

4-H Bulletin 18 (Rev. 1964)



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4-H

LEADERS' HANDBOOK

for organization leaders



AGRICULTURAL EXTENSION SERVICE
UNIVERSITY OF MINNESOTA
U.S. DEPARTMENT OF AGRICULTURE

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Extension 4-H Bulletin 18, revised November 1963 by Wayne Bath, associate state leader—4-H Club; Stanley Meinen, assistant state leader—4-H Club; Ronald Pitzer, assistant agricultural extension specialist—family life; and Mrs. Juanita Fehlhafer, assistant agricultural extension specialist—4-H Club.

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20M—11-63

Dear Leader

Welcome to the ranks of the volunteer adult 4-H leaders. You have been selected for a most important job -- that of leadership of your 4-H Club. You are there to give guidance and direction to your club members' many activities. Many demands will be made of you, but you will gain many satisfactions.

You will receive help -- there are parents and others in the community who will help with special projects, special meetings, and activities. Often older club members will assist you as junior leaders. This handbook has been prepared to give you a better understanding of your part in the 4-H Club program. It outlines the background, objectives, and procedures of 4-H Clubs. It will take time for you to become familiar with all the aspects of 4-H Club work.

In 4-H Club work you have the opportunity to help shape the lives of young people. Through your efforts in the program these members will have a wide variety of real life experiences; through the 4-H program you can also make your community a better place in which to live. But you will probably see your biggest dividends in your own self improvement. Your own life becomes better as you set the example for the young people in your club and community.

As a leader you will learn to plan and organize, and to develop initiative and perseverance. You will make new friends, visit new places, learn new and better methods of doing things, and develop your talents and abilities. Keep in mind, however, that 4-H Club work is for the training of youth. Your development is actually a byproduct of the training you give others. Upon your good leadership more than upon any other one thing will depend the success of your club.

Here's wishing you much success as you begin this interesting and challenging leadership experience.



Leonard L. Harkness
State Leader 4-H Club

LLH:gmc

4-H Club Work

1

The major objective of 4-H Club work is to help boys and girls develop into useful and desirable citizens of a democratic society. They are taught good character traits, wholesome attitudes, and leadership qualities.



The 4-H program also helps young people to:

1. Gain knowledge, skills, and qualities for a happy family life.
2. Enjoy useful work, responsibility, and satisfaction in accomplishment.
3. Develop leadership talents and skills to become better citizens.
4. Explore career opportunities and continue needed education.
5. Appreciate nature, understand conservation, and use resources wisely.
6. Foster healthful living, purposeful recreation, and leisure.
7. Strengthen personal standards and philosophies.
8. Acquire attitudes, abilities, and understanding to work well with others.
9. Value research and learn scientific methods for making decisions and solving problems.
10. Know how scientific agriculture and home economics relate to our economy.

What is 4-H Club Work?

In Minnesota, 4-H Club work is the youth phase of the Agricultural Extension Service program of the University of Minnesota. Membership is open to any boy or girl between the ages of 9 and 19. To become a 4-H member, a boy or girl fills out an enrollment card and

What is 4-H?



gives it to the 4-H Club leader. He may then start his project work. Boys and girls are developed through projects, exhibits, demonstrations, and other club activities.

Boys and girls organize into a club, elect their own officers, and "learn by doing" under the guidance of a local 4-H leader. They attend meetings and take part in club programs. They also participate in other 4-H activities including camps, achievement days, tours, demonstrations, judging, exhibits, and fairs.

Each member will:

- Select a project with the help of parents and 4-H leaders.
- Do the project work outlined.
- Keep a record book up to date and turn it in to the 4-H leader at the end of the project year.
- Attend 4-H meetings regularly.
- Exhibit project work when possible.
- Demonstrate project work when possible.
- Inform parents of 4-H activities and events.
- Participate in club and county 4-H activities and events.
- Learn the 4-H Club pledge and motto.

Boys and girls develop into useful citizens as they work on worthwhile projects. They learn how to do new things, learn to plan and carry out group activities, learn to take responsibility and be of service to others, learn to select their own goals, and learn to select standards that are best for themselves.

Through 4-H Club work you help boys and girls develop their abilities and encourage them "to make the best better," as stated in the 4-H Club motto.



4-H Club Organization and Leadership

Dear Leader—

If you have just been selected as the organization leader of your local 4-H Club you are probably saying to yourself, "What do I do at the next meeting? Can I give the boys and girls the right kind of guidance? I am not certain I can do the job. I don't know too much about 4-H—**HELP!**"

Your reaction is only natural. We all go through these uncertainties when taking on a new assignment. Down deep you probably feel you can do it, even though you do not have all the answers, because you can use your good common sense and judgment; you are interested in young people; and you want to provide them with worthwhile experiences. You are concerned about them becoming responsible young adults. As adults, one of our greatest concerns in life is for our children.



How the 4-H Club Is Organized

Most 4-H Clubs in Minnesota are organized as community or neighborhood clubs. Boys and girls in a given community or neighborhood belong to the same 4-H Club, which meets on a regular basis, usually once a month. The club size varies; many clubs have

from 20 to 30 members. Each boy and girl is enrolled in one or more projects.

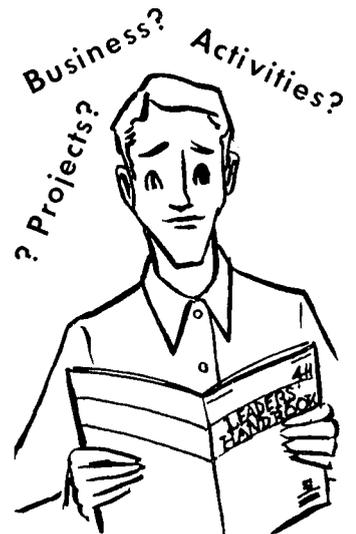
The monthly 4-H meeting is the nucleus of 4-H work which gives the boy or girl several learning experiences. These include:

1. Experience in conducting a business meeting.
2. Fun and fellowship.
3. Opportunities to gain confidence in speaking before a group through demonstrations, project talks, panel discussions, etc.
4. Group decision-making through committee work.
5. Serving as an officer.
6. Working on worthwhile group projects for the club or community.
7. Working toward group goals.
8. Wholesome recreation and other fun activities.

The section on "The 4-H Club Meeting," page 12, and "Planning the Yearly Club Program," page 13, will give you the information on what should be included in the monthly meeting.

Most project work is carried out on an individual basis with help from parents, and through project meetings which are usually separate from the monthly meetings. A club may have several project groups, meeting several times a year with a project leader.

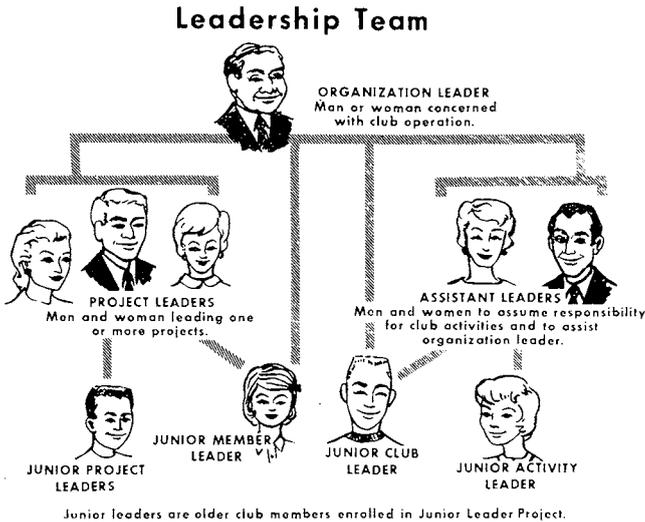
By this time you probably are beginning to feel that this leadership job is too big for one person. You are right! Several leaders are needed to guide a successful 4-H Club. Leaders are needed to give guidance for the monthly 4-H meeting, give assistance with projects, and to help plan other club activities. Good teamwork is essential for a successful 4-H Club.



The Leadership Team for Community or Neighborhood 4-H Clubs

The number of adult and junior leaders needed for a 4-H Club is determined by the size of the club and the project enrollment. Every club needs at least one organization leader. Some clubs ask one or two couples to share the organization and assistant leader's responsibilities. Project leaders should be selected on the basis of project enrollment. A good rule of thumb is to have a project leader when five or more club members are enrolled in a project.

A typical club's leadership pattern is shown below:



Your Job as an Organization Leader

The success of the 4-H Club depends largely on how parents, project leaders, junior leaders, and other resource people are involved. The organization leader is not expected to and should not do all the work. Below is a partial list of your responsibilities which will give you some idea of your role.



1. See that the monthly meeting is successful.

— Plan the yearly club program with the club planning committee.

- Counsel with club officers so they are aware of their responsibilities.
- Check signals with them before each meeting.
- Give guidance (don't dictate) at meetings.
- Encourage participation in club and county activities.

2. Enroll club members
 - Assist older club members in recruiting new members.
 - See that enrollment material is available.
 - Assist the club secretary in maintaining an enrollment list.
 - Counsel members on project selection.
3. You will be the contact person between your local club and county extension office on general club matters such as: participation in county events, awards, policy matters, etc. Information on specific projects should go to the project leader concerned.
4. Meet at the beginning of the club year with junior leaders to plan and delegate leadership jobs. See the junior leader bulletin for suggestions.
5. Meet with project leaders at the beginning of the club year to check signals so that everyone knows his responsibility. Each leader should have a definite area of work. There should be a food leader, a shop leader, or clothing leader, depending on the project enrollment.
6. Keep parents informed on 4-H work. Plan special club activities for parents. **Remember:** an informed parent + an asked parent = parent cooperation.



Responsibilities of the Project Leader

A project leader works with the club members in an assigned project. Older club members can serve as junior project leaders and assist the adult project leader. Some of the jobs of the project leader are to:

1. Help members decide which phase of the project they should take.
2. Help members understand project requirements.



3. Help members gain skills related to the project by holding at least three project meetings.
4. Help members with demonstrations to be given at project meetings or the monthly meetings.
5. Inform parents about projects when necessary.
6. Help members plan and prepare exhibits.
7. Attend county project leader training meetings that pertain to the project.

Responsibilities of Assistant Leaders

The responsibilities of the assistant leader vary with each club. Some of the jobs the assistant leaders might do are:



- Assist the organization leader in carrying out his responsibilities.
- Help club members plan and prepare demonstrations.
- Conduct judging training.
- Plan and prepare a Share-the-Fun number.
- Make arrangements for transportation to club meetings and county events.
- Help members with records and reports.
- Advise junior leaders in planning other club activities such as window displays, booths, tours, picnics, etc.

Responsibilities of the Junior Leader

One of the purposes of 4-H Club work is to develop leadership abilities in young people. One of the best ways to do this is to let older members serve in worthwhile leadership roles. A boy or girl should be 14 years old and have at least 1 year of 4-H experience before enrolling in a junior leadership project. There are four units in the project:

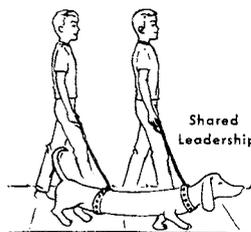


1. **Unit A—Junior Member Leader:** Serves as a “big brother or sister” to two or more beginning 4-H members.
2. **Unit B—Junior Activity Leader:** Helps plan and conduct many of the club activities such as

window displays, tours, picnics, safety campaigns, etc.

3. **Unit C—Junior Project Leader:** Serves as a project leader for younger members in the beginning phase or assists an adult project leader.
4. **Unit D—Junior Club Leader:** Assists the organization leader in improving the quality of the 4-H Club program.

The Junior Leadership Bulletin available at the county extension office goes into greater details on the jobs for junior leaders. Remember that young people enjoy working on worthwhile activities providing they understand their responsibilities. It is important that the organization leader meet with the junior leader at the beginning of the club year to divide up the responsibilities. Everybody’s job may be nobody’s job.



Selecting Leaders for the 4-H Club

Your greatest concern now may be to get other adults to share the leadership responsibility. There is no magic formula; simply inform them how their assistance will help boys and girls, then ask them to serve.

Most adults want to do things for young people. Never ask in an apologetic way, afraid that the person may be too busy. Anything worth doing takes time. One will find the time to do the things he really wants to do if he feels they are worthwhile—4-H is worthwhile. Here are a few suggestions for getting leaders:

Establish a parent and member committee; two or three parents and the officers may be suitable. There is some merit in encouraging young people to have a say in who should be their leaders.

- a. Determine the project and assistant leaders needed.
- b. List people who may have a particular interest in the project or activity area. Mrs. Brown likes to sew. Jim Jones is handy with tools. Mrs. Lee may be willing to help with demonstrations.
- c. Inform the individual what is involved and how long he is expected to serve. All adults have leadership capabilities and should have an opportunity to serve the club. Rotation of adult leaders at regular intervals gives everyone a chance and stimulates parent interest.
- d. Ask him to serve in a positive way. Sometimes club members can do this better than adults. “We want *you* to be our leader” is complimentary. This is much more effective than saying “we can’t get anyone else to do it, so won’t you do it?” **“Informed parents + asked parents = parent cooperation.”**

Parent Cooperation

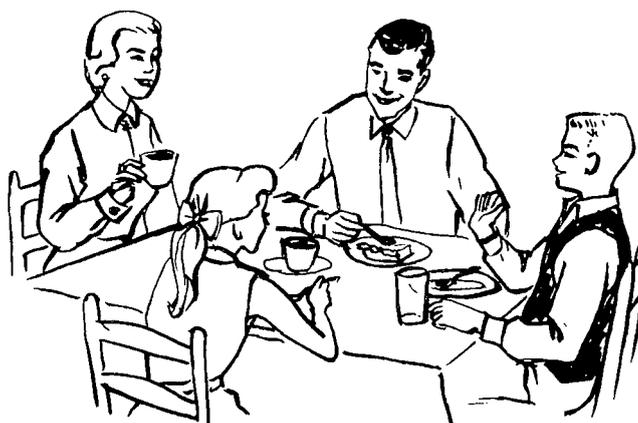
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Good 4-H clubs need favorable parent attitude and interest and active parent cooperation. Boys and girls gain the most from 4-H Club work when their parents take an active part.

Activities which inform and interest parents are:

1. Holding monthly or project meetings in parents' homes.
2. Having special social events with parents.
3. Holding several public or community events to which parents are invited.
4. Inviting parents to meetings.
5. Visiting parents at least once a year.
6. Conducting club tours to members' homes.
7. Getting consent of each parent for children joining clubs.
8. Appealing personally to parents for help in:
 - Selecting projects
 - Securing materials
 - Completing project records
 - Showing approval of 4-H accomplishments.
 - Serving as project leaders.
 - Relating 4-H projects to farm and home situations.

— Including 4-H Club work in family conversations.



9. Discussing objectives and projects at meetings.
 10. Taking advantage of chance contacts to talk 4-H.
 11. Giving recognition and appreciation to parents.
- More parent cooperation is there for the asking.
Are YOU asking??**

It is possible to have a good organization and good meetings without good officers, but it isn't easy.

4-H Club officers and their duties are:*



— **President**
Presides at all meetings.
Appoints committees as needed.

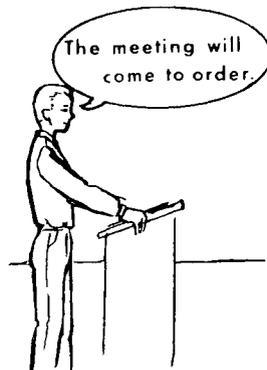
— **Vice President**
Serves in absence of president.
May serve as program chairman for meetings.

— **Secretary**
Keeps complete and accurate minutes of all meetings.
Handles correspondence.
Keeps the secretary's record book up to date.

— **Treasurer**
Takes care of all group funds.
Collects dues when required by the club.
Keeps the treasurer's record book up to date.

— **Reporter**
Writes interesting reports of meetings and special club events for local newspapers.

— **Recreation Leader or Chairman**
Assumes leadership for recreation at meetings and special parties.
May appoint a different committee to serve under his guidance at each meeting.



— **Song Leader or Chairman**

Plans and leads songs for each club meeting. May appoint other club members to help at each meeting. Assists with musical numbers in Share-the-Fun Festival or other special programs.



Constitution and Bylaws

A 4-H Club should have a constitution and bylaws. The president should appoint a committee to write a suitable constitution for the club. The completed constitution should be submitted to the club for adoption.

A suggested type of constitution follows:

ARTICLE I—NAME

The name of this organization shall be the _____
_____ 4-H Club.

ARTICLE II—PURPOSE

The purpose of this organization shall be to provide learning experiences for members, through club meetings and project work.

ARTICLE III—MEMBERSHIP

Any boy or girl between 9 and 19 years of age may become a member of this club by enrolling in one or more of the 4-H Club projects and signing the enrollment card.

ARTICLE IV—OFFICERS

The officers of this club shall include the president, vice president, secretary, treasurer, and reporter. Each shall perform the regular duties of these offices.

* For added information on duties and election of officers see Extension Bulletin 266, "The Road to Better Meetings."

ARTICLE V—MEETINGS

The club shall hold regular meetings during the year.

ARTICLE VI—AMENDMENT

This constitution may be amended at any regular meeting by a two-thirds majority of votes cast.

BYLAWS

Section 1. The club motto shall be, "To Make the Best Better."

Section 2. The club emblem shall be the four-leaf clover with an H on each leaf.

Section 3. The Minnesota 4-H Club 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 home, my club, my community, and my country.

Section 4. The officers of this club shall be elected by ballot at the October meeting and shall hold office for 1 year, or until their successors shall have been elected and qualified.

Section 5. The following order of business shall be followed at regular club meetings:

1. Meeting called to order.
2. Pledge of allegiance and the club pledge.
3. Roll call.
4. Minutes of last meeting.
5. Treasurer's report.
6. Correspondence.
7. Bills outstanding.
8. Reports of committees.
9. Unfinished business.
10. New business.
11. Announcements by leaders, agents, or others.
12. Adjournment.

An educational program and recreation shall follow the business meeting.

5

The 4-H Club Meeting

Most 4-H clubs hold a monthly meeting. Meetings should be well planned. They should be interesting, educational, and inspirational.



The 4-H Club meeting consists of four main parts—business, program, recreation, and refreshments.

1. Business meeting—15 to 30 minutes

The business meeting is conducted by the president. The following order is used:

- a. Meeting is called to order.
- b. Opening ceremonies; pledges and song.
- c. Roll call.
- d. Minutes of the last meeting.
- e. Treasurer's report.
- f. Correspondence.
- g. Bills outstanding.
- h. Committee reports.
- i. Unfinished business.
- j. New business.
- k. Announcements by leaders, agents, or others.
- l. Adjournment

2. Program—30 minutes

The program is an important part of the club meeting. Various methods may be used to present subject matter material to club members. When

possible, members themselves should make the presentation. In larger community clubs care must be taken in choosing a topic of interest to all, regardless of project in which members are enrolled.

Program ideas are:

- Demonstrations.
- Project talks or panel discussions.
- Slides and filmstrips.
- Guest speakers.
- Special entertainment.
- Judging.
- Quizzes.

3. Recreation—15 minutes

Every club meeting should include some recreation. Often recreational activities need to be planned for the "early comers." Active games and folk games are fun for all and are especially appropriate following the business and educational part of the meeting. Number of club members and the physical arrangements of the meeting place must be considered in planning club recreation.



4. Refreshments—15 to 20 minutes

Refreshments can be a pleasant climax to a good meeting. Remember to keep them light and simple.

The Yearly Club Program

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If you are planning an extensive trip you wouldn't just start driving, hoping you're going in the right direction and have the things you need. A successful trip takes advance planning. The same can be said for 4-H Club work. Planning a yearly program is essential to good monthly meetings. A club that fails to plan, plans to fail.

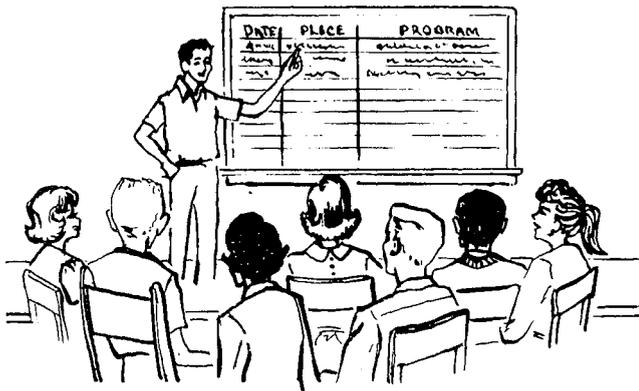
When to Plan

The club year is from October 1 to September 30. The planning committee should meet following the election of officers in October and plan the program from November 1 through October 31.



Who Should Do the Planning

A committee of members and leaders—usually the new officers, past president, junior leaders, and organization leaders—could serve as a successful plan-



ning committee. In large clubs selections may have to be made from these groups so the planning committee does not become too large.

At Your Planning Meeting

- Adopt goals and suggest ways to attain them.
- Suggest ways to improve past programs.
- Decide when and where meetings will be held each month.
- Make a tentative program outline for each meeting.
- Make tentative plans for other club activities.
- Give every member some kind of responsibility during the year, such as giving a demonstration or project talk at the meeting, serving on committees, etc. See the section on understanding 4-H members, page 17, for meeting the needs of various age groups.
- Give junior leaders definite responsibilities.
- Provide each club family with a copy of the yearly program.

Goals

Goals are what the club decides to work toward during the year, based on the situation in your club and community. Examples:

- Give every member an opportunity to be on the program during the year.
- Start meetings on time and end on time.
- Contact all eligible boys and girls in the community about joining the club.
- Have every member complete projects.
- Complete a planned community service project such as a safety campaign in the community.

Program Ideas for Monthly Meetings

Demonstrations and project talks or panels are the basic ingredients of the monthly program. However, other program features such as outside speakers, skits, musical numbers, and surprise numbers should be included to add variety.

Demonstrations

This is the show and tell method. Have you ever shown anyone how to tie a knot, lay out a pattern,

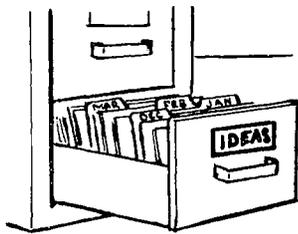
or use a saw? If so, you have given a demonstration. Members can show and tell about something they enjoy doing in their project. Usually 3 to 7 minutes is sufficient. See 4-H Extension Bulletin B55, "4-H Demonstrations," and 4-H M-115, "Leaders' Guide—4-H Demonstrations," for additional helps.

Project Talks

Here members can tell about some phase of a project bringing in some of their personal experiences. These talks might include: Why I enrolled in the project, project requirements, some pointers on what to do in carrying out the project, and personal experiences.

Project Panels

There is security in numbers, especially for new members. Instead of one person telling about a project, use a panel of three or more members with the project leader as moderator. A series of questions about the project can be drawn up by the project leader and given to the panel members before the club meeting so that they can look up the answers if necessary. For example, a panel of all girls enrolled in the beginning phase of the clothing project could be asked: What are the requirements of the project, what is the purpose of a thimble, what is the grainline and why is it important, etc.



What are the requirements of the project, what is the purpose of a thimble, what is the grainline and why is it important, etc.

Outside Speakers

Your planning committee can probably think of a number of people in the community who have interesting things to talk about. Be certain they are given a specific topic, not just asked to talk. Here are a few ideas:

- Safety on the Highways—by the local sheriff
- Minnesota Birds—by a conservationist
- Preparing Exhibits for the Fair—county extension agent

Ideas for Roll Call

Roll calls can be monotonous for a club member after he has responded with the timeworn "here" or "present." Add variety by varying the response. Assign a different theme each month:

- Why I joined 4-H
- My project plans

- A flower I know
- What I plan to exhibit at the fair
- A fact about an important person
- A practical hint for hunters
- A safety first rule
- A historical fact about our state.

Other Program Features During the Year

Club Achievement Nights

The September or a special meeting may be devoted to an achievement night to summarize the past year's accomplishments. This can be a community affair to inform parents and others in the community about the club's accomplishments of the past year. Some clubs make this affair a banquet.

Program Ideas for 4-H Achievement Nights

- Each member shows one of the projects he or she made.
- Demonstration and Share-the-Fun numbers given at the county or state fair.
- Review of the highlights of the club year—narrated or skit form.
- Present county awards and ribbons.
- Guest speaker or entertainment.
- Display ribbons won by the members.
- Short talks by selected members on the highlights of their experience the past year.

Parent Nights

Ask the parents to put on the program at some meeting. Having the parents give demonstrations, talks, skits, etc., can be a lot of fun.

Exchange Programs

Ask a neighboring club to present the program at your meeting. Do the same in return.

Club Tours

Plan to visit every member's project as a club. Invite parents to attend. If you can't visit all the homes, assemble some projects in one place and let members tell about their projects. Be certain everyone is included.

Educational Tours

Visit industries, museums, retail markets, or processors related to projects or of general interest to all club members.

Sample Program Outline for 1 Month

Program Planned for the October Meeting
(month)

Place Sunflower School Month October Day 8 Time 7:30 p.m.

Order of Business

1. Call to order
2. Opening exercises Pledges; Flag Salute, 4-H Friendship Song
3. Roll call - answer by my project plans
4. Reading and approval of minutes
5. Treasurer's report
6. Correspondence
7. Bills outstanding
8. Reports of committees

Standing Safety Committee

Special _____

9. Unfinished business - taken from secretary's minutes of previous meeting
10. New business Election of officers; appoint program planning committee and Christmas party committee
11. Announcements by leaders or others
12. Adjournment

13. Program

	Title	Name
--	-------	------

A. Music	<u>Group singing</u>	by <u>John</u>
		by <u>Mary (pianist)</u>

B. Project Talks or Panels

	<u>Choosing My Project</u>	by <u>Ann</u>
		by _____

C. Demonstrations

	<u>"Making a Bird Feeder"</u>	by <u>Jerry</u>
	<u>"Measuring Dry Ingredients"</u>	by <u>Susan</u>

D. Other Program

	<u>Musical number</u>	by <u>Ruth</u>
		by _____
		by _____
		by _____

E. Recreation led by Joe and Committee

F. Refreshments Betty, Ken, Helen, Larry

Project Selection

The 4-H Club program gives each member an opportunity for practical experience in real life situations. Projects provide the basis of the 4-H Club program by offering various educational experiences. Carrying out a project will help the member "learn to do by doing" as well as learning "why" things happen the way they do.



You should help the 4-H member consider the following as he selects his project:

1. What are the member's needs and interests?

2. What is the member's home situation?

3. What are the club's major projects?

The member will have to balance the answers to these three questions when selecting his project. He will also want to compare what he wants to get out of 4-H with what the different projects offer.

The member's final project selection should be based on a careful sorting and weighing of all the facts. Younger members should start with one or two projects and then expand in later years. After selection you need to help the members get off to a good start! Help them put their plans into action!

See 4-H M-125 "Leaders' Guide to 4-H Projects" for additional information on project requirements.

Understanding 4-H Members

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Helping boys and girls become useful and desirable citizens is the main objective of 4-H Club work. In order to fulfill this objective we need to have an understanding of the needs and wants of our members.

Every club member has needs, interests, desires, values, strengths, and weaknesses which are going to affect his behavior. He will behave in keeping with his own self-image. Regardless of how the behavior may appear to a leader or other observer, it is reasonable to the person performing it. The club member needs opportunities to experiment with various behaviors. He needs to learn accepted ways to act in social situations.

While all members have different personalities, they are alike in many ways too. Most persons pass through a fairly predictable life cycle marked off by certain significant events—birth, learning to walk and talk, starting to school, reaching puberty, getting married, etc.

Five desires shared by all youth are:

1. They want to belong.

The desire to belong is natural and helps to bring youth in contact with others. This satisfies the need for friends. Belonging helps them to grow, because part of their feeling of personal worth is gained from the value others place on them, and what others think of them.

3. They want to become independent.

They want to know that their efforts are worthwhile and appreciated. Rate of achievement varies with each member, therefore, projects need to keep pace with ability in order to tax each member's effort. Doing things for others as well as for self should be included.

2. They want to achieve.

Becoming independent of parents is a sign of growing up. The desire to be independent is often

troublesome to parents and leaders, but it cannot be avoided if the boy or girl is to grow up normally. The desire for independence may be shown by their impatience with adult leaders' guidance and preference for making up their own minds. The rate at which the feeling of independence develops varies at different ages and in different individuals.

4. They want experience and adventure.

Young people are growing rapidly. They need and want to grow up and be active. They want to do man-sized jobs and meet on common ground successful men and women "who really count." Leadership can stimulate youth to see new angles to everyday tasks or old jobs.

5. They want love.

Affection or love is essential in personality development.

We need to know that we are wanted and loved in spite of our shortcomings.

In personality development the leader must keep in mind many things; some for the group as a whole, some for the individual. Balance is the key word to keep in mind always. To insure this balance all of us need to keep a great interest in the boy or girl and be guided by keen insight and understanding of his or her individual desires and problems.

The 4-H Club program is divided into three phases—Beginners Phase (9 to 12 years of age), Junior Phase (12 to 15 years of age), and Advanced Phase (15 to 19 years of age). The ages suggested are approximate and will vary from member to member.

Some of the characteristics of these age groups plus the implications for 4-H leaders are listed on the following pages.

Beginner Phase (9 to 12 years of age)

Characteristics

1. Continued slow, steady physical growth. Girls may experience growth spurts and feel out of place with own age group.
2. Manipulative skills still developing. Large muscle control is fairly well developed, fine finger control may not be accomplished until 12 years or later. Poor coordination. Girls may surpass boys in use of finger muscles.
3. Desire to belong. Accept rules and regulations. Like symbols and ceremonies.
4. Friends are usually of the same sex. As they approach teenage the gang becomes more important.
5. Largely dependent on adults, *but* begin to want to do things through own efforts. Need and want advice, counsel, and protection. Look to adults as a source of authority. Example: parents remain a strong influence. They idealize adults.
6. Have a show-off manner.
7. Active and energetic; have limited decision-making ability and a short interest span.

Implications for Leaders

1. Reassure both boys and girls that it is natural for children to grow differently. Within a few years boys will again be taller than girls.
2. Select projects which use tools and equipment that encourage physical skills. Hand sewing may be difficult at this age. Don't expect high quality workmanship.
3. Group and club membership is very important. Use symbols, ceremonies, and songs. Hold new member initiation and installation of officers ceremonies.
4. Project and activity groups may be organized for beginners phase with only one sex. Club situations will dictate this possibility.
5. a. Adult leader takes most responsibility first. Develop leadership by assigning leadership jobs when possible.
b. Give members security and knowledge they are loved and accepted.
c. Set good example, transfer desirable attitudes.
d. Give approval and tell members when job is well done.
e. Keep parents informed, encourage parental support.
f. Encourage members to help at home.
6. Let members demonstrate what they can do. Keep in mind individual talents and abilities.
7. Choose from activities of short duration. Adult guidance needed in selecting and conducting projects. Praise and recognition helps when interest lags. Plan instruction carefully and in small doses.

Junior Phase (12 to 15 years)

Characteristics

1. Boys enter period of increased physical growth. Muscles and bones grow rapidly. Underdeveloped muscles make adolescents physically clumsy. Physical awkwardness, usually most apparent when member does not feel at ease. Unbalanced glands make both boys and girls emotionally clumsy. Girls' growth tapers off. Menstruation begins. Self-conscious over growth, and development of pimples and blackheads.
2. Interested in skill for specific use.
3. Youngster struggles to find himself. May select some favored older person as model.
4. Values change, reflecting the march toward being grown up.
5. Gang stage. Friends of own age and sex become important; dress, talk, and do as the gang does. Feels need to belong to and be accepted by own age group.
6. Need help in developing sound attitudes. Not enough experience to know how teenage conduct may affect later happiness. Striving for increased freedom from adult controls.

Implications for Leaders

1. Reassure members that development varies between boys and girls. Stress good health habits, good grooming, and proper diet. Provide situations where member feels at ease, has a chance to show his skill and grace. Encourage coeducational groups that are largely social and recreational.
2. Emphasize teaching skills for one thing; examples: fitting straight skirts, or showing a dairy calf.
3. Set good example for members: health habits, dress, attitudes toward life, etc. Help members develop own talents through demonstrations, Share-the-Fun, judging, and other activities. Help member appreciate his own good points; give worthy praise and recognition. Provide social experiences for personality development, going to camp, leading in games, and so on.
4. Respect moral standards and support such values as integrity, courage, kindness, honesty, generosity, justice, and fair play taught in home, church, and school.
5. Accept each person for what he is, be aware of each member's problems, try to see his situation. May need to give specific help in developing sound attitudes on individual problems.
6. Set reasonable boundaries of behavior. Let members help make decisions on rules and live within established boundaries.

Characteristics

7. Want experiences to be meaningful.

Implications for Leaders

7. Encourage club community projects. Give members a part in the community effort. Point up values and satisfactions gained from different experiences.

Advanced Phase (15 to 19 years of age)

Characteristics

1. Considered young adults. Physical growth completed. Sexual maturity reached. Being part of mixed group is important.
2. Have greater attention span. Select and master skills that hold interest.

Implications for Leaders

1. Need to know rules of society. Must take responsibility for actions. Need social and recreational activities. Encourage development of community recreational facilities. Teach importance of leisure time activities.
2. Utilize skills to plan and carry out group events. Project selection may include things that require more patience and perseverance.

Characteristics

3. Are making important choices and decisions: career; marriage and family life.
4. May be critical; desire to discuss concerns with people outside family.
5. Away from home, "on their own" a great deal of time.
6. Are becoming individualistic; less concerned with group thoughts and actions.

Implications for Leaders

3. Give career guidance. Encourage independent decisions. Help to develop mature judgment. Plan coeducational projects and activities. Help to understand and appreciate values and goals of families. Help to develop understanding of problems and satisfactions of family life: financial, social, and human relationships.
4. Be willing to lend an ear to their problems. Help them to evaluate.
5. Trust young people; tolerate some conduct that is part of their development. Provide away from home experiences with minimum adult supervision. Give youth opportunity to plan and carry out programs on their own.
6. Help develop judgment and decision-making ability. Help them see what is important in life. Encourage democratic group procedure and discussion of social and economic problems. Promote national and international interests.

9

Recognition and Awards

Recognition is a tool that 4-H leaders can use to help each club member have a satisfying experience in 4-H work. Recognition takes many forms. Pins, ribbons, and trips are only a few of the ways that recognition can be given. If recognition is to mean real satisfaction, it should come as a result of real effort on the part of the club member. Members should select their own goals. Adult goals may not mean much to them.

The question is: How can we use recognition to bring about desirable growth and development of the boys and girls? A recognition and awards program, to be educational, must:

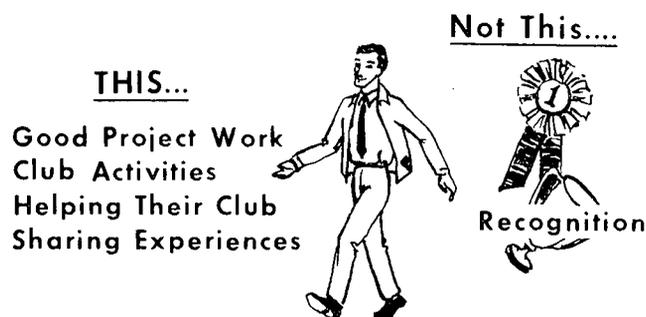
- Provide possibilities of success for all participants.
- Have standards within reach of the members or they may feel that they have failed.
- Have rules of procedure that are fair and understandable.
- Be judged on a fair and impartial basis.
- Have standards high enough to challenge participants to put forth effort.

Recognize jobs well done by—

Pat on the back	Appearing on adult
Telephone calls	programs
Letters	Helping to plan
Chance to preside	Publicity
Pins	Leadership responsibility
Certificates	Ribbons
Scholarships	Medals
	Trips

Day-by-day recognition of all club members provides a satisfying 4-H Club experience and develops boys and girls. It should be in proportion to the quality of the achievement.

The eyes of 4-H Club members should be focused on their project work, club activities, helping members of their club, and sharing their experiences; not on recognition awards as their goals. The greatest rewards come from service to others and personal achievement rather than outdoing someone else.



A club member's achievement record may be considered successful if it includes good participation in projects, club activities, community service, and leadership in the club and community. If participation in each is good, the member will be recognized in some way, possibly through a special award. Used unwisely, the award can prevent further development. As a 4-H leader you will want to help the 4-H member go beyond special recognition awards to greater service. Some ways of doing this are:

- Give a member a part in planning so his ideas and experiences can be used.
- See that the member is used on programs.
- Provide opportunities for the member to train others.
- In a personal visit, discuss the member's life career.
- Write a personal letter giving suggestions.

County extension agents can tell you about special recognitions and awards for 4-H members, clubs, and leaders.

Leader Recognition

Recognition is a fundamental law of life; all people, regardless of their station in life, respond to recognition. 4-H leaders receive tangible recognition through leadership pins furnished by the University of Minnesota Agricultural Extension Service.

Pins and Certificates

Special "Clover Award" pins are furnished by the University for 5, 10, 15, 20, 25, and 30 years of 4-H leadership service.

- Bronze pins indicate completion of 1 year of 4-H leadership.
- Silver pins indicate 2 to 4 years of 4-H leadership.
- Silver clover pins recognize 5 years of 4-H leadership.

The other clover certificates and pins are:



- 10 years service—gold
- 15 years service—pearl
- 20 years service—diamond
- 25 years service—emerald
- 30 years service—ruby

These pins are all set with appropriate jewels. The following rules govern the making of these awards:

- Awards are given only to active leaders of the current year.
- Leaders are defined as "those whose names appear on the 4-H enrollment form as 'Leader' and who are 20 years of age, and who assume leadership responsibility as an organization leader, project leader or assistant leader."
- Two years of service as an assistant leader or project leader may be credited as 2 years of leadership for these awards.
- Service in other states will be recognized.
- Application for the certificate shall be made by the county extension agent.

Charters and Seals for 4-H Clubs

National 4-H Club charters and seals are offered to 4-H clubs as annual incentives for the proper plan-

ning of yearly programs of work. Individual clubs may have continuous use of their charter over many years.

The charter is issued to a club when it meets the following requirements:

1. At least five members enrolled in a project.
2. An organization with the necessary officers.
3. One or more local leaders.
4. A constitution and bylaws.

An achievement seal is awarded each year the club fulfills the following additional requirements.

1. Hold at least nine regular meetings during the year.
2. Hold a local achievement day picnic, camp, or tour.
3. Have representation with exhibits, demonstrations, or judging teams at an achievement day or county fair.
4. Have at least 85 percent of the members completing projects.

4-H CLUB CHARTER

Presented by
UNITED STATES DEPARTMENT OF AGRICULTURE
and STATE COLLEGES OF AGRICULTURE cooperating

To _____

in recognition of its organization as a STANDARD 4-H CLUB and
its agreement to meet the requirements outlined by the Extension Service

This Club is authorized to use the 4-H name and emblem for educational purposes within the community where its members live.

Paul R. Hoffman
National 4-H Council

Leonard S. Harkness
National 4-H Council

F. J. York Jr.
National 4-H Council

Leonard S. Harkness
National 4-H Council

As 4-H Club work grew through the years, symbols which express the spirit and ideals of the organization developed. Every club member and leader should be thoroughly familiar with them.

4-H Club Pledge

Every member should know and be able to repeat the following 4-H Club 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 home, my club, my community, and my country."

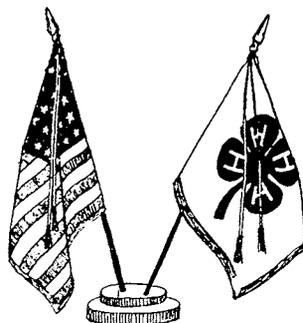
In repeating the pledge, members raise their right hands to their foreheads when they say "My head to clearer thinking." They lower them to their hearts as they say "My heart to greater loyalty." At the line "My hands to greater service," they extend their hands, palms upward. At the last line, they stand at attention with their hands at their sides.

4-H Colors

The white in the 4-H flag symbolizes purity. The green, nature's most common color, is emblematic of life, springtime, and youth.

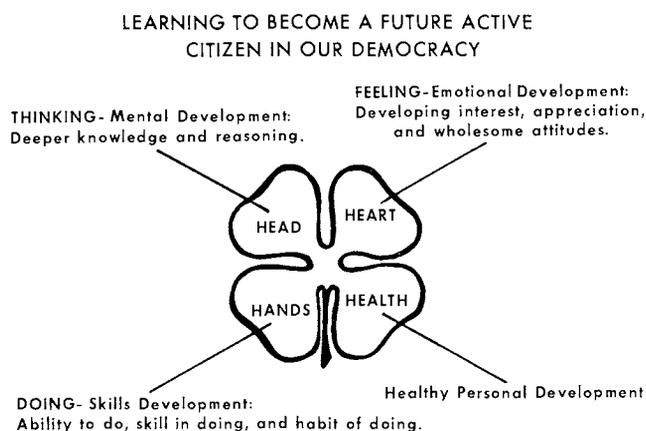
Emblem

The national 4-H emblem is a four-leaf clover



with the letter "H" placed parallel to the midrib of each leaf. The H's stand for Head, Heart, Hands, and Health. The four-leaf clover signifies good luck and achievement.

This diagram of the 4-H emblem symbolizes the aim and hoped-for results of effective learning for each individual.



The use and continual development of one's given physical and mental potentials forms a personality capable of believing in the ability of one's self and others to live and work cooperatively together—in club, community, and country.

4-H Club Motto

The 4-H Club motto, "To make the best better," should be the aim of every 4-H Club member and leader.

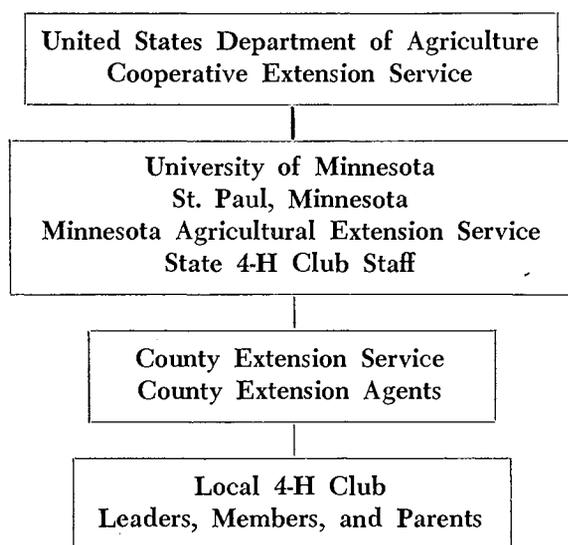
4-H Organization and Cooperating Organizations

11

4-H Organization

4-H Club work is a part of the national program of the land-grant colleges and the cooperative extension service. The U. S. Department of Agriculture, the University of Minnesota, and the counties of Minnesota cooperate in this program. County extension agents direct the program locally.

How 4-H Club work is organized:



The National 4-H Service Committee

The National 4-H Service Committee, a voluntary nonprofit corporation, gives support and cooperation to extension in furthering 4-H work through:

- Awards, educational materials, and events by enlisting the support of business and civic organizations throughout the county.
- 4-H supplies by making available more than 1,000 4-H items. Among these are flags and banners; medal and trophy awards; clothing and jewelry items; recreational and party items; and pins, chevrons, and other symbols of member-

ship. These items are shipped to all the states and Puerto Rico, and to a number of foreign countries on a nonprofit basis. A catalog is available in the county extension office.

- “National 4-H News,” the only national magazine devoted exclusively to the 4-H program. It is published primarily as an aid to adult volunteer 4-H leaders and junior leaders. This magazine is an excellent source of ideas for 4-H Club activities such as tours and displays.

Address correspondence to: National 4-H Service Committee, 59 E. Van Buren St., Chicago, Illinois 60605.

The National 4-H Foundation

The National 4-H Club Foundation is located at the National 4-H Club Center in Washington, D. C. The foundation has a five-point program:

• 4-H International

The International Farm Youth Exchange is a two-way exchange program in which young adults live with farm families in selected countries of the world. 4-H Peace Corps volunteers are working in Latin America.

• Citizenship—Leadership Education

Week-long sessions inspire 4-H'ers and leaders to learn of and develop citizenship and leadership programs in their clubs and counties.

• Human Development—Human Relations

Consultant services and human development-human relations workshops help guide extension workers in their changing role.

• Special Projects

Studies are conducted to seek guidelines for future youth programs.

• National 4-H Center

The National 4-H Center provides a “classroom in the Nation’s capital” for a wide variety of educational programs.

COUNTY AGENTS' OFFICE
Agricultural Extension Service
COUNTY - UNIV. of MINN. - U.S.D.A.

Where Do We Get Help?

The county extension agent is your main source of help. His office is usually located in the county courthouse or post office in the county seat town.

The phone number is listed under county offices as county agent, county agricultural agent, or county extension office.

Your county agent can help you in the following ways:

1. Assist local clubs with meetings or in program planning.
2. Conduct leader training meetings.
3. Provide records, bulletins, and other materials.
4. Help organize new clubs.

The bulletins listed on this page are available through your county agents' office.

Bulletin Helps

- 4-H M-21—*4-H Club Project Selection Guide*
 4-H M-65—*Parents' Leaflet*
 4-H M-85—*Learn and Have Fun in 4-H*
 4-H B-55—*4-H Demonstrations*
 4-H M-82—*4-H Demonstration Outline Form*
 4-H M-115—*Leaders' Guide—4-H Demonstrations*
 4-H M-125—*Leaders' Guide to 4-H Projects*
 4-H M-26A—*Planning for Learning*
 4-H M-26B—*Learning Through 4-H Judging Activities*
 4-H M-26C—*Learning Through Careful Project Selection*
 4-H M-112A—*Planning to Meet the Needs of Youth*
 4-H M-112B—*Demonstrating—A Learning Experience*
 4-H M-112C—*Planning 4-H Club Meetings*
Extension Bulletin 266—*The Road to Better Meetings*
 4-H M-110—*Minnesota Sings* (20¢ each)
 National 4-H Song Book (15¢ each)
 4-H M-101—*4-H Club Meeting Fun*
 4-H M-95—*Swinging Threes* (50¢ each)
 4-H Misc.—*So You're Going to be Recreation Leader of Your Club*
 4-H M-117—*County Song Leaders' Handbook*
 4-H M-118—*4-H Play List*

Your county extension office has a listing of films and slide sets that may be ordered from the University of Minnesota and used at your local club meetings.

Ceremonies help to describe the meaning of 4-H Club work. Through them the ideals of 4-H Club work may be highlighted with dignity and beauty.

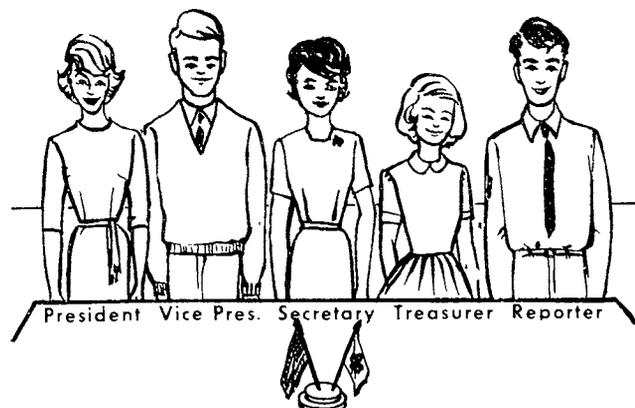
The use of ceremonies in the 4-H Club program is determined by you and your club members. They make special occasions and events more impressive. The initiation or installation of officers ceremony may enrich the program for the club member and develop a greater feeling of appreciation for the 4-H Club program.

You may want to use citizenship, campfire, candle-lighting, flag, vesper, or other ceremonies. Suggestions for these can be secured at the county extension office.

The ceremony will be more meaningful if each person taking part can express himself *in his own words* rather than following exactly what is outlined. Someone from your club may want to write the ceremony for a particular occasion.

Initiation Ceremony

Many 4-H Club members have been stimulated to greater effort and achievement by the experiences and opportunities offered in 4-H Club work. This ceremony provides a summary of the basic principles of 4-H Club work and may stimulate an appreciation of its values.



A Junior Leader takes the candidates for 4-H Club membership to the front of the room, where the officers are standing behind a table on which an American flag and a 4-H flag have been placed.

President: We have some boys and girls at this meeting who would like to become members of the _____ 4-H Club. Before be-
name
coming members we feel you should know something about our club. Our vice president will introduce the officers and leaders to you.

Vice President: (Introduce leaders and officers to new members.) We consider all parents of club members partners, because they will guide you in your project work. We hope your parents can come with you to the meetings and become a part of our club.

President: Our secretary will tell you more about 4-H Club work.

Secretary: (Exhibiting a 4-H Club emblem) Our 4-H emblem is a green four-leaf clover with a white "H" on each leaf, representing the development of the Head, Heart, Hands, and Health.

Our 4-H motto is: "To make the best better." Now our treasurer will tell you about our project work.

Treasurer: Every member carries on his 4-H work between the meetings by the project work he does at home. In this way we carry out one of the goals of club work, "Learning by Doing." You will be expected to work on a project and to complete a record of the work you have done. Will you as new members please tell us the project you plan to take? (Call on each new member by name.)

New Member: I am taking _____
project as my project.

President: Our reporter will tell you about our club meetings.

Reporter: Our club meets every month on the _____
day and week of each month.

At our meetings we have a short time for business, followed by a program and demonstrations. In a demonstration we simply show how to do something and explain it as we go along. You will have a chance to see some demonstrations before you are asked to give one.

President: This will give you an idea of what our 4-H Club is and does. After hearing these things, do you want to become a member of this club?

New Members: (All together) Yes.

President: In becoming a member of our 4-H Club we expect you to attend meetings regularly, take an active part in our program, complete your project work, keep a record of all your 4-H activities, learn the 4-H Club pledge and motto, keep your parents informed of the club's activities, and help other members of our club who may be in need of such help. I would like to have all of our members stand and repeat the 4-H Pledge with you.

Entire Club: (If new members are not well acquainted with the pledge they should have a copy to read.)

I pledge—

*My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,
for my home, my club, my community,
and my country.*

President: You are now a member of _____
name 4-H Club.

We welcome you into our membership. May you always do your full part in carrying out the 4-H program.

(A fitting close to this ceremony is a 4-H song.)

Installation of Officers

The officers stand as shown in the diagram below. The table in front of the leader holds the United States and the 4-H flags. Retiring officers will need to learn their parts beforehand.

Retiring officers, beginning with the president, cross the room to the new officers, make short talks, and present them with the various official records of the club. New officers cross behind the table, walk over, and take the retiring officers' places.

Retiring Officers	Leader	New Officers
President	Table	President
Vice President		Vice President
Secretary		Secretary
Treasurer		Treasurer
Reporter		Reporter

Leader: You have elected new officers to serve our club during the coming year. At this meeting we are

going to have an installation ceremony for our new officers.

Retiring President: As new president of the _____
name 4-H Club you will be responsible for presiding at all meetings of the club. It will be your job to conduct club meetings in the best interests of the entire group and to set a good example by your own actions. This gavel will help you perform your duties.

Retiring Vice President: As vice president you will assume the duties of the president in his absence. you will also assist the club with its activities when requested. As a symbol of your new duties I give you the club flags.

Retiring Secretary: As secretary you will keep the membership roll and a complete and accurate record of what takes place at each meeting. You will make reports and write official letters. This secretary's book is a symbol of your new office.

Retiring Treasurer: As treasurer you will be entrusted with the money of the _____
name 4-H Club. You will be expected to keep an accurate record of all money received and spent. You will also be expected to furnish a detailed financial report of your club whenever it is needed. This is the treasurer's book. Keep a good financial record.

Retiring Reporter: As reporter you will send a prompt report of all club activities to our local newspaper and to the County Extension Office. You will also let people know what our club is doing. I give you this club scrapbook (could be a notebook suitable for reporting) as a symbol of your office.

Leader: I would like to congratulate you new officers. You have been elected by your fellow club members because they feel you will do a good job as their officers. Your leaders will help and advise you, but it will be your job to find the wishes of the club members and see that a good program is carried out. (Turn to members.) As members of this 4-H Club, it will be your responsibility to help these officers in every way possible.

Retiring President: We will all stand and give the 4-H Club 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 home, my club, my community,
and my country.*

(A fitting close to this ceremony is a 4-H song.)

Following the ceremony the retiring officers should be seated with the club members and the new officers should conduct the meeting.

UNIVERSITY OF MINNESOTA



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