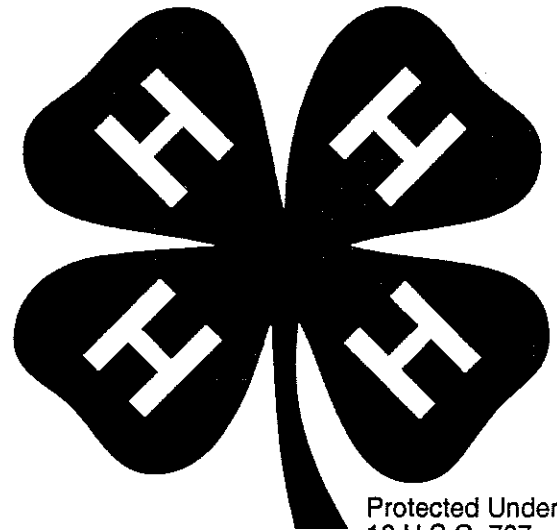


*A Handbook for Agents*  
**Starting and  
Maintaining Clubs**



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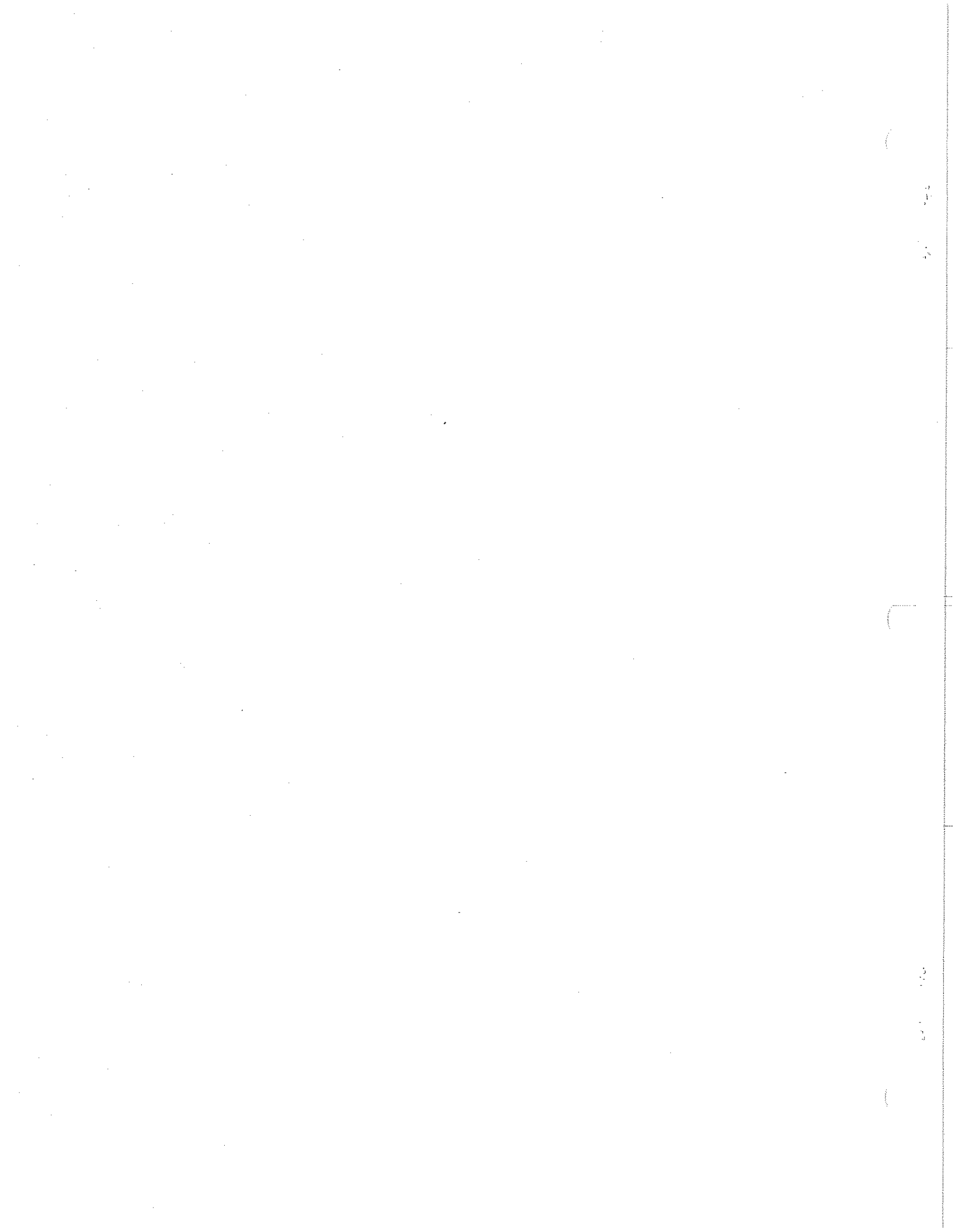
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# Why Start a New 4-H Club

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## Index

Why Start a New 4-H Club	1
Steps in Starting a New Club	
Gather Information	3
Enlist County Support	4
Develop Procedure	5
Organizing Through a School	5
Contact school administrator	5
Do information survey	6
Promote within the school	6
Hold informational meeting	7
Schedule an organizational meeting	8
Hold first meeting of new 4-H club	9
Hold first parents' committee meeting	10
Plan meeting for leader training	11
Arrange second meeting of new club	12
Complete goal setting/decision making	13
Organizing Within Neighborhoods	13
Organizing Through Interest of Parents	14
Organizing Through Divisions of Existing Clubs	14
Organizing Through School Enrichment Programs	15
Organizing Through Special Needs Programs	15
Worksheets	
Suggested Club Formats	16
4-H Club Interest Survey Sheet	18
Club Meeting Contents	19
Parent Interest Survey Forms	20
Job Description for Parents' Committee	22
Job Description for Organizational Leaders	23
Club Meeting Worksheets	24
Charter Application	26
Suggested Constitution & Bylaws	27



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# Starting and Maintaining Clubs

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## Common Concerns

### *Solutions to Increasing 4-H Membership In Club Work*

**Problem**

Too few youths

**Solution**

Use expansion team to identify areas of highest youth population in the county.

**Problem**

Lack of agent time to organize and maintain

**Solution**

Select and block out on your calendar a time when your staff time would be sufficient to work with your expansion team to establish the new club and provide follow-up to help it continue to function. This may mean planning your expansion efforts a year ahead.

Use your expansion team well.

**Problem**

Club leaders don't want more people in their club.

**Solution**

Form new clubs with new leaders. Compliment leaders on their good work and encourage them to add a few neighborhood young people who so need their leadership.

**Problem**

Agent is uncomfortable asking for leadership

**Solution**

1. Do not start the expansion process with a leader. Start with a Parent Committee which will recruit the leader for you.
2. Utilize community organizations, using leaders recruited by those organizations.
3. Remember—agents are not asking for themselves. They are asking for the young people of their county.

**Problem**

Area saturated with youth organizations, i.e. Boy Scouts, Girl Scouts, etc.

**Solution**

Use expansion team to survey county to find areas that do not have youth-serving organizations. This may mean looking at other groups of youth, such as minorities, handicapped, etc.

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**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

4-H 506

September 1985

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## Why Start a New 4-H Club

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*Once upon a time, 4-H clubs were started to meet the identified needs of folks in communities. For example, someone had a garden full of excess, over-ripe tomatoes, and a canning club was organized to preserve tomatoes for future use.*

*Sometime during the course of meeting these specialized needs, a process developed which was useful in most of the situations encountered, and a community club format evolved. As with many successful endeavors, this format, over time, became institutionalized, until in many cases the maintenance of the format (club) became more important than meeting the needs for which it originated. In most instances where this phenomenon occurred, member involvement and member enrollment began to decline.*

*While there are few gardens going to waste for lack of preservation skills today, there certainly are areas of society where youths are in need of skills for preserving their future. For example: increasing teenage pregnancy rates, alarmingly high incidence of drug and alcohol use and abuse among 8- to 19-year-olds, increasing numbers of teenage suicides yearly, and family stresses brought on by economic conditions (particularly high among farm families).*

*The resources to put together groups to address these needs—to teach skills that can assist in preventing these situations—are a part of the Kansas Cooperative Extension's stock-in trade. We can, in fact, have need-based clubs. But, we must somehow recapture the essence of forming groups to meet specific needs, helping them solve their problems, and assisting them in finding another need or considering disbanding.*

*This may mean that the community club format with which we are all familiar will be altered. It may also mean that it may be very effective. To determine which format works the best in each situation, we must be willing to think, to survey, to analyze, to be flexible and creative in our approaches. We must keep in mind that our goal is to meet the needs of youths and their parents. We are not perpetuating an organization, but rather, bringing the resources of an organization to meet very real needs within communities.*



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*There are many ways to involve young people in the 4-H program in Kansas — all effective and all equally legitimate for bonafide 4-H membership. Traditionally, however, the community 4-H club has been seen as the primary method through which 4-H youths can be directed into areas appropriate to their needs. For this reason, we can look toward the expansion of 4-H work as a principal means of increasing 4-H involvement in counties.*

*You may be inspired to start a new club for either external reasons — that is someone, such as your Extension board, commissioners, or parents, ask you to do it; or for internal reasons — such as recognizing an immediate need for something 4-H has to offer in a specific community in your county, or having a club become too large, perhaps as a result of an excellent recruiting program on your part.*

*Assuming that you are now eager to start a group for any of these reasons, what is the first step?*

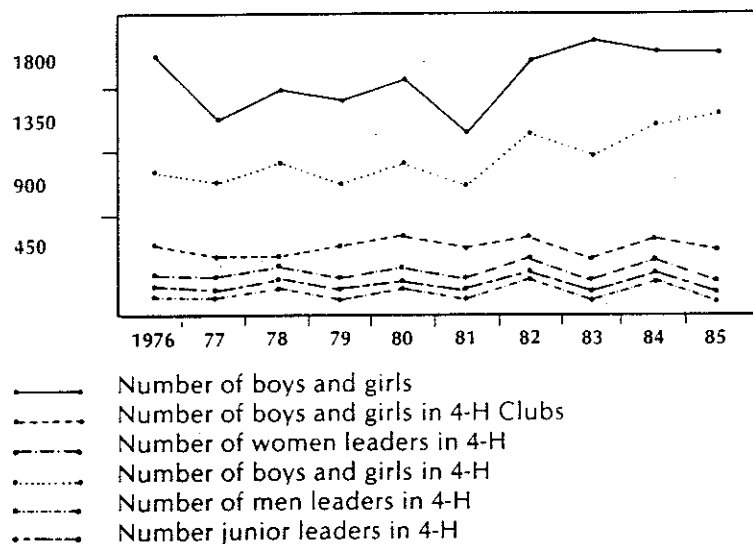


# Steps in Starting a New Club

## Gather Information

As in all good research-based organizations, the first step is to gather information.

1. The first bit of data that you will need is called the "felt need." If your motivation is external, then you will want to know the reason you have been asked to start the club, i.e. the felt need. If your motivation is internal, you have already identified the need and are ready to go on to the second portion of data gathering.
2. Prepare a line graph to show the following information for the past 10 years.
  - Number of men leaders.
  - Number of women leaders.
  - Number of junior leaders.
  - Number of clubs.
  - Number of eligible boys and girls in the county.
  - Percent of boys involved in 4-H work.
  - Percent of boys enrolled in 4-H clubs.
  - Total number of club members.
  - Re-enrollment figures for first year membership and for total membership.
  - Percent of teen members.



3. Locate existing clubs on a map of the county.
4. From latest census data, determine the number of boys and girls in the county who are 7 to 19 years of age by their place of residence. That is: total urban, suburban, small town, rural.
5. Determine the number of potential members in areas where there are no clubs. This information can be obtained from the superintendent of schools, local school officers, or the county clerk.

- 
6. By using this information, calculate the percentage of the potential membership reached in your county. This is done by dividing boys and girls enrolled in 4-H work by the number of 7- to 19-year-old boys and girls living in the county. Now, calculate the percentage of 4-H club members in your county by dividing boys and girls enrolled in 4-H clubs by the number of 7- to 19-year-old youths in the county.
  7. Calculate the number of re-enrollments among both total and first-year members by the following method:
    - \_\_\_ First year enrollment — divide the number of second-year members enrolled this year by last year's first-year members. This result is the percentage of first year members who re-enrolled for the second year.
    - \_\_\_ Total re-enrollment — divide this year's enrollment minus first-year members by last year's membership, minus members 18 years old and over. This results in the percentage of members who re-enrolled this year.

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## Enlist County Support

The next step is to involve an expansion team in your efforts to increase members and club membership. Try to involve current 4-H members, adult 4-H leaders, and 4-H Ambassadors in your county. There is no better sales person for a product or program than a satisfied customer. Your county 4-H Program Development Committee should be able to help in the formulation of this team. The team should meet to:

- \_\_\_ Analyze the county 4-H membership and select areas for special emphasis
- \_\_\_ Develop an overall plan for expanding membership
- \_\_\_ Assist in organizing new clubs
- \_\_\_ Assist in training new adult 4-H leaders
- \_\_\_ Assist in involving new adult 4-H leaders and new clubs in the county 4-H program

When you meet with your expansion team, give them all of the survey data you have collected. A large graph is an effective way of presenting this material. The map of clubs in your county will also be helpful.

After thorough study and discussion to determine how the present enrollment situation compares with the potential, select target areas for emphasis. Plot these on the map of the county, showing existing clubs. It is important to target new clubs as well as expanded existing clubs.

The expansion team should then set some realistic and achievable goals for each target area. After these goals have been established, you should develop an overall plan to achieve them.

To maintain enthusiasm, new 4-H clubs must have opportunities to participate actively in 4-H events as soon as they are ready. Young people are not interested in waiting until next year to get started.

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Select a time or block out time for adequate professional and volunteer staff hours to do a good organizational job. A new 4-H club will soon collapse if it does not have a strong organizational base, or if you or the committee run out of time before the club is ready to function. Select an optimum time for the area where the club is to be formed. Decide a time when other youth activities or organizations are at low points of involvement.

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## **Develop Procedure**

Step three, when a time has been set to begin the process of organization, it is important to determine the method of organizing that will be most effective in your situation. There are numerous organizational procedures to follow. You may select from any of the following: organizing through a school, organizing within a neighborhood, organizing from interested parents, organizing through community organizations, organizing from short-termed project groups, organizing through division of existing clubs, or organizing from special needs programs.

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## **Organizing Through a School**

Because the basics of organization through a school can be adapted to meet most of the other organizational procedures, it will be helpful for us to look at that method in depth. There are 10 basic steps in organizing a 4-H club through a school.

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### ***Contact the school administrator***

Prior to any contacts with youth or parents, get in touch with the superintendent of schools. At the time of the initial contact, the school superintendent should be informed of the purpose and educational value of a 4-H program. Explain the ways 4-H functions through adult volunteer leaders, with training and resources of the Kansas Cooperative Extension Service. The superintendent of schools will also want to know the funding sources of the program, i.e. USDA/state/and county. Seek advice on procedures, contact persons, etc., to build in support.

After visiting with the superintendent of schools, you will want to contact the principal of the school or schools through which you are planning to work. The principal will want to know the same information that you presented to the superintendent of schools, and will need to know what expectations you have from the school administration. It will help you in gaining approval and endorsement of your efforts to organize a club of youths from that school if you ask advice of the principal about the program and get permission to use the school as a communication vehicle.



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### ***Do an information survey***

With the approval and support of the school administration, you can begin step two. If no previous 4-H contacts have been made with youth, you might start with the survey of students found in the worksheet section of this handbook. This will give you a guide to areas of interest and activities of the potential 4-H members.

Simultaneously, you may wish to contact parents. A promotional brochure such as "4-H Is" can be attached to a letter to parents and sent home with each child in your school. The youth-interest survey might be combined with an interest survey of parents and should be returned to the school within two or three days. Those who are interested will respond immediately. If you wait too long, the surveys will be lost. In an average community, you can expect to distribute approximately five times as many surveys and parents letters as will be returned.

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### ***Promote within the school***

It will help in promoting your program if you can get permission from the principal or from the PTA or PTO president to make a presentation at either a school assembly and/or PTA or PTO meeting. This presentation should be no more than five minutes long and should be well prepared and lively. A 4-H Ambassador would be an ideal person for this assignment with an enthusiastic older 4-H member or adult 4-H volunteer leader as an alternative.

Some counties have had success in distributing 4-H promotional literature to students during enrollment days at their schools. Junior leaders can be used to hand out literature at that time. A 4-H display can draw interest to your literature table, especially if it involves live animals. Promotional literature recommended for kindergarten through second grades is the "4-H Is Fun" coloring book. For grades 3 and 4 "4-H Comic Book" is recommended, and for grades 5 and 6 "4-H Photo Album."

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Within a week after the surveys are returned, send to those who responded positively, a written invitation to attend an informational meeting for parents and youths in their community. The school is an ideal place for this meeting. Display posters announcing the informational meeting in the school or other appropriate locations. Try to get both youths and parents to this initial meeting so that the entire family understands the purpose and opportunities available in 4-H.

For future reference, keep a list of those who attend. This meeting should be informal and completely informational. This is not the appropriate time to ask adults to volunteer for anything! The purpose of **this** meeting is to help parents understand what it means to be in 4-H. Another date can be set for organization.

Emphasize that 4-H is a family program. Participants in 4-H clubs (both youth and adults) work together to decide what kind of club they want. You may want to show slides of 4-H in action to suggest programs. It is also appropriate to have sample literature describing popular or potential projects. The following informational meeting outline could be used as a guide:

1. Group-building activity
2. Ambassador presentation and/or video tape "4-H Is More," or film strips such as "Something to Sing About," "The Family in 4-H," or slide set "Ah—Kansas 4-H."
3. Present model of support: Federal (USDA), State (land-grant university), County (county commission). Mention private fund involvement but explain that these are foundation funds and not United Fund money, and discuss the four parts of the Kansas Extension program in Kansas: Agriculture, Home Economics, 4-H—Youth, Community Development. Illustrate that 4-H'ers are informal students of Kansas State University.
4. Talk about the life skills taught, using tangible skills taught through project work and group interaction skills taught through club and group activities.
5. Discuss the ingredients of a club:
  - Five or more kids*
  - One or more adult leaders*
  - A procedure to:*
    - Build group trust
    - Help the group decide what to do
    - Help them do what they planned
    - Help them determine if they did it
    - Help them celebrate their experience.
6. Present some examples of projects and project materials. Project displays from other clubs would involve "satisfied customers." Explain support provided by county and state 4-H staff in terms of resources, training and materials.
7. Ask those who are interested in forming a 4-H club to sign up (name, address, phone number, and possible project interests) for a parent organizational meeting to be held the next week. Urge parents to discuss 4-H with their children so that they can come to this meeting with clear expectations for the group.  
Demonstrate the 4-H pledge and close with refreshments.



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### ***Schedule an organizational meeting***

It is important to make a personal contact with all those parents who signed up as a result of the informational meeting. This can be done by you or by the members of your expansion team. This personal contact can result in ideas for possible adult leadership. During the course of this meeting it is important to emphasize the essentials of a 4-H club: members and leaders working in an educational environment. The following parent organizational format may be useful to you:

1. Group-building activity
2. Determine what parents want to happen for their children as a result of belonging to this group (a brainstorming technique works well for this process). Review project interests.
3. Determine ages of youths represented by the parents at this meeting. Present information on appropriate methods and activities for teaching these ages. (See "Out of Ideas: A Leaders Handbook")
4. Present club format options. (See worksheets) Assist the group in designing the format they desire. Note, a club is not locked into any format. If, after a year, a different format is preferred, a club should feel comfortable in making that change. A simpler format is usually more comfortable for new clubs.
5. Take inventory of parents' skills, noting what each parent is willing to teach or do. Use survey forms A & B on pages 32 and 33.
6. Explain the role of the Parents' Committee and help the group select committee members. See job description on page 34.
7. Explain the role of organizational leaders and help the group select either a temporary or long-term leader or leaders. The job description for organizational leaders is on page 35.
8. Determine dates and times of future 4-H club meetings. These will depend on the type of club format selected.
9. Determine the location of meetings.
10. Decide who will be in charge of contacting members about meetings. This task can be combined with a New Family Coordinator function if the club is small.
11. Set a date for the Parents' Committee. (At the meeting those parental functions needed by the club will be determined and recruitment of appropriate volunteers will occur.)
12. Plan the first club meeting to include:
  - \_\_\_\_\_ a group-building activity
  - \_\_\_\_\_ a decision-making portion
  - \_\_\_\_\_ a program
  - \_\_\_\_\_ refreshments
13. Schedule a training session for organizational leader/s to be held before the first club meeting. Focus of the training should be on group decision-making. Utilize Leader Learning Laboratories, the decision-making video tape, and the *Club Goal and Planning Workbook*.

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## **Hold first meeting of new 4-H club**

*(conducted by the organizational leader)*

### 1. *Activities*

### 2. *Decision Making*

- \_\_\_\_\_ Ask 4-H'ers to write on cards or to discuss in small groups and record what they want from being in a 4-H club
- \_\_\_\_\_ Ask members to list those things they want to learn about in their 4-H club. If this is a young group, 7 - 10 years old, provide some suggestions of project ideas to get them started.
- \_\_\_\_\_ Share their small group ideas with the large group, recording them on newsprint for use by the Parents' Committee and officers at a later time.
- \_\_\_\_\_ Determine if officers are appropriate for the club, and if so, discuss the roles of officers and suggest voting for officers at the next meeting. It may be wise in a young group to change officers every few months to allow more young people to have an opportunity to experience this leadership. Each officer should have five or six "turns at bat" before re-election.
- \_\_\_\_\_ Discuss need for a club name and suggest bringing ideas and voting for a name at the next meeting.
- \_\_\_\_\_ Read Suggested 4-H Club Constitution and Bylaws.

### 3. *Program*

A good program for a first meeting is a one-time project for the group because it is active and involves everyone and gives each person something concrete to take home. A good film could also be used effectively. Project talks or demonstrations are not appropriate for a new club at this meeting.

### 4. *Recreation*

Recreation in addition to group building may be included.

### 5. *Adjourn* (Perhaps refreshments)

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### ***Hold first parents' committee meeting***

*Hold the first parent meeting or parent committee meeting within a week following the first club meeting. The organizational leader will call the meeting and conduct at least the initial items on the agenda. The following format is suggested:*

1. Group-building activity
2. Elect chairperson, who may or may not choose to conduct the remainder of the meeting.
3. Go over information acquired from 4-H'ers at their first meeting regarding their reasons for being in 4-H and the activities they desire.
4. Review notes from the parent organizational meeting concerning their reasons for wanting their children in 4-H.
5. Put together a list of general goals and volunteer needs, combining information from these two groups. For example: identify project and then project leaders, New Family Coordinator, awards and recognition leader (who could help plan individual meeting celebrations as well as any needed ceremonies) and officer advisors, preferably one for each officer, to support and train officers with materials provided by the county office.
6. Identify trainers needed for the group, such as, Project Leader Trainers or Leader Learning Laboratory trainers.
7. Schedule and identify trainers to conduct training meetings for new leaders. It will be important to invite leaders to these meetings through personal contact.
8. Make plans for acquiring needed adult volunteers before the next 4-H meeting so that they can be introduced and their roles explained.



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## ***Plan meeting for leader training***

If people volunteer for a job, especially for a leadership role, they will be eager to do a good job. If we expect 4-H leaders to perform to our satisfaction and to their own personal fulfillment, we must train them. Conduct this training as soon as possible after they have volunteered so the interest of the leaders can be maintained and their questions answered.

The training provided for individuals depends upon their roles. You will want to make use of the following training resources: Leader Learning Laboratory Trainers, Project Leader Trainers, Goal-Setting and Decision-Making videotapes, Officer training materials, "Out of Ideas: A Leaders Handbook," "More Ideas for Club Goal Setting."

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## ***Available training and resource material for volunteers***

### ***Organizational Leader***

Out of Ideas? A Leaders Handbook (4-H 455); More Ideas for Club Goal Setting (4-H 509); Club Goal and Planning Workbook (4-H 508); Starting and Maintaining Clubs Handbook (4-H 506); Decision Making—video tape; Ages and Stages—slide/tape; Family in 4-H—slide/tape; Tools for 4-H Leaders—slide/tape; Leader Learning Laboratories I, II, III, IV with kits by LLL trainers; Kansas 4-H Journal; Member Achievement Plan; 4-H Awards Handbook (4-H 419).

### ***Parents' Committee***

So—I'm on the 4-H Parents' Committee (4-H 424); 4-H Parents' Committee Packet; Questions and Answers (4-H 496); Starting and Maintaining 4-H Clubs (4-H 506); Ages and Stages of Youth—slide/tape; Tools for 4-H Leaders—slide tape; The Family in 4-H—slide/tape; Sharing the Land—slide/tape; County and multi-county training—Charles Lang

### ***Demonstration Leader***

Demonstrations for 4-H Members (4-H 439); Demonstrations—Leaders Guide—(4-H 222); 4-H Project Talks (4-H 140); Public Speaking (4-H 460); Personal Conference Judging (4-H 296); \*\*Video—22:03 min.—color—Training in planning and presenting demonstrations and illustrated talks, consists of one demonstration and two illustrated talks. Available through area 4-H specialist.

### ***Project Leader***

Project Leader Guides for specific projects; Project Leader Training—by PL trainers; Project Leader Trainers Handbook; Project Selection Guide; Kansas 4-H Journal; Hats Off to Leaders—slide tape; Decision Making—video tape; Project Enrollment Fair—video tape; Leader Learning Laboratories I & II.

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#### *Officer Advisors*

So You Are... (Pres., Vice Pres., Sec'y., Treas., Reporter, Historian) (4-H 470-475); 4-H Recreation Leader (4-H 142); When You Lead Group Singing (4-H 54); The Meeting Will Come to Order (4-H 440); Fun and Action Songs (4-H 281); Sing Along (4-H 166); Ideas for Using Officer Training Material (4-H 476)

#### *New Family Coordinator*

The Family in 4-H — slide/tape; 4-H Is for all Kansas Kids — slide/tape; A Family Guide to 4-H (limited distribution — Charlie Lang); Kansas 4-H Journal; Tools for 4-H Leaders — slide/tape; Questions and Answers (4-H 496); Parents, Welcome to 4-H (4-H 381); Parents are Important to 4-H (4-H 149); Member Achievement Plan (4-H 500-505); 4-H Awards Handbook (4-H 419).

#### *Records and Awards Leader*

4-H Awards Handbook (4-H 419); Incentives in 4-H Kit; 4-H Record Books — video tape; 4-H Digest insert — National 4-H Leader Magazine; Kansas 4-H Permanent Record — video tape; Member Achievement Plan (4-H 500-505); County level training; Area level training (Fisher and area specialist)

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### ***Arrange second meeting of new 4-H club***

It is at this meeting that the club becomes organized and ready to begin functioning independently. You may want to be involved with this or you may have turned the meeting over to the club leaders or members of your expansion team. However, it is extremely important that you follow-up on the *results* of this meeting. The following format is recommended:

1. Group-Building
2. Introduction of volunteers by Parents' Committee chairperson
3. Election of officers for the next months or year
4. Vote for club name
5. Vote on Club Constitution and Bylaws.
6. Using "Club Goal and Planning Workbook" set goals and activities for the year. (The person who facilitates this part of the program should have viewed the goal-setting video and be familiar with the handbook.)
7. Set date for the program planning committee (which may well be the officers) to meet to put details to the goals set.
8. Show "Fuzzy-Tail Film" or some other fun film
9. Refreshments
10. Adjourn

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### ***Complete the goal-setting/decision-making process***

Following the second meeting, officers-advisors will need to work with the person elected to the specific office to which they are assigned to prepare them for the next meeting. By the third meeting officers should begin to "try their stuff." Also, following the second meeting, the program committee will need to meet to review the work done by the club in the "Club Goal and Planning Workbook" and to work out the details deemed necessary to make these goals and activities happen. The program committee will need to determine the tasks necessary to reach these goals and contact and recruit youth members or adults to be responsible for completing these tasks. At the close of their meeting, the program committee should have a calendar built, a list of those assigned to various tasks, and sign-up sheet for tasks still needing recruits to be presented at the third meeting.

This initial planning gets a new club on the road, identifies the programs to involve members immediately, and helps club leaders and officers with jobs that they will need to perform in order to complete the club program. When a new club has been adequately organized, leaders trained, and club program initially planned, it is ready to be on its own. We often make a mistake in not letting go of a new club. Continued assistance might more appropriately be given by the trainers utilized in the training sessions for leaders. Helping clubs function independently from the very beginning fosters leadership rather than dependency. After the first two meetings you do not need to be involved each time the club meets. They will be happier and feel more confident, leaving you more time for other programming efforts.

Agents need to support and encourage new clubs and particularly to support and encourage club leaders. One helpful way of encouraging new leaders as well as existing leaders is to have regularly scheduled leader meetings. Counties which have done this have a much longer retention rate of organizational leaders. Informal meetings provide a chance to share joys and sorrows, to gain new ideas, to unify county programs, and to build a support system for volunteer leaders.

The preceding organizational outline dealt with organization through a school. It would be important for us to cover the ways in which some other organizational procedures differ from the preceding format.

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### ***Organization Within Neighborhoods***

This organizational structure is presented with the assumption that you are not using the school as your contact within a neighborhood. If this is the case, the first step, after having identified your target community through the survey and the efforts of your expansion committee, is to contact community groups within the targeted zone. These could be churches, civic clubs, babysitting co-ops, housing projects, community centers, military posts, etc.—any group that represents a community and is of the community, so that they know the community power structure and potential leadership.

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When you make your contact with the group, you will want to identify what 4-H is, discuss the life skills, present purpose and methods, and outline the procedure for establishing a 4-H club. You will need to find out the amount of support that could be provided from that contact group. For example: Could they provide a meeting place? Can they be an avenue for recruiting leadership? Would they be willing to advise and counsel on procedures? Would they be a vehicle for communication?

If the community group or groups you have contacted are willing, they would be much more effective in promoting an informational meeting. In that role they may offer presentation time within their group, as you would have done with school assemblies or PTA/PTO. They may also promote the information meeting through their newsletters, bulletin boards, and personal contacts. When you are working through community groups, you may also want to involve radio and newspaper coverage announcing your informational meeting. Using several methods of timely promotion is always more effective than isolated advertisements. Your expansion team should be able to assist in helping you plan an effective promotional effort.

At this point, you can begin step four of "Organizing Through a School."

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### ***Organizing Through the Interest of Parents***

Parents often ask Extension agents or others involved in 4-H how their child can become a 4-H member. If these families live in an area with an existing program, you can be the liaison for involving both parents and youths in the club. If no program exists, however, you need to encourage parents to establish a new 4-H club. Find out where the interested parents live and what community resources are available. Tell them you would like to visit with them to explain the 4-H program and ask them to contact other interested families for a home meeting. The interested family or families must first understand opportunities and structure in 4-H before they will be willing to commit themselves to any responsibility in the organization of a club. Use the informational meeting format as presented in "Organizing Through a School." If these are parents of very young children 7 or 8 years old, you may want to suggest a Mini-4-H format. (See Mini-4-H Handbook).

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### ***Organizing Through Divisions of Existing 4-H Clubs***

Occasionally, 4-H clubs become so large that all members do not have an opportunity to participate. When this happens, members may become disappointed, lose interest, and drop out of the club. Too large denotes a problem in helping members of a club see their own uniqueness and specialness and involves a loss of individuality and personalized attention. Too large is different for different leaders. Too large for one leader may be 75 members and for another 20, but for most leaders it is anything over 35.

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Leaders who feel their clubs are as large as they can handle are not eager to accept new recruits. In these cases, an excellent recruiting program on your part may be entirely unwelcome by the leaders of clubs in your communities. If you need to divide an existing club, this can be done with the assistance of your expansion team and handled through geographic boundaries, school attendance centers, church affiliations, and age levels. Dividing the group by age, however, sometimes causes a clustering of experienced leaders in one club and leaves another club with a lack of leadership. This division can be promoted as a way to facilitate transportation, have a centralized meeting place, and possibly more community involvement.

Optimally, of course, you will be organizing new clubs as existing ones reach their maximum workable size. Existing clubs should be encouraged to help new ones by sharing both member and adult leadership.

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### ***Organizing Through School Enrichment Programs***

School enrichment programs provide our best source of promotion for 4-H club work because they reach the largest number of youth in Kansas. In order to do this, however, we must be very visible as a 4-H organization in labeling our materials and in our contacts with teachers and students.

If the school enrichment coordinator or agent has been given a list of names of boys and girls who have been involved with a school enrichment program, those youths could be mailed promotional materials and the 4-H club interest survey found on page 30. Try to involve school enrichment members in county events such as camps, fairs, and 4-H Days.

If a list of names of those who have participated in a program is not available, a contact with the teacher and a brief promotional presentation in classrooms which have used school enrichment programs would certainly be in order. At the end of a school enrichment program, the school enrichment coordinator or agent could attend the class and ask the class for feedback as to how they felt about the program and at that time distribute interest surveys to return through the mail to your office. This list provides contact people for an informational meeting.

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### ***Organization Through Special Needs Programs***

Youth and volunteers in programs designed to meet special needs should become aware of learning experiences available to them through 4-H and ways that they can take advantages of those experiences. County Extension agents, including those who have been in the Expanded Food and Nutrition program, have a joint responsibility for making youths and volunteers aware of these opportunities.

The procedures to do this would include:

- \_\_\_\_\_ Meeting with program aides to determine potential leadership and location for meeting.
- \_\_\_\_\_ Utilizing program aides to recruit the identified leaders.
- \_\_\_\_\_ Meeting with leaders and youths to determine appropriate learning experiences.

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## TYPICAL MULTI PROJECT FORMAT

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(Traditional Club)

*Members:*

5 or more members— usually 25-30

*Leaders:*

Usually Organization Leader, Parents' Committee and Project Leaders. May include New Family Coordinator, Project Leader Trainer, Officer Advisors, Demonstration Leader and Records and Awards Leader.

*Meetings:*

Usually held once a month year round. Include group-building, business, educational program, recreation (optional) and refreshments.

*Officers:*

Usually President, Vice President, Secretary, Treasurer, Reporter, Historian, Recreation Leader and Song Leader.

*Projects:*

A wide variety of projects offered at times other than monthly club meeting times. Often a Project Fair is held to acquaint member families with projects available that year and help 4-H'ers enroll in projects they desire.

*Activities:*

Will usually be involved with all ongoing events— such as camps, club days, fairs, and community service.

*Parents:*

Involved in teaching projects, assisting with records, organizing events and tours, providing transportation, serving on committees, etc.

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## TYPICAL SINGLE PROJECT FORMAT

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*Members:*

5 or more members — usually 10-20

*Leaders:*

Usually an Organizational Leader, Parents' Committee and Project Leaders. may include New Family Coordinator, Project Leader Trainer, Officer Advisors, Demonstration Leader and Records and Awards Leader.

*Meeting:*

Held weekly or monthly, 9-12 months. May include group-building, business, project work, recreation, refreshments.

*Officers:*

Usually President, Vice President, Secretary, Treasurer, Reporter, Historian.

*Projects:*

The club is centered around one project such as photography, swine, small engines, or a grouping of projects, i.e. home-living could combine cooking, clothing, health care, etc., which are learned at regular meeting times and provide the meeting program.

*Activities:*

Will usually be involved with all ongoing events such as camps, club days, fairs, community service, etc.

*Parents:*

Involved in assisting the project work, organizing of events, providing transportation, serving on committees, assisting with records where needed, etc.

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## TYPICAL NEIGHBORHOOD FORMAT

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*Members:*

5 or more — usually 8 to 10, from families who live in the same neighborhood or community or hold a common interest such as church or school. Neighborhood clubs appeal especially to 7 to 12-year-olds.

*Leaders:*

Usually an Organizational Leader, Project Leader for a portion of the year followed by another Project Leader for the next project portion, Parents' Committee made up of all the parents of club members.

*Meetings:*

May be weekly or biweekly during all or part of a year.

*Officers:*

Clubs decide what offices are needed and elect officers to fill those needs. Officers (if any) are often re-elected every three months to give more members a chance to participate.

*Projects:*

A variety of projects offered one at a time over the course of the year. All members are involved in the same project at the same time because the project is the program for the meeting.

*Activities:*

Members are usually involved in some ongoing events such as community service, camps, and sometimes fairs.

*Parents:*

All parents are usually involved in Parents' Committee.

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## 4-H CLUB INTEREST SURVEY SHEET

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Name \_\_\_\_\_ Age \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Father's occupation \_\_\_\_\_

Mother's occupation \_\_\_\_\_

*4-H is a national youth program of the Cooperative Extension Service. 4-H is for all boys and girls, ages 7-19, regardless of socio-economic level, race, color, religion, or national origin. Each member selects and completes one or more projects per year. The members elect their own club officers who preside at the monthly club meetings. There are no dues or fees to enroll in a 4-H club. Each member selects and finances his/her own project.*

*Examples of projects are: Clothing (sewing), foods and nutrition, dog care and training, vegetable garden, health, rockets, computers, electric, small engines, recreation, safety, child care, photography, livestock, and others. Projects are designed so that members "learn by doing."*

*Do you think you would be interested in joining a 4-H club if one is organized in your community?*

YES \_\_\_\_\_ NO \_\_\_\_\_

*To the parents:*

Were you ever a 4-H club member? (mother) \_\_\_\_\_, if yes, where \_\_\_\_\_

Were you ever a 4-H club member? (father) \_\_\_\_\_, if yes, where \_\_\_\_\_

Would you help with a group of boys and girls in a 4-H club? (mother) \_\_\_\_\_

Would you help with a group of boys and girls in a 4-H club? (father) \_\_\_\_\_

Parent's signature \_\_\_\_\_

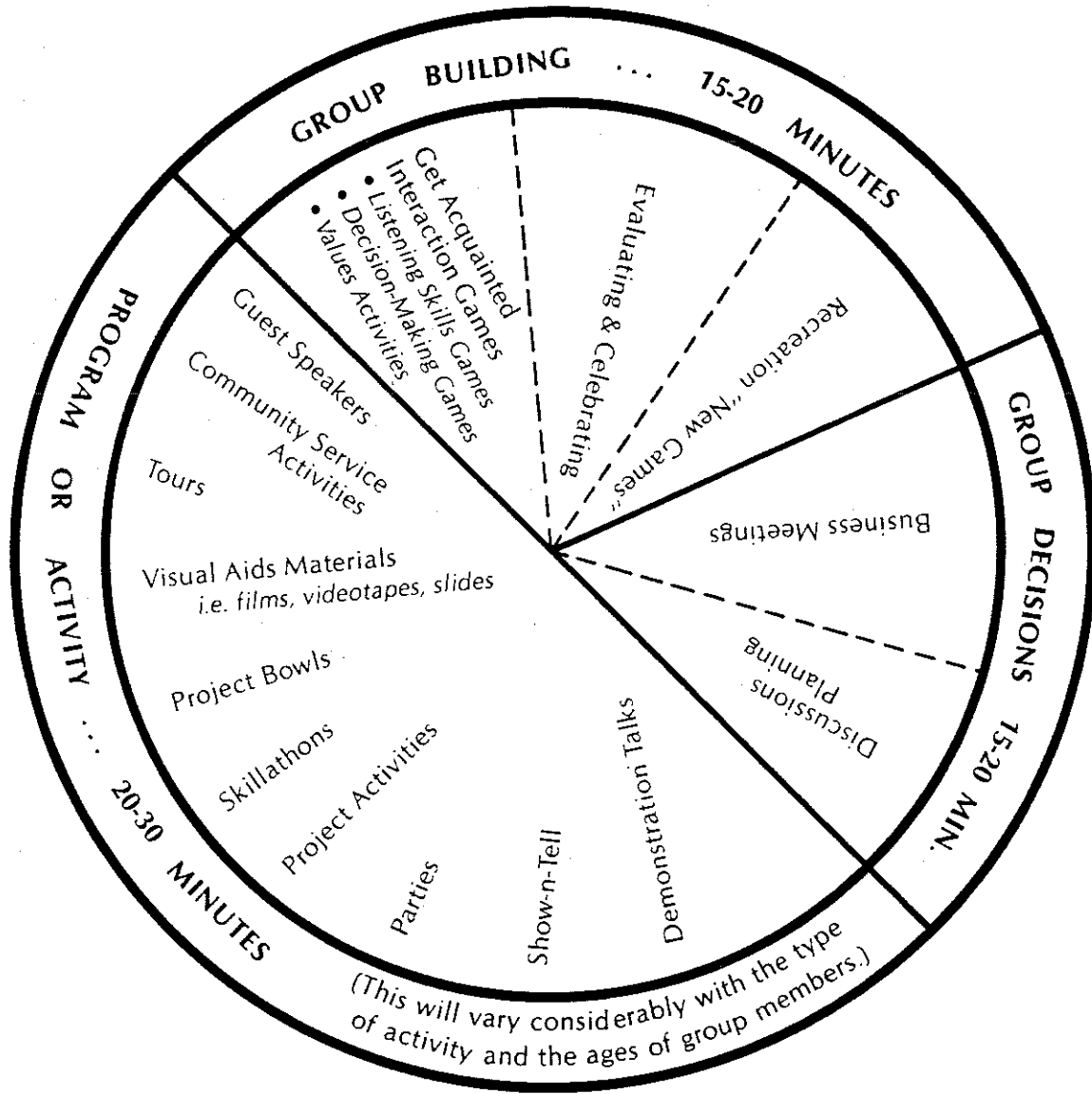
*(Please return to your teacher tomorrow)*

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*Membership in 4-H is open to all regardless of socio-economic level, race, color, sex, religion, or national origin.*



# THE 4-H CLUB MEETING



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**PARENT INTEREST SURVEY—Form A**

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4-H is a youth organization in which the whole family can work together. If our club is going to be successful, we will need help from all members and parents.

To make the 4-H club programs worthwhile, I will help to the best of my ability with the following:

*Chances to Serve*

- Provide transportation for 4-H'ers going on a tour
- Provide refreshments
- Provide supplies for a special project
- Contact other parents to help with club activities
- Assist with one club meeting
- Coach a method demonstration
- Assist with recreation at the club meeting
- Be an assistant organizational leader
- Be an assistant project leader
- Assist with officer training
- Be a project leader
- Be an organizational leader
- Other

*I have special interests/hobbies in:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

*It is easiest for me to give my time: (check appropriate times)*

- |                                             |                |                                 |
|---------------------------------------------|----------------|---------------------------------|
| <input type="checkbox"/> Weekday mornings   | <i>in the:</i> | <input type="checkbox"/> Summer |
| <input type="checkbox"/> Weekday afternoons |                | <input type="checkbox"/> Fall   |
| <input type="checkbox"/> Weekday nights     |                | <input type="checkbox"/> Winter |
| <input type="checkbox"/> Saturdays          |                | <input type="checkbox"/> Spring |
| <input type="checkbox"/> Sundays            |                |                                 |

Parent's Signature \_\_\_\_\_

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**PARENT PARTICIPATION SURVEY SHEET—Form B**

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4-H is a youth organization in which the whole family can work together. If our club is going to be successful we will need help from all members and parents.

To make the 4-H club programs worthwhile, I will help to the best of my ability with the following.

Chances to serve (Check one or more areas in which we could call on you for assistance).

Help members plan and lead recreation

Serve on program committee

Help members plan and lead singing

Serve on sports committee

Help members plan and put on skit

Serve on finance committee

Serve on refreshment committee

Serve as 4-H project leader

Serve on party committee

Help members make posters

Provide transportation

Help with membership drive

Help members plan and lead discussion

Other \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_



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## 4-H PARENTS' COMMITTEE JOB DESCRIPTION

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*Purpose:*

Provide positive learning experiences for youth by identifying, recruiting and orienting 4-H adult leaders which the 4-H Parents' Committee believes are needed to work with the 4-H boys and girls.

*Responsibilities:*

- \*1. Identify and recruit volunteers for the leadership positions needed, such as community club leader, project leader, activity coordinator, special events coordinator and others.
- \*2. Orient and assist the new 4-H leaders in understanding the specific responsibilities they have agreed to do with the boys and girls. Outline with the new leader how these planned responsibilities relate to other learning experiences offered by the club.
3. Arrange for training the leaders, preferably at the club level.
4. Develop a list of projects for which leadership has been recruited and present this list to the Community Club Leader before enrollment.
5. Help leaders evaluate progress made by boys and girls during the year.
6. Provide recognition for the leaders.
7. Recruit nominees for the 4-H Parents' Committee and supervise the election to fill vacancies.
8. Take the leadership in preventing or solving problems that arise within the club.

*Contact Person:*

Chairman, 4-H Parents' Committee

*Time Commitment:*

3-year term. Most work is in late summer and fall during the recruiting and orienting of new leaders.

*Qualifications:*

Able and willing to work with other adult volunteers.

Willing to learn skills for this position.

Believe in the 4-H volunteer role as a sound way of helping kids develop.

Respected by adults in 4-H and in the community.

\*As the size of the 4-H Club expands in numbers and diversity of learning experiences, it may be appropriate to designate certain adults as recruiters and trainers.

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## ORGANIZATIONAL LEADER JOB DESCRIPTION

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### *Purpose:*

Organize or reorganize a 4-H community club by coordinating members, leaders and their families to determine goals and activities for the club and utilize the resources needed to achieve them.

### *Responsibilities:*

1. If this is an existing club, solicit the interests of boys and girls for the following year as the club nears the end of its current program year.
2. Summarize the interests of the boys and girls and give results to the 4-H Parents' Committee, so the committee can recruit the leadership needed, i.e. project leaders, activity leaders, etc.
3. Guide the process by which the club develops goals and activities for the club year based upon the interests of boys and girls.
4. Enroll new members and re-enroll former members using forms provided by the county Extension office.
5. Assist the members efforts to carry out their plans.
6. Inform club leaders, parents and members about club, county-wide, and out-of-county programs, events and activities.
7. Provide club officers (if any) with training to help them learn general leadership skills and those skills specific to their office using materials provided by the county Extension office.
8. Attend leader training sessions and/or consultations with volunteer trainers on Extension staff to update and enrich skills in working with parents and youth.

### *Contact Person:*

Chairman, 4-H Parents' Committee

### *Resource Assistance:*

4-H Parents' Committee  
Family Coordinator  
Leader training workshops  
Extension staff

### *Time Commitment:*

Varies greatly depending upon club size, types of involvement, and number of resource people sharing responsibilities. A two year commitment is commonly expected in order to provide club continuity.

### *Qualifications:*

Enjoy working with people.  
Have interest in 4-H educational programs.  
Have ability to organize and coordinate with other people.  
Have ability to communicate with youth and adults.

As the size of the 4-H Club expands in numbers and diversity of learning experiences, it is helpful to involve other adults with some of the responsibilities, such as Club Helper, Parent Coordinator, etc. Perhaps the club may prefer to divide because smaller clubs are easier to administer.



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## WORKSHEET FOR CLUB MEETING PLAN

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*Opening:*

*Business Session:*

Minutes of last meeting (if any)

Committee reports (if any)

Unfinished business (if any)

New business (if any)

Adjournment

*Program:*

*Recreation:*

*Refreshments:*

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## WORKSHEET FOR BUSINESS MEETING

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*Business Meeting:*

1. Call to order
  
2. Roll call \_\_\_\_\_
  
3. Reading and approval of minutes
  
4. Reading of communications (if not presented during reports by officers)
  
5. Reports of officers, council members or leaders \_\_\_\_\_  
\_\_\_\_\_
  
6. Reports of Committees  
  
    Standing \_\_\_\_\_  
  
    Special \_\_\_\_\_
  
7. Unfinished business  
  
    a. \_\_\_\_\_
  
8. Initiation of new members, installation of officers, or other ceremony (when appropriate) \_\_\_\_\_  
\_\_\_\_\_
  
9. New business  
  
    a. \_\_\_\_\_  
  
    b. \_\_\_\_\_  
  
    c. \_\_\_\_\_  
  
    d. \_\_\_\_\_  
  
    e. \_\_\_\_\_
  
10. Announcements
  
11. Adjournment

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## 4-H CHARTER APPLICATION

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All of the following criteria have been met by 4-H members and leaders of our group. We request that a 4-H charter be issued designating an official 4-H club or group.

- Five or more members
- One or more leaders
- An initial place of operation (for at least 3 months in advance)
- Elected officers
- Each member enrolled in at least one 4-H project experience
- An official club or group name

4-H club or group name desired: \_\_\_\_\_

County in which club or group is located: \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

Leader \_\_\_\_\_ Date \_\_\_\_\_

Approved by:

County Extension Agent \_\_\_\_\_ Date \_\_\_\_\_

Submitting this form:

1. Club or group representatives complete this application and submit to the county Extension agent.
2. Agent will see that an appropriate presentation is made to and before the group members and leaders.



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## SUGGESTED 4-H CLUB CONSTITUTION AND BYLAWS

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This constitution and bylaws are suggested for use by 4-H clubs. The club may make changes to suit the needs of the club, except that no changes may be made that in any way prescribe conditions limiting, altering, or restricting membership in the club.

### *For new clubs*

When a club is newly organized, the suggested constitution and bylaws should be read to the club and discussed. Changes may be made or bylaws added. Any changes or additions should be written in. When all changes have been made, the constitution and bylaws should be voted on by the club. The constitution and bylaws which are approved by the club remain in effect until changed by the club.

### *For other clubs*

The constitution and bylaws should be read at October or November meeting. Members should sign the constitution and bylaws, indicating their approval.

## **Constitution**

### **Article 1—Name**

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

### **Article 2—Purpose**

The purpose of this club is to help the members in (1) building self-confidence, (2) relating to others, (3) developing a concern for the community and others in it, (4) using knowledge, skills, and values in making decisions, and (5) developing an inquiring mind. These aims are to be implemented by encouraging members' participation in planning and involvement in (a) meetings, (b) individual or group projects, (c) tours or field trips, (d) camps, and (e) other community or county activities.

### **Article 3—Membership**

*Section 1.* Boys and girls who agree to carry out the requirements of a 4-H project or 4-H group are eligible to join a 4-H club when they become 7 years of age. They are ineligible to remain in 4-H the year that their 19th birthday comes before January 1 of the year for which enrollment is made. 4-H is open to all youth without discrimination on the basis of race, national origin, sex, or handicap.

*Section 2.* Duties of members. It shall be the duty of all members to become fully acquainted with the club rules and requirements, to attend meetings regularly, to perform such duties of officers or committees as may be put upon them and to help make each meeting as interesting as possible.

### **Article 4—Officers**

The officers of this club shall be those identified as appropriate by the group. They may include president, vice president, secretary, treasurer, and club reporter. Song leader, recreation leader, music appreciation leader and club historian may be elected by the club or appointed by the officers and leaders. Junior officers may be elected if desired.

### **Article 5—Meetings**

The club shall hold meetings as agreed by the group.

### **Article 6—Amendments**

It shall require a two-thirds vote of the members present at any regular meeting to amend this constitution.

## **Bylaws**

### **Article 1— Election**

Officers identified as appropriate for the club shall be elected at the first meeting of new or reorganized clubs; annually in September or October, or more frequently if desired.

### **Article 2— Duties of Officers**

Officers' goals shall be to learn the duties of those offices to which they were elected and to have experience in performing in those roles.

*The President* shall preside at meetings, keeping in mind the best interests of the club. The president may call special meetings with the consent of the club leaders.

*The Vice President* shall perform duties of the president in the president's absence and shall chair the program committee.

*The Secretary* shall keep a record of all club proceedings, write all letters pertaining to the business of the club, and shall keep a correct enrollment of all members.

*The Treasurer* shall receive, keep custody of, and pay out all club monies upon the order of the club. The treasurer shall keep an accurate record of all receipts and expenditures.

*The Reporter* shall write and send to local newspapers stories of meetings and club projects or activities.

### **Article 3— Committees**

Committees for special purposes may be appointed by the president as needed.

### **Article 4— Regular Meetings**

Meetings of the club shall take place on \_\_\_\_\_

### **Article 5— Elections**

A majority vote shall constitute an election.

### **Article 6— Quorum**

A quorum shall consist of a majority of the membership present at any regular meeting.

### **Article 7— Rules of Order**

*Robert's Rules of Order* shall govern the business meetings of this club.

### **Article 8— Order of Business**

Club meetings will vary depending upon the type of program planned and urgency of pending business.

Business meetings, when needed, shall use this agenda: (1) Call to order; (2) Roll call; (3) Reading and approval of minutes; (4) Reading of communications; (5) Reports of officers; (6) Reports of committees; (7) Unfinished business; (8) New business; (9) Announcements; (10) Adjournment.

### **Article 9— Amending Bylaws**

These bylaws may be amended by a majority vote of the members present at any regular meeting.