



4-H Club/Group Management

4-H Club Management is the organizational operation oversight for the development and ongoing existence of a 4-H club or group including the programs, resources and inputs. It is about the organizational structure where 4-H happens. The focus of management is on systems, resources and things.

In contrast 4-H Club Development is the education and empowerment of 4-H clubs, members and volunteers to provide quality positive youth development educational experiences for youth members. 4-H club or group development includes improving and building the volunteer and member knowledge and competencies needed for leadership and service roles within 4-H. The focus of development and leadership is on people.

4-H clubs are the most important youth development experience for 4-H members. For this reason, whether volunteers are working with youth to start a club, taking over the management of an existing club, or joining with other volunteers to provide team leadership for a 4-H club, providing a high quality youth development experience through 4-H club experiences is paramount.

Nine 4-H Club/Group Management Responsibilities

1. Determine 4-H group structure and meeting space arrangements.
2. Recruit, distribute and collect 4-H member and volunteer enrollment forms. Confirm volunteers have completed the Youth Protection Process.
3. Establish how the group operates with the members and develop bylaws or operating guidelines.
4. Elect officers and appoint committees, arranging for training and support for these leadership roles to conduct the business of the group.
5. Establish 4-H club/group treasury and fundraising activities to meet group’s needs and goals, following all legal and proper procedures for handling 4-H money.
6. Plan educational activities that meet member needs and interests within the mission of 4-H.
7. Conduct meetings that include education, business and social sections.
8. Evaluate the 4-H club/ group’s success using the Four Essential Elements of Positive Youth Development and the standards of excellence established for 4-H clubs.
9. Report club membership and activities to 4-H families, the local community and being accountable for all management activities to the responsible organization and its representative. For 4-H, this is the 4-H Youth Development Educator and the University of Wisconsin-Extension 4-H Youth Development Program.

Tools for 4-H Volunteers in 4-H Club/Group Management

Management Responsibility	Tools and Resources
1. Group Structure and Meeting Space	Starting a 4-H Club Guide Ohio 4-H Club Management Guide Dissolution or Non Renewal of 4-H Charters 4-H Youth Development Educator
2. Member and Volunteer Enrollment	Wisconsin 4-H Policies 4-H Youth Development Educator and local UW-Extension Office
3. Bylaws or Operating Guidelines	4-H Club Basics Resources 4-H Youth Development Educator
4. Officers and Committees	4-H Club Leadership Resources 4-H Committee Resources 4-H Youth Development Educator

5. 4-H Treasury and Finances	Annual Financial Report in the Charter Packet 4-H Club/Group Budget Tool (located in this tool kit) 4-H Club/Group Audit Tool and Checklist Money Matters Resources Wisconsin 4-H Policies Additional 4-H Financial Management Resources 4-H Youth Development Educator
6. Planning Educational Activities	4-H Charter Application and Annual Renewal Packet 4-H Youth Development Educator
7. Conducting Meetings	Club Meetings Resources 4-H Committee Resources 4-H Youth Development Educator
8. Evaluating Success	Effective Clubs Checklist and Feedback Form 4-H Youth Development Educator
9. Reporting and Accountability	4-H Charter Application and Renewal Packet 4-H Charter Completion Guide (link coming) Wisconsin 4-H Policies Dissolution or Non Renewal of 4-H Charters 4-H Youth Development Educator

Quality 4-H club experiences for youth are dependent on volunteers providing effective club management. Club management includes a variety of components that can be provided by volunteers working together and having a plan to provide the leadership and mentoring necessary.

Additional Resources:

- [Wisconsin 4-H Community Club Central](#)
- [VRKC \(Volunteer Research Knowledge and Competency Taxonomy\) Lesson Plans on 4-H Club Management](#)
- [Ohio 4-H Club Management Resource Guides](#)
- [Minnesota 4-H Club Management Resource Guide](#)
- County 4-H Youth Development Educator

This Guide Includes The Following Resources And Tools:

Page	Resource or Tool	Purpose
3-4	4-H Club/Group Management Calendar	Outlines a timeline for management responsibilities and due dates. This can be customized for each county.
5-6	4-H Club/Group Annual Budget Guidelines and Tool	Provides the purpose and process for developing the annual budget for a 4-H club/group.
7	4-H Club/Group Management Responsibilities and Roles	Outlines volunteer and 4-H Youth Development Educator responsibilities and roles for 4-H club/group reporting and accountability.
8-12	4-H Club/Group Management Glossary	Provides definitions and links to resources for common 4-H club/group management responsibilities.



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