu/program/info/4h\\_volunteer\\_training](http://msue.anr.msu.edu/program/info/4h_volunteer_training)

Michigan 4-H also offers select introduction to 4-H program workshops for younger audiences including 4-H Winterfest and Challenge U.