



# Lapeer County 4-H



# CLUB LEADER'S HANDBOOK



MICHIGAN STATE UNIVERSITY EXTENSION  
LAPEER COUNTY

4-H CLUB LEADER'S HANDBOOK

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## **MISSION STATEMENTS**

**Michigan State University Extension**  
helps people improve their lives  
through an educational process that applies knowledge  
to critical issues, needs and opportunities.

**Michigan State University Extension-Lapeer County**  
is committed to providing quality educational opportunities  
to families and communities to help them become more capable, healthy and  
economically viable, now and in the future.

**Michigan Extension 4-H Youth Program**  
creates environments, through collaboration, that build  
strong, healthy youth who are proactive in a complex  
and changing world.

## **4-H PHILOSOPHICAL STATEMENT**

### **“This We Believe”**

4-H is an educational component of the land grant system.

4-H is human development oriented and builds life skills.

4-H is not an organization . . . but an educational concept.

4-H involves participants in decision-making.

4-H builds participant ownership.

4-H is family oriented.

4-H is community oriented.

4-H clubs and groups provide the most complete educational environment.

# **I. 4-H History, Organization and Background Information**



# I. 4-H HISTORY, ORGANIZATION AND BACKGROUND INFORMATION

## HISTORY OF 4-H IN THE UNITED STATES

1902 is considered the beginning of 4-H, when the first official 4-H clubs were formed in Ohio. In 1914, the Smith-Lever Act officially organized the Cooperative Extension Service, including the 4-H Youth Development Program.



By 1915, there were 4-H clubs in forty-seven states. During World War I, 4-H members concentrated their efforts on raising food. During this time, additional funds were provided and a large number of temporary staff was employed. This resulted in a rapid increase in the number of enrolled 4-H clubs and more than one million new youth members. Some states developed programs to relate to local schools while others established clubs as a community program separate from schools.

4-H is conducted in all 83 counties in Michigan by County Extension Staff and program assistants who train and support adult volunteer leaders. The 4-H Staff works with county-based 4-H advisory councils comprised of 4-H leaders. Programs are based on the needs and abilities of volunteers, and programs vary from county to county and from state to state.

Some important characteristics of 4-H club work are year-round, carefully outlined projects; county, state and national events; use of local volunteer leaders; and recognition of member/leader achievements. The 4-H program is in operation throughout the world. Some famous 4-H alumni include Roy Rogers, John Denver, Rosalyn Carter, Jacqueline Kennedy Onassis, Don Meredith, Johnny Carson, Charley Pride, Orville Redenbacher, Steve Cauthen, Reba McIntyre and Martina McBride.



For more information on the history of 4-H, the book **4-H: An American Idea 1900-1980** is a documented history of 4-H written by Thomas Wessel and Marilyn Wessel. Copies may be ordered through the National 4-H Council, 7100 Connecticut Avenue, Chevy Chase, Maryland 20815-4999.

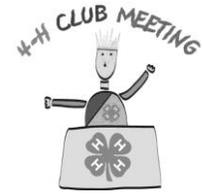
## HOW IS 4-H ORGANIZED?

The Cooperative Extension Service is a nationwide educational system of the United States Department of Agriculture, sponsored jointly by the State of Michigan, Michigan State University, individual counties and the USDA. Michigan State University, a land grant university, administers the state and federal money and employs Extension Staff, who work in counties with local citizens. Extension Staff help in planning and conducting programs in Agriculture; Marketing; Home Economics; Children, Youth and Families (including 4-H); Natural Resources; Public Policy; and Community and Economic Development.

MSU Extension services are open to all people without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status. Local Extension volunteers, through advisory councils and the County Board of Commissioners, help guide and direct the local efforts of MSU Extension. The county commissioners also provide funds for secretarial staff, office space, and supplies. All 4-H program costs are covered by local fundraising.

Volunteers are the most important part of the 4-H program. They organize and use the educational and informational material available through 4-H. Many 4-H programs, events and project areas exist because volunteers have organized to conduct them. Volunteers are responsible to the 4-H Staff and/or program assistants in their county. Volunteers are also critical to raising the financial support to pay for 4-H programs.

## LAPEER COUNTY 4-H ORGANIZATIONAL STRUCTURE



The Lapeer County 4-H Youth Program is supported and advised by a 4-H Council whose members, teen and adult, are elected by 4-H members and volunteers.

Project areas have county developmental committees that provide leadership for the county activities in that project. The committee meetings are open, and members, leaders and parents are encouraged to attend the meetings.

Dates and times of meetings are subject to change. Please contact the Extension office to confirm the dates and times of meetings.

How is the 4-H Program funded? Federal, state, and county government help to fund the 4-H program. However, none of these funds support actual county programs. All money for county programs and activities must be raised locally. The Lapeer program has an annual auction fundraiser in the early spring (usually April). This supports activities, training, pins, recognition, and events. Volunteer help is needed to have a successful auction and raise funds to support the 4-H Youth Program.

A County Awards program helps recognize members. Each member receives a pin for each year of membership. Members may also apply for state awards. Contact 4-H Staff for more information. Leaders receive pins for their first year and each five years.

Volunteer leaders and members are recognized for their achievements annually at the closing program of the Lapeer County 4-H Spring Achievement Day. Members, parents, other leaders, and staff may nominate 4-H volunteers to receive a Leader of the Year award.

Individuals or organizations who are not 4-H volunteers but provide outstanding support to 4-H may be nominated for Friend of 4-H awards.

4-H training weekends are offered to adult and teen volunteers. They are usually held at Kettunen Center near Cadillac, Michigan. Kettunen Center is the state training center for the Michigan 4-H Foundation, and the trainings are very affordable. In addition, volunteers who attend a workshop may ask the 4-H Council to reimburse them for the cost of one training a year.

4-H members may not register in the same project area in more than one county.

The 4-H Youth Program is separate from the Eastern Michigan Fair but has been invited to participate in the fair by the Board of Directors of the Lapeer Agricultural Society. The Lapeer Agricultural Society owns the fairgrounds and operates the fair. At their invitation, 4-H offers fair classes that 4-H members may enter to exhibit their projects. A livestock auction is held during fair to allow 4-H members to sell their market animal projects.

Participation in the fair is a great opportunity for 4-H members but it is not required. It is one of many opportunities offered to 4-H members.

The 4-H Staff communicates with 4-H families through email and U.S. mail. Serious concerns about volunteers that affect the well being of 4-H members and the 4-H program may be submitted to 4-H Staff in writing. (See appendix.)

## WHAT ARE 4-H STAFF RESPONSIBILITIES?

1. Be a resource to the community for positive youth development information, education, and training.
2. Administer the total county 4-H program.
3. Volunteer management including recruiting, screening, training, and assisting volunteers in organizing club work, and providing information, and support as needed to empower leaders to develop meaningful, educational experiences for youth.
4. Communicate with 4-H volunteers, members, and families about 4-H opportunities, events, and policies.
5. Consult, advise and support the 4-H Council and all other 4-H county developmental committees and groups.
6. Serve as liaisons between specialists at Michigan State University, school personnel, community organizations, community leaders and 4-H volunteers.
7. Ensure that program goals, procedures and policies are followed and the program remains open to all youth and adults regardless of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.



## LAPEER COUNTY 4-H YOUTH PROGRAM GOALS

### **"Takes Youth into Positive, Productive Directions"**

4-H provides quality, age-appropriate experiences for youth, backed by university-based research and support, which meet the following objectives:

1. **Strong mentorships with caring adults.** Building and maintaining strong relationships between youth and adults in 4-H helps build character, skills, and self-worth and prevents harmful behaviors from developing. 4-H leaders are screened through a volunteer selection process and then trained to work with youth.
2. **Structured activities during non-school hours.** 4-H activities are designed to be educational, practical, exciting, and fun experiences that challenge youth to explore and develop new interests in a safe environment.
3. **Marketable skills.** 4-H provides youth with opportunities to practice various life skills throughout the year. Skills and projects are asset building and designed to prepare youth to take advantage of the opportunities they have today and in the future.
4. **A healthy start.** 4-H provides youth with physical and emotional support to help them develop and maintain healthy behaviors and lifestyles.
5. **An opportunity to give back to their family, school and community.** 4-H provides youth with opportunities to serve, to become part of the solution, and to experience first-hand the benefit of being active citizens. Special attention is given to ensure opportunities are meaningful, challenging, age-appropriate, and make youth feel responsible and significant.
6. **Recognition for their efforts.** Recognition gives youth the motivation to continue and reinforces their skillful performance. 4-H youth are provided opportunities to have their efforts publicly recognized and displayed during events such as Spring Achievement, county and state-sponsored awards programs, the Eastern Michigan State Fair, and other recognition programs. When funds are available, the 4-H Council may offer scholarships for 4-H members to help them continue their education beyond high school. Information and applications will be sent to eligible members in the spring.

Lapeer County 4-H is open to all youth, ages 5 to 19 (some project areas have minimum age requirements), and maintains a 4-H Advisory Council where cooperative decision-making between youth and adults guides 4-H into the future. Programs utilize various settings including community-based clubs, youth centers, school enrichment programs, camps, and county or state-sponsored events. Hundreds of project areas are available including earth and natural science, technology, animals, agriculture, personal development, leadership, healthy lifestyle education, environmental education, family science, communications, citizenship and violence prevention. The greatest challenge in the 4-H program is recruiting and training enough adult volunteers to meet the numbers of youth waiting to join 4-H clubs. To meet the needs of youth, 4-H depends on the support of adults as:

- ~ **Leaders:** Leaders start or support community clubs or integrate learning activities into ongoing youth programs in churches, afterschool, or community groups.
- ~ **Community volunteers:** Community volunteers provide help for specific events or workshops such as Spring Achievement.
- ~ **Teachers:** Teachers integrate 4-H experiential, age-appropriate activities into classroom or extracurricular events.
- ~ **Parents:** Parents provide support and share many 4-H activities with kids, from gardening and environmental awareness to family folklore and exploring diverse cultures.
- ~ **Youth development professionals:** 4-H provides ongoing training, curricula and support for professionals in other youth-serving agencies.
- ~ **Risk prevention specialists:** Risk Prevention Specialists use specially-designed 4-H activities to prevent kids from engaging in negative behaviors that place them at risk. These activities build youth assets including self-esteem, communications and decision-making.



### **LAPEER COUNTY 4-H AWARD POLICY**

The Lapeer County 4-H Program recognizes the achievements of 4-H members through a County Awards process. Members may receive County Medals for achievement in project areas and/or County Awards related to overall 4-H achievement.

A County Awards Committee comprised of interested adults and teens who are knowledgeable about 4-H provide guidance for the County Awards Program. To guard against conflict of interest, the committee members who are current 4-H Club Leaders or parents of members who are participating in the awards process do not score award applications.

In the fall of each year, nomination forms are sent to all 4-H families through the newsletter. Leaders, parents, and 4-H Staff may nominate members for awards by completing the nomination forms and returning them to the 4-H office by the specified date. A letter is sent to members who have been nominated to receive recognition for their 4-H achievements. The letter explains what is required for the member to apply for the awards. Any required forms are also included. A county workshop is held to help nominees complete the Medal and Award applications. Members are required to submit the completed applications to the 4-H office by the deadline. Late applications are not accepted. This is necessary to allow the committee enough time to score the applications. The completed applications are reviewed and scored by committee members. For scoring purposes, county award forms are identified by number rather than name. County Medal and Award recipients are announced at the annual Spring Achievement/Style Revue evening program.

## County Medals:

The awards program includes County Medals for recognition of achievement in these project areas:

\*Achievement

Aerospace

\*Agriculture

Arts (fine arts)

Automotive

Beef

Bicycle

Bread

Buymanship

Camp Counselor Award

\*Citizenship (exchange, Int'l, & domestic),  
community service, & other citizenship projects

Challenge (high risk orienteering, hiking, camping, caving)

Clothing (sewing)

Computer Science (high tech)

County Medals

Club Read

Child Care

Crafts

Cultural Heritage

Dairy

Dairy Foods

Dog Care & Training/Leader Dog

Drama/Clowning/Performing Arts

Electric Energy

Entomology/bees

Fashion Revue(modeling)

Folkpatterns

Foods/Nutrition (food preparation)

Foods Preservation/safety  
(canning, freezing)



Forestry

Gardening

Goats

Health/wellness

Hobbies & Collections

Home Environment

Home management

Horse & Pony

Leisure Education

\*Leadership

Natural Resources/Environ

Petroleum Power

Photography

Plant & Soil Science

Pocket Pets

Poultry

Public Speaking/Demos

Rabbits

Safety

Sheep

Shooting Sports

Special programs (PEP)

Stitchery

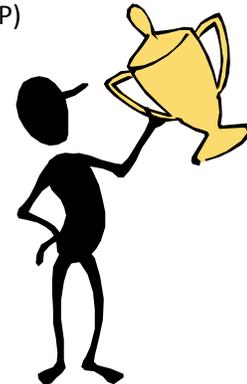
Swine

Vet. Science

Wildlife/Fisheries

Wood Science

Field Crops



The number of medals awarded per project area is at the discretion of the County. Traditionally, no more than 4 per project area per year have been awarded in Lapeer and only then if there are enough applicants who score above 50 points.

Each member may receive a maximum of 2 County medals in any given year.

Each member may receive a specific project area medal only one time in their 4-H career. This decision was made by the awards committee and implemented in 1999.

### Eligibility Guidelines for County Medals

1. Member must be nominated by a registered 4-H leader, staff member or parent.
2. No limitations on the number of nominations a leader or parent may make.
3. Award nominees must be between the ages of 10-19.
4. Member must have 2 years' experience in the area nominated.
5. In areas with asterisks\* member must have 6 or more years in 4-H and be in grade 10 or above.

6. Members may receive a county medal only once per project area during their 4-H career, beginning October 1998.
7. Members must complete a separate application for each project area nominated.

Nominees for Achievement, Leadership, and Citizenship , and Agriculture Medals complete the County Award form rather than the County Medal form. They are also required to be interviewed.

Award committee members individually score each medal/award application and record the scores on score sheets. These scores are averaged to determine the final ranking.

**COUNTY AWARDS:** (all awards are based on 4-H achievements)

All county award nominees must complete the county award form and a personal interview. Only one county award form is required regardless of the number of awards for which a member has been nominated. Each award, however, requires an individual interview. The interview is 40% of the total score and the award form is 60%.

**AMBASSADOR COURT**

The program will have up to 6 members, with 2 as Junior members (grades 6-8) and 4 as Senior members (grades 9-11).

**Qualifications:**

1. Must be a Lapeer County registered 4-H member, grades 6-11.
2. Must have completed a minimum of 2 years in 4-H.
3. Must be willing to participate in county activities and represent the county 4-H program to the best of your abilities.
4. Must be willing to increase overall knowledge in 4-H programming, as well as local, state, and national 4-H history.
5. Must be able to commit and follow through with responsibilities.
6. Must be willing to be a positive role model to other 4-H'ers and an enthusiastic representative in the community.

**KEY CLUB**

This is one of the highest honors a member can earn in 4-H. It recognizes outstanding accomplishment and leadership in the 4-H Program. The number of Key Club Awards given out per county is equal to ½ of 1% of enrollment. To be eligible, a nominee must:

- be a currently enrolled 4-H member
- be 15 by October 1 of the previous year
- have completed 3 calendar years of club work as of January 1 of the current year
- completed 4-H projects in at least 2 project areas
- completed a teen leadership Project
- participated in 3 district (state sponsored) and/or state 4-H events
- been recommended by his local leader

Key Club nominees complete:

1. County Award form
2. State Key Club application form
3. Interview



**CITIZENSHIP WASHINGTON FOCUS**

Nominees must be active 4-H members at least 15 years of age. Selection is based on overall accomplishments in 4-H. Nominees are required to complete the County Award Form and be interviewed. Delegates are selected each year. The number is dependent on funding. Since 2004-2005, three delegates have attended from Lapeer County, who traveled by bus with delegates from the South Central Region of Michigan. Delegates stay at the National 4-H Center while

learning about how our government works. Delegates pay a minimal amount of the cost of the trip, while Council funds the majority.

#### NATIONAL 4-H CONGRESS

This leadership experience is held in Atlanta, GA on Thanksgiving weekend. Must be 15 to 19.

#### OTHER SPECIAL OPPORTUNITIES:

These opportunities are open to all 4-H members who meet the requirements stated. They are not competitive awards. They are listed on the nomination forms so that leaders & members will be aware of them. Adults completing the nomination forms are encouraged to check off any opportunities they think would be of interest to the nominees. Information on all items checked will be sent to the nominees.

#### GREAT LAKES NATURAL RESOURCES CAMP

High quality outdoor experience and environmental interaction in a camp setting in July. For youth age 13-15 (as of event). Substantial financial support from 4-H Council.

#### CAPITOL EXPERIENCE

Spend 4 days at the Capitol in Lansing to learn about state government, citizenship, leadership, service, and the political system. (Lansing, MI) any 4-H member 15-19 is eligible to represent Lapeer County at this state program in citizenship, leadership, and community service. Must be 15 by event date. Council has some funds to help with expenses.

#### LAPEER COUNTY 4-H COUNCIL

The Lapeer County 4-H Council members work together to support and promote the Lapeer County 4-H Program by assisting Extension Staff in planning and implementing programs, events and activities. Council membership includes eight adult volunteers and four teen volunteers, ages 15-19. The Council meets monthly and meetings are open to the public. Membership is open to adults and teens willing to support the county 4-H program. Vacancies are announced in newsletters and mailings. Adult council members are elected for three-year terms by 4-H volunteers at the annual Council meeting. Youth members, grades 9-12, are elected for one-year terms by 4-H members. Contact the Extension office for current information on meetings.

#### 4-H AGE POLICY



**All youth ages 5 to 19 are eligible to be 4-H members in Michigan.** Some project areas have minimal age requirements and some clubs have age restrictions. Although every attempt is made to include all youth in club activities, age-appropriateness, safety, the availability of qualified volunteers and the type of projects offered are major factors in determining age limits which leaders may impose in their clubs.

To maximize age-appropriate programming, some 4-H events are designed for 4-H members in specific age ranges. The term, "4-H Age" is used frequently. A member's 4-H age is determined by the age they are on January 1 of the current 4-H year which runs from September 1 through August 31.

Specific counties may establish age restrictions pertaining to activities or recognitions that *originate in their counties*. **In Lapeer County, any youth between the ages of 5 and 19, 4-H age, is eligible to be a 4-H member.** Clubs may decide whether to accept Clover Bud members, depending on safety and appropriateness of the activities.

## **CLOVERBUD POLICY**

Michigan State University Extension: 4-H Youth Development: 4-H Cloverbud Policy on Programming with 5 to 8 year olds. 4-H members between the ages of 5 and 8 are called 4-H Cloverbuds.

**Vision:** The national 4-H vision is: “A world in which youth and adults learn, grow, and work together as catalysts for positive change.” The Michigan 4-H Youth Development vision is: “Michigan 4-H Youth Development mobilizes volunteers and communities to meet the needs of youth.”

**Mission:** The mission of the Michigan 4-H Cloverbud program is to guide 5 to 8 year olds as they acquire knowledge, develop life skills and form attitudes that enable them to become confident, self-directed, contributing members of society.

**Cloverbud Program Philosophy:** The 4-H Cloverbud experience must be designed with respect for the physical, cognitive, social and emotional development of youth. This is commonly referred to as developmentally appropriate practice (Bredenkamp & Copple, 1997). Developmentally appropriate experiences for 5 to 8 year olds are activity-based, cooperative, short-term, fun, experiential and varied. (Scheer, 1997). Children want a sense of belonging and individual attention, and being involved in clubs and organizations is one way to help develop this. These experiences should be carried out with the help of caring and nurturing adults who exercise the highest regard for safety, coupled with common sense. Adults working with young people aged 5 to 8 must always consider which learning environments will further the 4-H Cloverbud experience. Curriculum for 4-H Cloverbuds should be developmentally and age appropriate. Youth need to explore many interests and develop competencies and skills in a supportive, cooperative environment.

**Age:** When can a young person join a 4-H as a Cloverbud member? They can enroll when they are 5, 4-H age. They may move to the 4-H program designed for youth aged 9 to 19 when they are 9, 4-H age.

**Activities:** The curriculum used in 4-H Cloverbud activities should be developmentally appropriate.

4-H Cloverbud participation can occur in the following 4-H Youth Development activities:



**At the Local Level:** 4-H Cloverbuds may participate through an authorized 4-H delivery system (such as community clubs, project clubs and special interest groups). Activities may include meetings, community service, tutoring, recreation and tours. It is important that a parent be with the 4-H Cloverbuds while they participate in these activities. The recommended ratio is one adult or older youth for every six children. Some activities may require a higher ratio of adults or older youth to children.

**At the County, Regional and State Level:** 4-H Cloverbuds may participate in designated noncompetitive, age-appropriate activities that are designed for this age group. These activities may include camps, workshops and clinics. Animal projects require a one to one adult/child ratio as highlighted below.

**At State 4-H Workshops and Events:** See specific workshop and event announcements for age guidelines.

**Participation in Shows and Exhibitions:** Participation, safety, personal development and learning are the highest priorities for Cloverbud involvement in 4-H. The following policies were instituted to ensure that 4-H Cloverbud members remain safe and have positive, developmentally appropriate experiences in 4-H.

4-H Cloverbuds may participate in general exhibitions about their 4-H experiences that are designed specifically for 4-H Cloverbuds. These must be noncompetitive (that is, they are not judged, ranked, placed, etc.). Age-appropriate exhibits can include, but are not limited to, posters, displays, stories and scrapbooks. Determination for developmental appropriateness rests with the 4-H Youth Development professional.

4-H Cloverbuds will be uniformly recognized for participation in shows and exhibits.

4-H Cloverbuds may not participate in competitive classes, sales, treaties, and auctions at 4-H events.

**Participation in Animal Science Programs and Activities:** If 4-H Cloverbud members are to have direct contact with an animal, the contact must take place under the direct one-on-one supervision of a responsible adult volunteer, parent, or teen volunteer depending on the age of the Cloverbud. In other words, the adult volunteer or parent must be with or near the child at all times while the child is in contact with the animal.

4-H Cloverbud members must wear ASTM- or SEI-approved helmets for all 4-H Cloverbud horse experiences.

Five- and six-year-olds may be involved with an animal on a halter and lead. They must be directly supported one-on-one by an adult volunteer or parent who is on the ground holding the animal's halter or lead.

Five- and six-year-olds may be involved with non-haltered animals such as swine, chickens and rabbits. Each 4-H Cloverbud must be directly assisted one-on-one by an adult volunteer or parent while the child is in contact with the animal. Seven- and eight-year-olds may be assisted by a parent, an adult volunteer, or an older youth.

Seven- and eight-year-olds may be involved with an animal on a halter and lead. They must be supported by a parent, adult or older youth volunteer who is on the ground holding the halter and lead. Walk-trot classes may be an appropriate activity for children in this age group involved in the horse project area.

**Participation in Bicycle Activities:** 4-H Cloverbuds participating in all bicycle activities must wear properly fitted, ANSI- or SNELL-approved helmets.

**Participation in Food Preparation Activities:** Adult and older youth supervision must be provided at all times in activities involving food preparation and handling.

**Participation in Road and Stream Cleanups:** Community service activities are excellent, engaging activities for 4-H Cloverbuds; however, the safety concerns involved in road and stream cleanups may make them inappropriate for this age group. The Michigan Department of Transportation and most county road commissions have specific guidelines on the age of participants and adult-to-child ratios for "adopt-a-road" programs. The appropriate organization should be contacted prior to arranging such activities.

## “Making 4-H Meetings Work for Younger Children”

The 4-H member meeting is a major tool after-school staff can use to help children develop and learn. It provides children with the opportunity to build friends, exchange ideas, enhance life skills, and explore new concepts and areas of interest. Here are some tips for making the meetings work for younger children:

1. One hour is a good time span for meetings.
2. Allow time at the beginning to greet everyone and let everyone actively participate.
3. Remember, members may have short attention spans. They especially will need shorter projects and learning experiences.
4. If you want to explore a leadership structure, consider making members a club officer for the day.
5. Include refreshments and play time in each meeting.
6. Let members take responsibility for themselves. They should clean up and put away clutter.

Suggested time frame for meetings that include projects or learning activities:

- 5 minutes:** Opening and Overview
- 30 minutes:** Learning Activity
- 5 minutes:** Clean up
- 10 minutes:** Snack Time
- 10 minutes:** Recreation



\*Adapted from the *Primary Member Leader's Guide*. University of California Cooperative Extension.

## **II. Emblem and Pledge**



## II. 4-H EMBLEM AND PLEDGE

### 4-H EMBLEM AND COLORS



The emblem, a symbol of growth, is a green four-leaf clover with a white “H” on each leaf. Each leaf represents a part of the self: head, heart, hands, and health. The clover has been a familiar symbol of well being to Americans for over three-quarters of a century. Green symbolizes life, nature, growth and creativity; white symbolizes purity and wholeness. It is not permissible to superimpose any letter, design, texture, image, or object on the 4-H emblem or to alter its shape.

### HISTORY OF THE 4-H EMBLEM

During the early 1900’s, what is now 4-H was known as: Boys’ and Girls’ Clubs, Agricultural Clubs, Home Economics, Corn Clubs, Tomato Clubs, Cotton Clubs, Canning Clubs, etc. The first emblem designed for Boys’ and Girls’ Clubs was a three-leaf clover, introduced in 1907 by O.H. Benson of Iowa. The emblem was used at that time on place cards, posters, banners, canning labels, etc. In 1909, this emblem was used on pins and the three H’s stood for Head, Heart and Hands.

Around 1908, Benson and others began using a four-leaf clover design. Benson said the “H’s should stand for Head, Heart, Hands and Hustle . . . Head trained to think, plan and reason; Heart trained to be true, kind and sympathetic; Hands trained to be useful, helpful and skillful; and Hustle trained to render ready service, and to develop health and vitality . . .”.

At a meeting in Washington D.C. in 1911, club leaders adopted the present 4-H design, a green four-leaf clover with a white “H” on each leaf. O.B. Martin of South Carolina suggested that the four H’s should stand for the Head, Heart, Hands, and Health of every child.

The term “4-H” was first used in a federal publication written in 1918, by Gertrude Warren. In the early 1920’s, a group at a conference in Washington, D.C. discussed the need to give the Boys’ and Girls’ Club Work a distinctive name that could be used nationally. Several people, including Miss Warren, favored 4-H as the name of the organization. **In 1924, the Boys’ and Girls’ Club became known as “4-H”. Also in 1924, the 4-H clover emblem was patented.** At the end of the 14-year patent term, Congress passed a law to protect the use of the 4-H name and emblem.

The 4-H emblem is still protected by Congress from commercial or unauthorized use. The four-leaf clover circles the globe and represents 4-H and similar youth organizations in the U.S. and in many other countries.

### USE OF THE 4-H NAME AND EMBLEM

The 4-H club name and emblem are held in trust by the Secretary of Agriculture of the United States Department of Agriculture for the educational purposes of the 4-H program, and can be used only as authorized by the Secretary or Secretary’s representative. Any use of the 4-H name and emblem is forbidden if it exploits the 4-H club program, its volunteer leaders, its members, the USDA, Michigan State University Extension Service or its employees. As a registered leader or member of a recognized local 4-H club, council, association, or committee, you are authorized to use the name and emblem for your group’s educational or informational purposes on materials that you originate, request, purchase, or distribute. You may not grant permission to others to use the name and emblem.

4-H clubs, councils, associations, committees, and any affiliate groups using the 4-H emblem may not endorse, imply endorsement of, or support business or commercial firms, products, services, or trade names in their membership, meetings, activities, agreements, written materials, or fundraisers. Tributes to 4-H by commercial entities must be worded so as not to imply endorsement of their product, service or name.

## 4-H CREED, MOTTO, AND SLOGAN

### 4-H Member's Creed:

I believe in 4-H club work for the opportunity it gives me to become a useful citizen.  
I believe in the training of my **Head** for the power it will give me to think, plan and reason.  
I believe in the training of my **Heart** for the nobleness it will give me to be kind, sympathetic and true.  
I believe in the training of my **Hands** for the ability it will give me to be helpful, skillful and useful.  
I believe in the training of my **Health** for the strength it will give me to enjoy life, resist disease and work efficiently.  
I believe in my **country**, my **state**, my **community** and in my responsibility for their development.  
In all these things I believe, I am willing to dedicate my efforts to their fulfillment.

**Head**



**Heart**



**Hands**



**Health**



4-H Motto: "To make the best better."

4-H Slogan: "Learning by Doing."

4-H members and leaders attending the same National 4-H Camp in 1927 also adopted the 4-H Motto "To Make the Best Better". Carrie Harrison, a botanist in the Bureau of Plant Industry, proposed the motto. Like the 4-H pledge, the motto has remained the same through the years.

## 4-H PLEDGE

I pledge:

- My head to clearer thinking,
- My heart to greater loyalty,
- My hands to larger service,
- My health to better living,

For my club, my community, my country, and my world.



Usually, the pledge is said at the opening of a 4-H meeting. Members should do more than "mouth" the words. In repeating the pledge, a member should:

- Raise the right hand to the forehead when speaking line one.
- Place right hand over the heart when speaking line two.
- Extend hands with palms upward when saying line three.
- Drop hands at the sides for the remainder.

Staff and volunteers are encouraged to involve members in the discussion and meaning of the pledge. This will help assure that when your members give the pledge, it will be said with meaning, understanding and purpose. Look at the pledge and its meaning by examining some key thoughts under each "H".

I pledge:

- My head to clearer thinking,  
4-H helps you learn to plan before you take action.  
4-H lets you learn things you can use as an adult.  
4-H lets you make decisions.
- My heart to greater loyalty,  
Through 4-H you make many friends.  
Through 4-H you learn about trusting and respecting others.  
Through 4-H you learn about people who are different from you.  
Through 4-H you learn about values.
- My hands to larger service,  
4-H is learning by doing.  
4-H is learning to complete tasks.  
4-H is serving your community.  
4-H is helping others.
- My health to better living,  
4-H encourages activities that are fun and healthy.  
4-H teaches about protecting the environment.  
4-H promotes wise use of leisure time.



For my club, my community, my country, and my world.

Through 4-H you learn to be a good citizen.

Through 4-H you learn about community relationships.

Through 4-H you learn that you are part of a larger group and that you belong.

Through 4-H you learn about 4-H across the nation and around the world.

The 4-H pledge was officially adopted in 1927, by 4-H members and leaders attending the first National 4-H Club Camp in Washington, D.C. Otis Hall, State 4-H leader from Kansas, wrote the pledge. The 4-H pledge has changed only once since 1927. At the request of several states, and on the recommendation of 4-H members attending the National 4-H Conference, the pledge changed in 1973 to include “my world”.

## **MICHIGAN 4-H YOUTH DEVELOPMENT GUIDING PRINCIPLES**

### 1. Youth develop positive relationships with adults and peers.

When put into action, this principle means that volunteers and members are available and accessible to each other for information, guidance and support. It means that both adults and youth develop relationships that help them feel like they belong and are connected. The activities and experiences of the group are shared, and they serve to build trust and foster honest and open communication.

For volunteers and youth in clubs, this means:

- E-mail is used to foster communication between volunteers and members. Clubs can create an electronic list serve to ensure everyone is connected to everyone else.
- If a club has multiple adult volunteers, match specific children to specific adults to ensure consistent contact and that no child is overlooked.
- Older youth can mentor younger members.
- Laugh with children and have fun with them.
- Provide time during meetings for young people to talk about things in their lives.
- Help youth develop trust with and among peers to follow through (start to finish) with projects and goals.

### 2. Youth are physically and emotionally safe.

Both 4-H Staff members and volunteers have responsibility to ensure that young people involved in 4-H youth development programs participate in environments that are physically safe and structured, yet flexible enough to encourage honesty, trust and respect among 4-H members and the adult volunteers working with them.

This means that feedback is provided in constructive ways to address situations, behaviors and emotions. Positive risk-taking is encouraged to ensure young people try new things. Rules, expectations and consequences are clear, consistent, and appropriate for the age of the child and are applied fairly. Activities and programs are held in environments that maximize the safety and well being of the youth we work with.

For volunteers and youth in clubs, this means:

- Risk management plans are in place at the club, county and state levels.
- Children are always appropriately supervised.
- Clubs and counties are encouraged to develop severe weather policies and ground rules for meetings.
- Identify locations for meetings that are familiar and where children are comfortable.
- Children can share and communicate without restriction yet with respect.
- Safety becomes a priority for activities and discussions.
- Guidelines for behavior of members, parents and volunteers are made and enforced.
- Accommodations are made for physical and learning needs.



### 3. Youth are actively engaged in their own development.

When put into action, the goal of this principle is for youth to increase their personal competence and sense of well being. A variety of opportunities and experiences are offered that encourage youth and the adults working with them to explore, discuss and reflect on ethical values, personal interests, strengths and accomplishments.

These opportunities have purpose and meaning – they foster a young person’s positive sense of self and view of the future. They also provide opportunity to recognize youth for both their participation and their achievement.

For volunteers and youth in clubs, this means:

- Young people have leadership roles in their clubs and in their county 4-H program.
- Young people set project or activity goals and personally assess the results at the end of their project.
- Youth determine what the club does and then have opportunities to lead meetings and experiences.
- Youth learn from each other.
- Youth think for themselves and discuss their ideas with adult volunteers and parents.

4. Youth are considered participants rather than recipients in the learning process.

When put into action, this principle means that youth are provided a variety of opportunities, in different contexts, that respect the way they learn and encourage their active participation in what and how they learn. Young people share the decision-making, planning and implementation of their learning experiences. Young people and adults also work together to overcome barriers to participation such as cost, scheduling and transportation.

For volunteers and youth in clubs, this means:

- Young people choose the programming they want delivered.
- Youth have the opportunity to give feedback and suggestions before and after activities.
- Adults facilitate, not dictate.
- Youth are given choices and get to feel the impact of those choices.
- Young people take ownership of their project.



5. Youth develop skills that help them succeed.

This principle ensures that young people in 4-H have “hands-on” opportunities to learn and develop the skills they need to be successful as adults. Youth identify, develop, practice and are able to speak about their skills. Young people develop skills by setting challenging, yet realistic goals that are supported by their peers, their adult and older teen volunteers, their families and their communities.

For volunteers and youth in clubs, this means:

- Staff and volunteers use research to define the skills youth need to succeed, and then promote 4-H opportunities that specifically help youth get there.
- Club leadership empowers youth to teach each other.
- Success levels are according to ability and desire. There would be no pass/fail or badges needed to be earned.
- 4-H alumni are utilized as mentors to current youth members.
- Participation in the state 4-H awards process which develops resume writing and interview skills, life skills, a positive work ethic and provides recognition for a young person’s success is encouraged.
- Junior leadership opportunities are offered and encouraged.

6. Youth recognize, understand and appreciate diversity and multiculturalism.

It is important that young people respect differences among groups and individuals of diverse backgrounds. 4-H should help youth develop skills that help youth foster social justice in their communities. They should explore and value their own diverse abilities, skills, interests and cultural backgrounds and explore diverse people, places and ideas. It is equally important that young people and volunteers from diverse backgrounds and with diverse abilities and interests are valued and included in planning, decision-making and leadership opportunities.

For volunteers and youth in clubs, this means:

- Youth are aware of and encouraged to participate in city, state and international exchanges.
- Staff and volunteers create opportunities for county share/aware and other cultural sharing.
- Clubs incorporate into club meetings themes that feature learning about and understanding different cultures (e.g., customs, holidays, foods, interests, etc.). During these meetings, children learn from guest speakers, literature and reading.
- Clubs find opportunities to recognize each young person as diverse and unique and use those opportunities to appreciate that uniqueness.
- Clubs provide opportunities for youth to teach and learn from each other.

7. Youth grow and contribute as active citizens through service and leadership.



The outcome of this principle is for young people to feel included and involved in their clubs, their communities and our world. This acknowledges that youth have significant roles to play and important contributions to make as stewards of our future. Youth are provided with experiences that help them become competent as caring leaders and citizens and recognize their role as stewards of their communities. This means that youth are informed about local and global needs, issues and opportunities.

Youth are also provided meaningful opportunities to help make decisions that affect their communities and to also use their time, energy, and skills to benefit their communities and the people who live in them.

For volunteers and youth in clubs, this means:

- Youth serve on county 4-H councils and committees, and as representatives of the club and county at events.
- Youth are mentored by county commissioners and city council members and use these opportunities to learn about and get involved with county and city government.
- Youth plan and execute community service projects.
- Citizenship and service activities are part of the 4-H club programming structure.

### **III. Volunteers, Leaders, Parents and Projects**



### III. VOLUNTEERS, LEADERS, PARENTS AND PROJECTS

#### BECOMING A 4-H VOLUNTEER



Adults or teens who want to enhance the life of youth through the 4-H program may support the 4-H Program in many ways. Supporters, usually the friends and family of 4-H youth members, help 4-H clubs during events including field trips, parties, meetings, other club activities and fair. They may also provide financial support. Teen Leaders are 4-H members who assist with club activities and events under the supervision of 4-H Club Leaders.

Volunteers, ages 19 and over, who work with youth on a regular basis or overnight must apply to be a 4-H Volunteer Leader through the Volunteer Selection Process. Volunteers who complete the Volunteer Selection Process are trained for positions including General (Administrative) Leader, Project Leader, Activity Leader, Resource Leader, Chaperone, and Superintendent and are eligible to be covered by 4-H liability insurance.

#### VOLUNTEER SELECTION PROCESS

It is our responsibility as youth workers and volunteers to do all we can to ensure that the children with whom we work are treated with respect and dignity; are lead by positive role models who exhibit appropriate problem-solving and disciplinary behaviors; and are provided with safe, appropriate environments in which to learn.

To help ensure the safety and well-being of children in the 4-H program, the Volunteer Selection Process became mandated by Michigan State University Extension in the fall of 1994. All volunteers who have "ongoing" contact with youth in the 4-H program and who are 19 years old or older must complete this process. "Ongoing" is defined as having contact with youth during at least four meetings/gatherings or in-depth contact such as overnight events or out-of-state trips.

Leader applicants must complete an application, three references, a criminal history background check, and an interview/orientation training session. All registered volunteers must sign the Code of Conduct (see Appendix). Volunteers are required to reenroll annually by the reenrollment date. Failure to reenroll terminates the volunteer relationship with MSU Extension. A former volunteer whose enrollment is inactive is required to reapply and successfully complete the volunteer selection process in order to be a registered 4-H volunteer. Previous years of service will be added to the volunteer's record.

**Qualifications:** Must enjoy working with youth in an educational setting. Skills and interest in the project area are helpful; however, county and statewide 4-H workshops help leaders develop skills. Volunteer 4-H leaders must update their registration each year. Time commitment varies with number, age and skill level of youth. Project Leaders do not need to be at every club meeting.

## **ADMINISTRATIVE LEADER RESPONSIBILITIES**

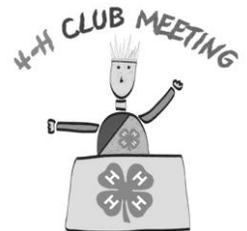
An Administrative Leader is supervised by county 4-H Staff and is the key volunteer responsible for a 4-H Club. Administrative Leaders guide the direction of the club, supervise Project Leaders and encourage club members to participate in 4-H projects. They share leadership with members and guide members to help in making decisions according to their ages and abilities. They are responsible to maintain communications between the 4-H office and club members and frequently receive mailings from the 4-H office or are contacted by 4-H Staff.

### **Specific Responsibilities:**

1. Schedule regular meeting times and locations in advance with input from members and parents, develop a club constitution and bylaws or club goals and rules. At least once a year evaluate club bylaws, rules, and goals. Plan meetings with members' help that are a combination of business, education, and fun.
2. Train, supervise and provide guidance to club officers, with assistance from 4-H Staff. Meet with officers before the meeting to discuss the agenda.
3. Involve all members in making club decisions and individual project decisions according to age and ability.
4. Recruit, supervise, empower and support project, resource and activity leaders. Schedule periodic meetings with leaders. Empower teens to become Teen Leaders and to provide leadership for the club.
5. Involve and update all leaders, officers, parents and members regarding all club business and activities.
6. Guide the club to identify and acquire necessary resources for club functioning including curriculum or guidelines for project areas, money from sponsors or fundraising activities, savings or checking accounts, registration materials for special events, forms for annual reporting, special equipment, etc.
7. Work with members and parents to ensure safety, proper behavior, sportsmanship, age-appropriate activities and positive youth development.
8. Update membership changes each year including enrolling all previous members and leaders during the registration period. New leaders and members may register at any time of the year, either as a new club or by joining an existing club that is open to new members. Members are required to be enrolled by May 31 in order to show projects in the 4-H Division at the Eastern Michigan State Fair (some projects, such as livestock and horses have earlier enrollment dates).
9. Be sure all members, parents, and project leaders agree to and sign the Codes of Conduct.
10. Inform club members, leaders, and parents about upcoming events and activities.
11. Ensure the club is open to all and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, political beliefs, sexual orientation, marital status, or family status.
12. Review and discuss the volunteer, member, and parent Codes of Conduct annually.
13. Ensure that the club follows all MSUE policies, including but not limited to: financial guidelines, overnight housing policy, Cloverbud policy, civil rights laws and annual reenrollment requirements.
14. Maintain open communication with 4-H Staff, realizing that the decision making responsibility rests with the 4-H Staff as the representatives of the University.

### **Qualifications:**

Be a good role model and enjoy working with adults and youth in an educational and recreational setting. Most 4-H projects teach basic life skills that the leader has already mastered. Strong organizational skills and the ability to delegate responsibility are helpful. Ability to see the big picture and focus on the positive development of youth. Be a positive representative of MSU Extension. Ability to work well with others. Time commitment will vary on the number, age and skill level of youth members, on the number of trained leaders, and on the type of 4-H projects.



## **PROJECT LEADER RESPONSIBILITIES**

The Project Leader is supervised by county 4-H Staff and the club's Administrative Leader, and works with youth members in specific project areas such as Leadership, Archery, Needlecraft, Community Service, Animal Science, Woodworking, etc. There may be several Project Leaders in a single 4-H club, one Project Leader shared by several clubs, or a Project Leader who teaches several different projects. The Administrative Leader may also serve as a project leader. The Project Leader guides members through a project experience by promoting healthy and emotionally mature behaviors.

### **Specific Responsibilities:**

1. Enroll youth members in their project areas. Communicate with the Administrative Leader and attend club business meetings regularly.
2. Involve members in decision making, choosing projects, setting goals, and evaluating what they have learned.
3. Instruct youth about project subject matter and guidelines. Help members set goals and keep records.
4. Schedule opportunities for youth to learn about, work on and display their projects. Members should help determine the scheduling of meetings and exhibitions.
5. Be sure learning experiences are safe and age appropriate. Use a variety of teaching techniques to include the learning styles of all youth (video, lecture, demonstration, speakers, hands-on, tours, etc.). For projects where skills must be learned and practiced, groups should have no more than 5-8 youth.
6. Be informed about county and state guidelines for your project area. Attend workshops.
7. Get acquainted with the parents of youth members. Keep parents informed about their child's progress and alert parents to project-related costs and safety issues.
8. Keep youth and parents informed about activities in their project areas. Distribute event information in a timely manner. Encourage them to attend whenever possible.
9. Encourage Teen Leaders to assist or give demonstrations whenever possible. Teen Leaders are very effective with young 4-H members.
10. Evaluate and improve on project progress and goals.
11. Praise, encourage, inspire, use constructive suggestions and be a good role model.



## **RESOURCE LEADER RESPONSIBILITIES**

Resource Leaders are supervised by county 4-H Staff and the club's Administrative Leader. They may teach a specific lesson as requested by a 4-H club, present a demonstration, or be a guest speaker to share specialized knowledge or skills related to specific project.

## **ACTIVITY LEADER RESPONSIBILITIES**

Activities Leaders are supervised by county 4-H Staff and the club's Administrative Leader. They assist the club with the overall coordination of one or more activities or events. They may also coordinate countywide activities or events for multiple clubs. Responsibilities also include soliciting sponsors and conducting fundraisers as needed. In some clubs, these duties may be delegated by the Administrative Leader to club youth members. Examples of activities or events include: Exploration Days, Kettunen Center workshops, Livestock Expo and Citizenship Washington Focus.



## **KEY VOLUNTEERS' RESPONSIBILITIES**

Key Volunteers in middle management roles provide support to new volunteers and continuing support to experienced leaders and clubs. They also communicate with other volunteers periodically about county 4-H events, activities and policies. They may also provide leadership for county events, programs, and activities.

## **TEEN LEADER RESPONSIBILITIES**

Teen Leaders are supervised by county 4-H Staff and Administrative and Project Leaders. This position allows older teens the opportunity to work with younger 4-H members. The Teen Leader gains valuable experience and leadership skills by assisting club leaders in organizing and maintaining club functions. In Michigan, the average 4-H'er becomes a teen leader at the age of 12 to 13. Duties include assisting with attendance and enrollment, registrations, new member recruitment, reports and paperwork, phone calls, fair, teaching younger members, county events and project groups. Teen Leaders may also serve as club officers, lead a club meeting or committee, serve on the Lapeer County 4-H Club Council or other youth advisory council, serve on state developmental committees, or help at Exploration Days, and other opportunities to provide leadership.

## **4-H LEADER'S CREED**

I Believe . . .

The 4-H member is more important than the 4-H project.

Learning HOW to do the project is more important than the project itself.

4-H'ers should be their own best exhibits.

Generally speaking, there is more than one good way to do most projects.

No award is worth sacrificing the reputation of a member or leader.

Competition should not be given any more emphasis than other functions of 4-H work.

Every 4-H member (and leader) needs to be noticed, to feel important, and to be praised.

"Learn By Doing" is a fundamental element is any sound educational program and is a characteristic of the 4-H program.

Enthusiasm is caught, not taught.

Our product is youth, the project is the means.

A Teacher can never truly teach unless he or she is learning as well.

## **INVOLVING PARENTS**

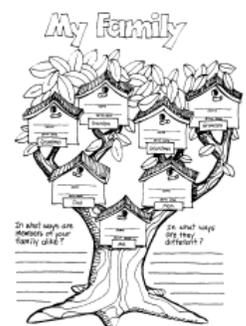
Gain parental support by keeping parents informed and involved. Let them know they each have something to contribute. The most useful idea to impress upon parents is that "4-H is not a baby-sitting service, but an educational program." Parents play a key role in the effectiveness of the 4-H club. The Administrative Leader needs to encourage parents to be supportive of their child's involvement in 4-H.

### **Suggestions for Informing Parents:**

- Explain the 4-H program, adult and teen leader roles, club needs.
- Discuss the cost of materials, equipment and supplies, events, workshops.
- Discuss meeting goals, dates and times, project subject matter, attendance, rules, discipline and transportation responsibilities.
- Personal phone calls, regular newsletters, parent letters, notes.

### **Suggestions for Involving Parents:**

- Invite parents to meetings or schedule a specific "Parents Meeting."
- Visit with or phone parents personally.
- Ask them for help and find creative ways to use their talents: phone calling, chaperones, transportation, writing letters, refreshments.
- Schedule 4-H family picnics, talent shows, potluck dinners, holiday parties, fundraisers and "thank you" potlucks.
- Recognize and thank parents regularly.



### Parent Responsibilities:

- Provide reliable and timely transportation.
- Support costs as determined by the club.
- Show interest and support for member's work.
- Attend club family functions.
- Assist with the club as often as able.
- **Sign and agree to follow the Lapeer County 4-H Parent Code of Conduct (see appendix)**

### Member Responsibilities

- Sign and follow the member code of conduct on the Code of Conduct/Media/Medical form (see appendix).
- Participate in club meetings and activities.
- Notify administrative leader and/or project leader when you will be absent.
- Contact club leader to find out how you can make up for missed meetings.
- Help make club decisions.

## **4-H PROJECTS**

Projects, the core of the 4-H experience, are any activities that help members "learn by doing." 4-H projects are challenging, interesting, asset-building and help youth develop life skills. Projects assist young people in the following ways:

- ~ Improve self-esteem, develop confidence, and influence their lives.
- ~ Learn skills involved in planning, selecting, buying, using and making their project.
- ~ Learn personal care practices and safety.
- ~ Manage time, energy, money and other resources to meet their project needs.
- ~ Develop leadership, citizenship and communication skills.
- ~ Explore career opportunities.
- ~ Develop the ability to make decisions, set goals and be flexible.

4-H project areas are broad topics that include:

- Citizenship
- Cultural & Global Education
- Inter-generational Planning
- Physical & Mental Limitations
- Volunteerism & Community Service
- Communication Arts
- Performing & Visual Arts
- Child Care & Family Life Education
- Clothing, Textiles & Consumer Education
- Environmental Education & Recreation
- Safety, Foods & Healthy Lifestyles
- Careers, Leadership, Reading & Social Skills
- Animals & Plants
- Science & Technology



Almost any area of interest can be developed into a 4-H Project providing the following conditions are met:

1. Appropriate leadership is in place that has successfully completed the volunteer selection process.
2. Research based, developmentally appropriate educational curriculum is available.
3. The project meets MSU's risk management policy.
4. The project provides a positive learning opportunity in keeping with 4-H policies and guidelines as determined by the County 4-H Staff with the advice of key volunteer leadership.
5. Young people are interested in learning about the project.





## **IV. 4-H Club Organization**



## IV. 4-H CLUB ORGANIZATION

### WHAT IS A 4-H CLUB?

Some dictionaries define a club as “an association of persons with some common objectives, jointly supported and meeting periodically.” In Michigan 4-H, clubs are the primary means to involve children with their peers while they learn.

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 serve two purposes in 4-H clubs. They both attract members to a 4-H club and also serve as the method of achieving the primary purpose of 4-H – building the knowledge and skills needed for positive youth development.

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

Clubs are sanctioned and permitted to use the 4-H name and emblem by their county MSUE 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, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status.

A model 4-H club includes the following:

- At least five youth members from two or more families.
- Two or more caring adult volunteers working with members, teen leaders and parents.
- A structure that gives members the shared 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 on individual and group goals.

### TYPES OF 4-H CLUBS

Two major club structures exist in Michigan 4-H Youth Development, the community club and the project club. Both types include the elements of a model 4-H club.



#### Community Clubs

A community club – sometimes known as a multi-project, variety or general club – involves members of a variety of ages and interests. Its average size is 20 to 25 members, but it may have more than 100 members. All members attend the “general” club meetings, which may be held monthly throughout the year. Club meetings include group-building activities, business and educational programs. Each member also participates in one or more project groups. These meet on a variable schedule at other times throughout the year under the guidance of a volunteer project leader.

A community club is managed and advised by one or more adult volunteer organizational leaders, who are 21 or older, with the support of club officers, teen leaders, project leaders and parents. Organizational leaders and project leaders must all be registered volunteers within the county 4-H program and have completed the MSUE Volunteer Selection Process. Officers are elected from the membership of the entire club.

The geographic area covered by a community club may vary from a particular school or housing complex to a community, township or larger area. A community club may be sponsored by an existing organization such as a school, religious congregation, community center or block club, but many operate on their own.

### **Project Clubs**

Project clubs are centered around one primary 4-H project, in which all members participate. The average club has 10 to 20 members. Club meetings are held weekly or monthly or on some other planned schedule, and they focus on project work and business. Additional club activities are scheduled for group building, service, fundraising, family involvement, and personal enrichment.



Project clubs are led by one or more volunteer project leaders working together for project teaching and club organization. Officers are elected from among the members, and more experienced or older youth often help as teen leaders.

The project club is usually the simplest type of club to start because of its focus on a single subject. Sometimes project club members become interested in more 4-H opportunities or the club attracts members with diversified interests. If this occurs, the club may need to find additional adult support, and it may evolve into a community club to fulfill the changing needs and interests of its members.

### **Deciding What Club Structure to Use**

The type of club structure that works best in a community or county will be determined by the situation within the individual county and community. Begin by examining the existing interests of youth, parents, and potential volunteers.

### **DISCRIMINATION**

The Lapeer County 4-H Program and Michigan State University Extension require each 4-H club, council, association, committee, and any affiliate group using the 4-H emblem to certify that its membership is open to all in order to meet the necessary compliance with federal affirmative action, equal opportunity guidelines. Each 4-H club administrative leader is required to sign a statement certifying that the membership of the club is open to all without regard to race, color, national origin, gender, religion, disability, political belief, sexual orientation, marital status, or family status, and its activities are carried out in a non-discriminatory, non-biased, non-political manner. Club administrative leaders may not limit or restrict membership except based on an age range and/or maximum number of members only, unless otherwise approved by 4-H Staff.



## **STARTING A 4-H CLUB**

A club should have two or more leaders, one Administrative Leaders (2 people can share this role), and one or more project leaders (the administrative leader may also be a project leader). All leaders must have completed the Volunteer Selection Process. A club is required to have at least five youth ages 5 through 19 from at least two different families. The club must submit enrollment forms to the county 4-H office for each leader and member and should meet at least six times per year. Enrollment forms can only be submitted for adults who have completed the Volunteer Selection Process. Once the club is initially registered, the Administrative Leader shall reenroll the club annually by the date set by county staff.

## **4-H GUIDELINES**



1. Entire families are encouraged to participate in opportunities offered in local, county, and state 4-H activities or events when this is possible.
2. Members are encouraged to carry at least one project each year. The maximum recommended is six projects in one year with no more than 4 in a project season (summer or winter). Minimum and maximum project enrollment requirements should be determined by the local 4-H club at the time of organization each year. A member may not register in the same project area in more than one county. A member may be enrolled in clubs in more than one county as long as it is in different project areas.
3. 4-H administrative and project leaders will determine if Clover Buds may register in their clubs based on safety and whether the projects are developmentally appropriate for 5-8 year olds.
4. Enrollment in more than one club is permissible. Rule #2 (above) is to be respected by each member enrolled in several clubs.
5. Members are encouraged to keep records for county, state, and national award events beginning with the calendar year in which a member attains the age of 9. (The 4-H year is Sept. 1 – Aug. 31. 4-H age will be determined on Jan. 1, within the year.) Recordkeeping books are available from the 4-H office.
6. Each 4-H club is encouraged to establish written membership and attendance guidelines for all community and project activities. Participation in at least 2/3 of all club meetings is expected of all members. Allowances for personal illness, family problems, etc. should be recognized. Club members should establish the attendance policy in writing at the time of organization each calendar year. Fair and Spring Achievement participation is encouraged but is not mandatory.
7. Parent and Adult Participation: All 4-H activities should include parental and/or other adult participation. Members should be given the opportunity to plan, conduct, and evaluate the activities decided upon. Adults should serve as advisors, assisting or facilitating the youth in the accomplishment of meaningful experiences.
8. All 4-H'ers participating in an out-of-county or overnight activity shall have such activity reported to the 4-H Staff least two weeks prior to the event by the adult responsible for such activity. Insurance for certain activities must be obtained and parental permission forms filled out and signed. This is to authorize medical treatment if such need arises.

## **ENROLLMENT**

Administrative Leaders are responsible to maintain current and accurate enrollment for all members and leaders. This ensures that the 4-H office has accurate records for all the youth and leaders served by the 4-H program. Enrolled members receive the 4-H calendar, regular newsletters, mailings for special events, and are eligible to enter 4-H classes at the Fair. Enrolled members are also protected by 4-H insurance. When completing an enrollment for each youth, be sure youth also register for the project areas in which they may be working.

## **MICHIGAN 4-H PARTICIPATION FEE**

A \$10.00 participation fee for every 4-H member must be collected by the administrative leader. A youth who is a member of more than one club will only pay the fee to one club. A family with three or more youth participants will pay an annual maximum of \$30.00 total. 4-H will not turn away any youth who want to participate in 4-H. The fee may be waived by filling out a Waiver Request form.

## **CLUB MEETINGS**

The general club meets regularly, but project groups within the club may meet periodically. Clubs should meet at least six times per year. Although the Administrative Leader is responsible for all club operations, duties may be delegated to club leaders or members.

### Meeting ingredients should include:

- ~ Snappy business meetings conducted by officers
- ~ Educational Program
- ~ Refreshments and/or recreational activity
- ~ Scheduled the same day, time and place each month/week/etc.
- ~ Planned in advance by committees of members and adults



### Sample Meeting:

- Opening (5-10 minutes): American Flag Pledge and 4-H Pledge; roll call
- Business Meeting (10-30 minutes): Last meeting minutes; committee reports; unfinished business; new business; adjournment
- Project work; educational demonstration
- Recreation/refreshments

## **OFFICERS, ELECTIONS AND COMMITTEES**

The club officers and committee system are good ways of delegating responsibilities and dividing jobs among club members in an orderly manner. The number of officers is determined by the size of the club and the age of members. Club officers are usually elected in the fall near the beginning of the 4-H year. One of the leaders or parents should be responsible to train officers and help them carry out their duties with help from the 4-H Staff.

### Electing Club Officers:

1. Nominating club officers, three methods:
  - Nominations from the floor allow members to stand up and nominate a person of their choice. This is the most common method of nominating.
  - Informal ballot by members may be used to make a list of candidates. Members that wish to make nominations write their selections on paper and give them to the secretary. The secretary lists all nominations for the offices.
  - A nominating committee may present a pre-selected “slate” of candidates for each office. This method allows more attention to the best suited to the position. Members make nominations from the floor based on the “slate” of candidates. Additional candidates may be nominated from the floor.
2. When voting, ask candidates to leave the room to allow free discussion and voting. Help the group choose the best qualified and encourage them to discuss why they support one candidate over another. Vote by a show of hands or a silent, confidential ballot.



## Officer Responsibilities:

**PRESIDENT:** Prepares meeting agenda with other officers, leaders and youth. Presides at club meetings, facilitates discussion, keeps the meeting “on task,” follows parliamentary procedure and ensures that rules (bylaws) are followed. President appoints committee members, works with leaders to keep meetings running smoothly and checks on meeting arrangements.

**VICE-PRESIDENT:** Assumes duties of president when the president is absent. Assumes the duties of another officer that is absent. Assists president when necessary. Serves as chair of the program planning committee.

**SECRETARY:** Keeps complete and accurate records of each business meeting. Writes all club correspondence. Keeps club attendance and all other records up to date.

**TREASURER:** Handles all club money. Keeps accurate and current financial records. Collects dues and other fees when necessary. With help from the Administrative Leader, prepares the annual financial report.

Optional officers may include:

**HISTORIAN:** Keeps records of club activities. May make scrapbook of photos, newspaper articles, etc.

**REPORTER:** Submits information of public interest to local newspapers and/or the 4-H newsletter.

## Committees:

Possible standing committees may include:

- **Membership:** Assists in recruiting and orienting new members, leaders and families.
- **Community Service:** Plans and conducts community service activities and encourages members to participate; announces and encourages participation in county events; organizes and supports community related programs.
- **Program Planning:** Assists in planning year’s programs; makes program assignments; contacts speakers; serves as host/hostess for meetings.
- **Social:** Assists in planning and conducting the social/recreational activities; plans special event for members and parents; teaches songs.
- **Awards and Records:** Helps members keep their 4-H Personal Record Books; teaches importance of keeping accurate records for future use; maintains club archives; helps members complete award forms.
- **Financial:** Assists club treasurer and helps prevent financial misunderstandings; plans and conducts fundraisers; audits treasurer’s records annually; helps treasurer complete annual Treasurer’s Report for 4-H office.
- **Publicity:** Assists in reporting club activities and accomplishments to media including 4-H newsletter.



## **SAMPLE CONSTITUTION AND BY-LAWS**

Sample Constitution:

Article I: The name of this club shall be: \_\_\_\_\_

Article II: The objective of this club shall be: \_\_\_\_\_

Article III: Membership is open to all boys and girls who: (ages, attendance, etc.)

Article IV: The officers of this club consist of President, Vice-President, Secretary, Treasurer and News Reporter. There shall also be an advisory committee of three to five adults.

Article V: Committees for special purposes may be appointed by the President at any time. The following are standing committees: \_\_\_\_\_

Article VI: This constitution may be amended at any regular meeting, notice having been given at a previous meeting.

Sample By-Laws:

Article I: There shall be no monthly dues unless arranged for by special order of business.

Article II: The officers shall be elected annually by ballot at the beginning of the club year.

Article III: The regular meeting of the club shall take place at (place) on the first Monday of each month, 7:00 pm - 9:00 pm.

Article IV: A majority vote of members present shall decide any question.

Article V: (Reed's or Robert's) rules of order shall govern the meetings.

Article VI: The order of business for all regular meetings shall be: call to order; roll call; reading of last month's minutes; corrections to the minutes; reports of committees; unfinished business; new business; educational program/activity; recreation/refreshments; adjournment.

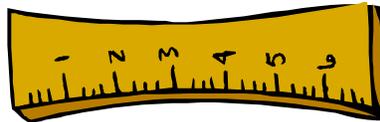
Article VII: A quorum shall consist of two-thirds of the members.

## **BASIC PARLIAMENTARY PROCEDURE**

Parliamentary procedure is used to increase the efficiency and effectiveness of meetings. If it does not accomplish this, do not use it. Parliamentary procedure, if used correctly, should be a help, not a nuisance.

Small groups do not need to use many of the rules designed for large meetings. However, the following rules apply to any meeting format:

- The rule of courtesy to all.
- The majority rule.
- The rule of minority rights.
- The rule of one item at a time.



When a club must make difficult decisions, it may be best to discuss the problems informally before obtaining motions. Allow time for discussion. In informal discussions, everyone sits. No one addresses the chair, but the rule of courtesy applies. Only one person shall talk at a time. When the topic has been discussed thoroughly and all members seem to understand the issues, call for the vote. Make separate motions on each point of business. Usually, harmony prevails when plans are agreed upon in this manner. Extra time spent on discussion may lead to a decision that everyone can support and that will promote the welfare of the group. At times when agreement cannot be reached, the majority vote prevails.

### **To make a motion**

- Stand or raise your hand.
- In a large meeting, it may be helpful to have anyone addressing the group stand.
- Wait until you are recognized.
- Then say, "I move \_\_\_\_\_."
- The motion must be seconded, discussed and voted upon.

### **To second a motion**

- Stay seated and say either: "I second it" or "I second the motion."

### **To amend a motion**

- Stand or raise your hand.
- Wait until you are recognized.
- Then say, "I move we amend the motion by striking out the words \_\_\_\_ and inserting the words \_\_\_\_\_."
- "I move to amend the motion by adding the words \_\_\_\_\_."
- The amendment to the motion must then be seconded, discussed and voted upon before the vote on the main motion.

### **To encourage an end of discussion and a vote**

- Stay seated and say, "Question."
  - This lets the President know someone is ready to vote. If no other questions arise, vote may be taken.

### **To nominate**

- Stand or raise your hand.
- Wait until you are recognized.
- Then say, "I nominate \_\_\_\_\_."
- Nominations do not require seconds.

### **To close nominations**

- Stand or raise your hand.
- Wait until you are recognized.
- Then say, "I move we close nominations."
- It must then be seconded and voted upon.

### **To adjourn**

- Stand or raise your hand.
- Wait until you are recognized.
- Then say, "I move we adjourn."
- It must then be seconded and voted upon.

### **Use of the gavel**

- 1 tap - Completion of an item of business. To be seated.
- 2 taps - Call the meeting to order.



## CLASSIFICATION OF MOTIONS ACCORDING TO PRECEDENCE

|                                    | <u>Second<br/>Needed?</u> | <u>Amendable?</u> | <u>Debatable?</u> | <u>Required<br/>Vote?</u> | <u>Interrupt<br/>Speaker?</u> |
|------------------------------------|---------------------------|-------------------|-------------------|---------------------------|-------------------------------|
| <b><u>PRIVILEGED MOTIONS</u></b>   |                           |                   |                   |                           |                               |
| <i>(in order of precedence)</i>    |                           |                   |                   |                           |                               |
| `Fix time of next meeting          | Yes                       | Yes               | ***               | ½                         | No                            |
| `Adjourn                           | Yes                       | No                | No                | ½                         | No                            |
| `Recess                            | Yes                       | Yes               | ***               | ½                         | No                            |
| `Question of privilege             | No                        | No                | No                | ***                       | Yes                           |
| <b><u>SUBSIDIARY MOTIONS</u></b>   |                           |                   |                   |                           |                               |
| <i>(in order of preference)</i>    |                           |                   |                   |                           |                               |
| `Lay on the table                  | Yes                       | No                | No                | ½                         | No                            |
| `Previous question                 | Yes                       | No                | No                | 2/3                       | No                            |
| `Limit debate                      | Yes                       | Yes               | No                | 2/3                       | No                            |
| `Postpone to certain time          | Yes                       | Yes               | Yes               | ½                         | No                            |
| `Refer to committee                | Yes                       | Yes               | Yes               | ½                         | No                            |
| `Committee of the whole            | Yes                       | Yes               | Yes               | ½                         | No                            |
| `Amend                             | Yes                       | Yes               | ***               | ½                         | No                            |
| <b><u>MAIN MOTIONS</u></b>         |                           |                   |                   |                           |                               |
| <i>(no order of preference)</i>    |                           |                   |                   |                           |                               |
| `Motion for general business       | Yes                       | Yes               | Yes               | ½                         | No                            |
| `Take from the table               | Yes                       | No                | No                | ½                         | Yes                           |
| `Reconsider                        | Yes                       | No                | *                 | ½                         | Yes                           |
| `Rescind                           | Yes                       | Yes               | Yes               | 2/3                       | No                            |
| `Make special order of business    | Yes                       | Yes               | Yes               | 2/3                       | No                            |
| <b><u>INCIDENTAL MOTIONS</u></b>   |                           |                   |                   |                           |                               |
| <i>(no order of preference)</i>    |                           |                   |                   |                           |                               |
| `Point of order                    | No                        | No                | No                | ***                       | Yes                           |
| `Appeal from decision of the chair | Yes                       | No                | ***               | ½                         | Yes                           |
| `Suspend the rule                  | Yes                       | No                | No                | 2/3                       | No                            |
| `Object to consideration           | No                        | No                | No                | 2/3                       | Yes                           |

\* Debatable only when the motion to which it applied was debatable.

\*\* Requires only chair's decision; majority vote if appealed from the chair.

\*\*\* Original motion not debatable; amendment debatable.

NOTE: 1/2 means one more than one-half of those voting.

2/3 means two thirds of those voting.



### **4-H CLUB MISSION**

4-H is a fun, learn-by-doing, educational program for young people. Just as the mission of Michigan 4-H Youth Development is to create non-formal, educational opportunities to help youth thrive in a complex and changing world, so 4-H clubs are designed to foster 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 the mission of 4-H. Through their involvement with caring adult volunteers, 4-H members gain valuable knowledge and skills that contribute to their personal growth and development. The quality of learning experiences depends, to a large extent, on the relationships built between and among the young people and adults.

## **V. Financial Guidelines**



## V. FINANCIAL GUIDELINES

### MSU EXTENSION FINANCIAL ACCOUNTABILITY POLICY

All 4-H clubs, groups, committees and association shall follow the MSU Financial Guidelines.

Funds are to be raised only when necessary for educational purposes.

No gambling, of any kind, including bingo and raffles shall be used to raise funds for 4-H. Fundraisers that provide something of value are encouraged.

Fundraising methods shall be consistent with the mission and philosophy of 4-H.

Accounting methods shall be clear, complete, accurate, honest, and ethical.

**Annual Financial Reports:** The 4-H Council, 4-H clubs, and county developmental committees must complete and file a copy of the annual financial report with the county Extension office each year. If the group has no money, the report is still required. Just fill in the amounts with zeros. Reenrollment will not be accepted without the annual financial report. The form is available at the Extension office. **All 4-H groups with annual incomes of more than \$2,500, or with bank account balances of more than \$2,500, are required to file copies of the minutes of each meeting with the county Extension office.**

**Monthly Bank Statement:** Bank statements for 4-H groups with \$2,500 in their account or \$2,500 of activity during the year must be sent directly by the bank to the county MSU Extension office. County staff will copy the statements and forward the originals to the treasurers of these groups. County staff will maintain a log of all groups required to submit monthly bank statements. The District Coordinator is notified when a statement has not been received for 60 days. The DC will follow up to get a copy of the missing bank statement.

Groups with less than \$2,500 in their account or \$2,500 of activity during the year are required to provide beginning and ending bank statements with the annual financial reports.

**Monthly Treasurer's Report:** Groups with annual incomes of \$2,500 or bank account balances of more than \$2,500 are required to file copies of each monthly treasurer's report with the county MSUE office.

**Fundraising Approvals and Follow-up Reports:** The MSUE county 4-H Staff must approve all fundraising events. A fundraising request form must be completed and approved prior to the event and a fundraiser report must be filed with the MSUE office after an event.

**Michigan Sales Tax:** All 4-H Groups whose sales of personal tangible property (such as platbooks, food, candy, crafts, and tack) total more than \$5,000 in a year, must pay Michigan sales tax. For clubs or groups where the tax collected is not more than \$25 in a year, the treasurer completes the Annual Financial Report (which includes documentation of taxable items), writes a check for amount of the tax to Michigan State University and submits it to the office with the Annual Financial Report. The office will issue a receipt for this payment and forward the money to MSU with its quarterly payment. Clubs, committees, councils or groups that have significant fundraising programs (over \$25 in tax owed) should remit sales tax on a quarterly basis to Michigan State University. Submit the amount due in a check to the county MSUE office with your annual financial report. See the Michigan 4-H Treasurer's Record Book, 4-H 1203, for more information. It is online at <http://www.msue.msu.edu/cyf/youth/volunteer.html>.



## **EMPLOYER IDENTIFICATION NUMBERS (EIN)**

All 4-H groups are required to obtain an EIN and be chartered in order to be official 4-H groups. Clubs may be fined \$50 by the IRS for not reporting an EIN. **DO NOT USE YOUR PERSONAL SOCIAL SECURITY NUMBER FOR A 4-H ACCOUNT.** You will be responsible for tax on it if you do! The 4-H Staff will apply for an EIN for your club or group after you have completed the volunteer selection and chosen a club name.

As soon as the EIN is received from the IRS, the 4-H Staff will send it to you. You will need to use this EIN information to open a bank account.



**Annual Financial Reviews:** All 4-H groups must have their financial records audited once a year, using the annual financial review and submitting the review with their annual financial report to the county MSUE office. The audit may be done by adult/teen volunteers who are not related to the administrative leader or the club treasurer. The club may also ask a community person with financial training to audit the report. The auditor signs the report to show that they believe it is an accurate report of club funds and how they were spent.

All 4-H groups are required to submit an annual report to the IRS. The 4-H Staff will submit the report using the information included in the annual re-enrollment packet: the first and last month's bank account statements, annual financial Report, annual financial review, member re-enrollments, member participation fees, club re-enrollment form.

**IRS Form 990:** If gross annual receipts of any 4-H group exceed \$50,000 for each of 3 successive years, that group must complete and file with the Internal Revenue Service and the county MSUE office an IRS form 990.

## **FINANCIAL ACCOUNTABILITY METHODS**



According to U.S. Department of Agriculture and Michigan State University guidelines, the MSU Extension office is required to keep track of all transactions pertaining to finances in 4-H clubs and groups. A club treasury is optional, but necessary if funds are to be maintained for club use.

4-H members pay an annual participation fee of \$10. Families pay no more than \$30, regardless of the number of children joining 4-H. Local clubs may generate funds through dues or fundraisers. Fundraising should be done for the good of the entire club and must be consistent with county 4-H fundraising policies. Fundraising should not be the main focus of group activities nor exclude any individual from participating. Clubs are expected to support the financial needs of the entire group and to pay, whenever possible, for local, county, state, national and international programs.

Monthly financial statements, annual financial reports and all guidelines regarding a 4-H club's use of money are contained in the Michigan 4-H Treasurer's Record Book (4-H 1203). Clubs are expected to follow these guidelines. A copy of this book is available to all adult volunteers who have completed the 4-H Volunteer Selection Process.

The following guidelines are in effect to help clubs handle money responsibly:

1. **Every club must have an Employer Identification Number (EIN).** The 4-H Staff will apply for the EIN on behalf of the club or committee.
2. **The club treasurer must follow the financial guidelines stated in the Michigan 4-H Treasurer's Record Book** and should use this book to record all financial transactions. Records must be kept by each club to show cash received, where the money came from and payments made (including check number, date and purpose). If the club does not have a checking account but does have a savings account, checks should be purchased from a bank or credit union. For the treasurer's protection, copies of these checks are to be recorded and kept.
3. **Any payment should be in response to a formal written bill or invoice.** The itemized invoice, clearly stating what was billed, with the check number and date of the check on it, will become a permanent part of the treasurer's records. This practice protects the treasurer's reputation in a dispute.  

4. Some clubs prepare a budget for the year. A budget is a written plan for raising and spending money for a set period of time, usually one year. **Since the club members approve the budget, it is not necessary to seek approval for payment of items already listed in the budget. If a club doesn't have a budget or items arise that are not part of the budget, each item needs to be presented to the club for approval before payment is made.** This accomplishes two things: 1) all expenditures of the club's funds are made with the full approval of the club; and 2) this is a great way for the club members to learn how money flows into and out of an organization.
5. **All money received should be acknowledged with a written receipt,** preferably pre-numbered. The receipt should include the source of the funds, the date and the name of the person making the payment and the name of the person handling the transaction. These receipts are the back-up documentation for any bank deposits made. The receipts should become a permanent part of the club's records.
6. **All bank statements, receipts, canceled checks, checkbooks, savings account books and Treasurer's Record Book forms must be turned into the local county MSU Extension office when requested by MSU Extension Staff.** The 4-H Youth Staff can request periodic audits.
7. **Each club should require at least two adult leaders' names and the youth treasurer's name to be on the account at the bank** (with neither adult leader being the parent of the treasurer). Two signatures will be required on each check issued. No 4-H staff name or signature shall appear on any 4-H account belonging to clubs.
8. **Non-cash donations to clubs (i.e., consumable donations, supplies, misc. items) should be acknowledged in writing to the donor.** A copy of the acknowledgement must be kept in the club treasurer's records. Non-consumable donations such as equipment or animals should be accepted only if the club is prepared to accept the responsibilities of ownership including care, maintenance and insurance. Written acknowledgement should be sent to the donor, and a copy must be kept in the treasurer's records. The Internal Revenue Service requires the donor and the recipient complete a specific set of written documents if a non-cash donation gift is valued at \$5000 or more. In such case, contact the MSU Extension office or a qualified attorney. Donors cannot specify the individual recipient of cash or non-cash donations as donations; in this instance, can only be made to clubs. Clubs should not feel compelled to accept non-cash gifts if they choose not to. Clubs should contact 4-H Staff about donations of animals, equipment, etc.

9. **Clubs may use the state 4-H tax-exempt number for educational purchases for club use.** If an item being purchased has a sizable amount of tax, contact the MSU Extension office for use of this number. Misuse of the tax-exempt number is punishable by law.
10. **Michigan Tax Law requires that organizations selling tangible personal property in excess of \$5000 in one year collect sales tax from the buyer.** Therefore, 4-H clubs are required to collect and remit sales tax on things like cookbooks, calendars or plat book sales; on the fair market (retail) cost of items raffled, concession stand sales, and in most instances where some tangible item has been sold.



**For clubs or groups raising less than \$5000 in a year, no sales tax is collected.** For clubs raising more than \$5000 in a year, the treasurer completes the Annual Financial Report and calculates the sales tax due. Sales tax must be remitted at least once a year, or more often if the club will have more than \$5000 in taxable sales in a year. Clubs must maintain their financial records to support their club's transactions for five years in case of an audit.

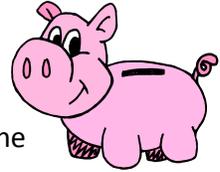
11. **Any 4-H club that disbands with money left in its account or with property belonging to the club must turn over those assets to the county 4-H Council or the MSU Extension office.** Club members may request that the money be used for a specific 4-H program within the club, county or state. This request will be acted upon by the county 4-H Council in concert with the 4-H Extension Staff at the time the club is dissolved.
12. **The MSU Extension Staff has the responsibility to investigate the disbursement of 4-H funds by any club** if 4-H members or parents submit a complaint. Issues of this nature can be avoided by following these guidelines. Concerns raised are often settled quickly if clubs have kept their books up to date and have followed the guidelines in the Michigan 4-H Treasurer's Record Book.
13. Clubs that do not have a treasury or handle any money need to mark 0's on their Annual Financial Report, sign and return it the county MSU Extension office once each



## **GOOD IDEAS ON RAISING MONEY FOR LOCAL CLUB**

General principles - raise funds only when needed. Make sure members and parents support the project. Remember you are representing 4-H - all fund raisers should give good value, be learning experiences for members, and present a positive image of 4-H. Additional fundraising ideas are available in the Extension office.

1. Sales, bazaars, auctions, or roadside stands for selling products which 4-H'ers themselves have raised or processed.
2. Marketing projects whereby 4-H members serve the general community by helping market a peak surplus of products at a bazaar or festival. Some examples are apples, nuts, vegetables, flowers, plants, crafts, or dairy products.
3. Serving dinners, box suppers, socials, refreshment stands at fairs or games, or submarine sandwich advance order sales.
4. Amateur entertainment festivals such as community square dances, plays, skits and pageants, musicals, minstrels, socials, and skating parties. Record hops and social dances may be acceptable in some communities, but out of bounds in others.
5. Community forest or Christmas tree plot; Christmas greens.
6. Scrap iron and newspaper collection drives; rat and rodent control campaigns.
7. Contract with private or governmental community group or individuals to perform a community service project (e.g. roadside cleanup, Christmas wrapping, putting up house numbers).
8. 4-H'ers sell their time to neighbors for such jobs as yard clean-up, window cleaning, babysitting, running errands.
9. Organize a special mass buying opportunity for other 4-H groups or neighbors where buyers save money and/or get special service and 4-H'ers get a percentage of sales (e.g. family photographs, flea market, auction, food co-op.).
10. Organize a class for your community and charge to make a profit (e.g. stop smoking clinic, snowmobile or hunter safety class, weight reduction clinic or exercise class, holiday craft making class, etc.).
11. In the athletic area, sponsor a tournament, a "fun run," sports clinic, trip to a sports event, walk-, bike- or dance-a-thon.
12. With food, try bake sales, cookbooks, ethnic banquets, cooking lessons.
13. Consider starting a county 4-H memorial/recognition donation program for individuals to give to at happy and at sad times of their lives.
14. Organize a craft show, antique show, horse show and other events where you can charge both booths and the general public.
15. Take advantage of national/area contests (e.g. collection of labels, caps, cans, etc.) as well as apply for grants to local groups (e.g. Reader's Digest, Citizenship in Action Grant, Higley Youth Fund of the Lapeer Community Foundation.).
16. Collect bottles and cans for refund.
17. In general, think about how 4-H projects and other learning activities might tie into the following broad categories for fund raising: (1) entertainment, (2) recreation and sports, (3) parties, (4) bazaars, (5) fairs and festivals, (6) merchandise, old and new, (7) tours, (8) services, (9) fashion shows, (10) meals for a crowd, and (11) individual food sales.



## **4-H CLUB INVENTORY RECORD**

An inventory must be completed and submitted to the county Extension office by November 1 each year. This form must be completed regardless of whether your group has purchased or discarded any equipment in the program year. This is a record of equipment and materials purchased with 4-H club funds. If the club disbands, the inventory must be turned in to the Extension office. A completed sample form and blank form are both included in the appendix.



## **VI. Liability and Insurance**



## VI. LIABILITY AND INSURANCE



Two types of insurance are available: 1) Liability Insurance, and 2) Accident and Illness Coverage. Liability Insurance is automatically provided to currently enrolled 4-H volunteers. Clubs are encouraged to buy an annual accident or injury insurance policy.

### **MSU GENERAL LIABILITY COVERAGE**

MSU's general liability coverage protects currently enrolled 4-H volunteers against claims of negligent acts which result in bodily injury to a third party, damage to the property of others, or personal injury (i.e. libel and slander) while performing services on behalf of or under the direction of an MSU representative (i.e., while acting within the scope of 4-H volunteer duties). Liability insurance coverage is automatically provided for all volunteers who are registered as current leaders in the MSU Extension 4-H office during the current program year. Unincorporated clubs, associations, advisory committees, councils and the like that are under the control of and use the name of MSU and/or MSU Extension are also covered by MSU's policy.

The coverage provides defense in court for covered individuals against allegations of a negligent act, even if fraudulent or false, and will pay damages which the covered person is legally liable to pay. It does not cover claims of discrimination, violation of a Civil Right, intentional or criminal actions outside the scope of duties, or any allegation which does not result in personal and/or bodily injury to a third party, or damage to the property of others.

When transporting others to and from 4-H activity in privately owned vehicles, MSU liability insurance coverage is secondary. The owner of the vehicle must hold primary coverage in this instance. Not covered under MSU liability insurance are owners of animals (these people should have their own liability coverage to protect for ownership of animals), someone who owns facilities used for a 4-H program, and any other individuals not mentioned above.

Questions regarding policy coverage and provisions may be directed to the 4-H Staff. Incidents involving personal/bodily injury or property damage must be reported immediately to the 4-H Youth Staff, using the "4-H Youth Program Injury/Property Damage Report" form (see Appendix).

### **ACCIDENT INSURANCE**

The activity must be supervised by an authorized representative of MSU – a registered 4-H volunteer or staff member. A complete explanation of the coverage is on file in the Extension office. If a claim needs to be filed, please contact the Extension office to report the injury and we will help you file the claim.

## **COMMON LIABILITY QUESTIONS**

These are common responses to frequently asked questions regarding liability. Since this information may not be current, 4-H volunteers are encouraged to consult with their insurance companies to receive the most current and appropriate information.

### 1. In what situations are volunteers not covered?

Volunteers are NOT covered for ownership of their property or animals, while driving a vehicle or any activities not considered to be related to Michigan State University and 4-H.

### 2. Does a volunteer need more than minimum homeowner's insurance? What if they have no homeowner's insurance?



Most homeowner's insurance policies provide approximately \$300,000 in liability coverage. The homeowner is personally liable for any amount that is not covered by the MSU Extension's policy and their homeowner's policy. Personal umbrella liability policies with limits of one million dollars are available for approximately \$75-100. These policies provide additional limits of liability coverage for the individual's homeowner and auto policies. Purchase of a personal umbrella liability policy is the decision of the volunteer.

### 3. Who is liable for any injuries when youth and adult volunteer leaders travel to Citizenship Washington Focus, in Washington, D.C., and by chartered bus, or by a donated loaner van by an automobile corporation?

The Michigan No-Fault Law covers travel by vehicle. Sections of the law include: 1) PIP (Personal Injury Protection), 2) PPI (Personal Property Insurance), and 3) Residual Liability which allows for court action only in cases of death, impairment of a bodily function or permanent disfigurement. The chartered bus' PIP coverage would be primary for passengers because it is a commercial livery vehicle. They also have the liability if passengers sue.

Owners of privately owned vehicles (including a loaner van) may be sued for negligence if death, permanent disfigurement or impairment of a bodily function occurs. PIP benefits for minor injuries are covered by each individual passenger's own (or family's) auto policy. If none, the individual's PIP coverage would be provided by the owner's auto policy.

Michigan law requires a minimum auto liability amount to satisfy the financial responsibility requirements of the state. Anyone transporting passengers other than family members might consider higher limits of liability protection than the minimum the law requires. Also, an umbrella liability policy might be considered.

There is no coverage under the University's policy for a volunteer while driving a privately owned vehicle.

MSU Risk Management policies prohibit 4-H volunteers and staff from transporting youth in vans for more than 10 passengers. This policy was adapted in March of 2002 in response to a consumer safety bulletin advisory stating that vans holding more than 10 passengers had a rollover rate three times that of 10 passenger vans.

### 4. Who determines if an event is a 4-H event, even if volunteers organize it?

In the event of a claim, the 4-H Youth Staff and Institute Director or supervisor will be consulted to determine if the specific event was a part of the Michigan 4-H program.

### 5. Define negligence.

"Negligence" is defined as the failure to exercise the care that a prudent person would exercise. Negligence implies inattention to one's duty or business.

6. What liability do we assume when holding a 4-H event at a school, fairgrounds, facility, home, etc.?

The University, its employees who are working within the scope of their duties, and volunteers who are performing services on behalf of or under the direction of the University are covered for MSU Extension 4-H events held at schools, fairgrounds, etc. There is no coverage provided through MSU Extension or 4-H for the schools, fairgrounds, facilities, homes, etc., county or county employees (other than those working for the MSU Extension office) or for volunteers or individuals representing entities other than MSU Extension.

7. When reviewing a building use permit form, what terms should a person be aware of that might increase the liability risk for the person signing the form?

If a building use permit is simply a statement of rules or conditions of use not addressing liability risks, then the local 4-H Educator may sign this document. All building use permits which assume any liability on behalf of the University must be signed only by specific people who have been delegated such authority by the University. **Volunteers are not authorized to sign such agreements and will assume full risk.** Any questions regarding building use permits should be directed to the 4-H Educator.

### **VOLUNTEER TAX DEDUCTIONS**

Volunteer mileage, expenses, and materials may be deductible from federal income tax. Contact the IRS or your tax preparer for current information. Value of time donated is not tax deductible.



## **VII. Appendix**



## VII. Appendix

- The 4-H Year Outline
- MSU Extension Volunteer Application Form
- MSU Extension Criminal History Check Permission Form
- Volunteer Enrollment Form
- Michigan 4-H Volunteer Code of Conduct/Media/Medical Form
- Member Enrollment Form
- Youth Code of Conduct/Media/Medical Release Form
- Lapeer County 4-H Participation Fee Waiver Request Form
- MSU Injury/Property Damage Report
- Parent Involvement Form
- Sample Agenda for a Club Meeting
- Planning Your Club Year
- 4-H Member's Plan and Evaluation
- 4-H Club Field Trip Permission
- Family Packet
- Volunteer Self-Assessment
- Leader Request Form
- Annual Summary Financial Report
- Sample of Annual Summary Financial Report
- Conducting a Financial Review
- Inventory Record
- Fundraising Request
- Fundraising Report
- Club Enrollment Form
- Project Definitions
- Lapeer County 4-H Member Nomination Form
- Project Medal Award Form Instructions
- 4-H Project Medal Award Form
- County Award Form Instructions
- County Award Form
- 4-H Club/Project Group Fun & Social Program Award
- 4-H Club/Project Group/Team Community Service Projects Award
- 4-H Club Educational Program Award
- Adult Nomination Form
- 4-H Leader Recognition Awards Application
- 4-H Leader of the Year Award Application
- Statement of Philosophy for Cooperation Between Fairs and the M.S.U. Extension
- Fair Conflict Resolution Policy
- Fair Conflict Resolution Process
- Fair Rules Violation Form
- Sample By-Laws for Clubs and Committees