

"BE A PART OF THE 4-H TEAM"

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"BE A PART OF THE 4-H TEAM"

Your role on the 4-H team as a member...

The most important component of the 4-H team – the 4-H member. We chose the member because the "child centered approach" makes 4-H special. The "child centered approach" means that . . .

- the focus is on the interest and needs of youth . . .
- members set their own goals . . .
- members make plans to reach their goals . . .
- members carry out their plans . . .
- members assess progress towards reaching their goals . . .
- all with help, guidance, understanding, encouragement and recognition from parents, leaders and other members.

Members are not free to do whatever they want. All young people need guidance, direction and help. Leaders and parents need to help members set limits. Guidelines as to these limits will be discussed further in the parent and leader sections. For now, Lets look at the following roles for members on the 4-H team:

- Interest - The member must have strong interest in 4-H and what it offers
- Accepting of Responsibility - Because of his or her interest the member must accept responsibility for helping the club achieve its goals and complete its program. The member must also accept responsibility for working on the projects he or she selects.
- Follow Through on Commitments - After the member accepts responsibility for the club program and individual projects the member, not his or her parents, needs to follow through with the support of parents, leaders and others.
- Honest - To get the most out of 4-H the member must make an honest effort to follow through on 4-H principles. This means that the member needs to do this or her own project work, be honest about what he or she has accomplished when filling out the recordbook or other report forms, and give an honest effort to the club's program.
- Working Together - Members must commit themselves to working together if the club is to be successful. Working together means listening to leaders, members of all ages, parents and officers and respecting their opinions.

Check with your club to see what other roles your club has for 4-H members.

BUILDING YOUR 4-H TEAM

4-H Member Checklist

Members might want to use this checklist so they can learn how to become a better 4-H member.

- I attend monthly club meetings.
- I take an active part in club meetings.
- I serve on committees when asked.
- I vote in club decisions.
- I show respect for my leaders and other club members by paying attention when they are talking.
- I get to the meetings on time.
- I am friendly toward each of my club's members.
- I attend project meetings. I've started my recordbook.
- I'm doing my own work.

How did you do? Each item is important for good 4-H membership and they add to your 4-H experience. If you answered some questions false, you'll want to work at these to become a better member of the 4-H team!

True or False?

Your role on the 4-H team as parents...

Parents are a very important part of a child's 4-H experience. There is a lot of evidence to suggest that parental support is crucial to the success of a child. On the 4-H team, parents have an important role to play with regard to their children and the whole club.

Attend 4-H club meeting and activities with your child. Parents who attend meetings are able to keep up and help their child keep up with 4-H. They also have great opportunity to see the child interact with their friends.

Help members select projects. Parents will want to help their kids select projects so that together they can decide what is in the best interest of the child and to make sure they can provide project support.

Help with project financing . Although 4-H literatures still free, other expenses will arise from 4-H projects. Together the member and the parent are responsible for what is needed.

Supervisor and encourage project work at home. For members to get the full value of 4-H the child needs to do the project work selected by the member at the beginning of the 4-H year. Parents must encourage you to do their own work and must never do it for them.

Provide a place in the home for records and other 4-H materials. By having a special place for 4-H materials and records, parents show their child that they care about 4-H. (It also makes it easier to find!!!)

Offer to assist the club when needed. 4-H runs on volunteers. You can help by being a project leader, helping with an event, by providing transportation, etc. If parents don't volunteer to help the club run for the benefit of the members, who will? This is also a good way for parents to get to know the rest of the club.

Serve on at least one committee each year. Most clubs have committees and responsibilities will vary within each committee. See an officer or another leader to see how you can help.

Encourage your child and other 4-H members to give an honest effort to the club.

Check with your club to see what other roles your club has for 4-H parents?

BUILDING YOUR 4-H TEAM

Parents Checklist

Parents may want to use this checklist to see how they can become a stronger part of the 4-H team.

- _____ I or my spouse attend every club meeting with our child.
- _____ We have a place at home for 4-H records and other materials.
- _____ I supervise and encourage my child when he or she is working on 4-H projects at home, but I never do the project for him or her.
- _____ I help my child select 4-H projects and with enrollment forms.
- _____ I serve on committees and/or as a project leader.
- _____ I work out financial arrangements with my child to support projects selected by him or her.
- _____ I encourage my child and other 4-H members to give an honest effort to 4-H and to make it fun.

How did you do? Each item is important for you to do a good job on the 4-H team. If you answered some questions false, you'll want to work at these to become a better member of the 4-H team!!!

Your role on the 4-H team as Youth Leaders...

The 4-H Youth Leadership Project is designed to give youth the experience they need to develop their leadership potential. As with all 4-H projects, guidance and support from adults is a key component of this project.

Youth leaders have a lot to offer the 4-H team. Their enthusiasm, energy and interest can be very useful in helping the club reach their goals. Through the Youth Leadership Program, youth learn to become effective leaders in 4-H, school, church and other community groups.

The role of youth leaders on the 4-H team will vary as youth can select many areas in which to serve as leaders in their club. Regardless of what type of leadership the member selects in the project, certain roles will apply.

YOUTH LEADER ROLES

- Help others by sharing their knowledge and energy with younger members and by helping leaders and officers achieve club goals.
- Develop basic leadership skills, such as understanding their skills and potential, communicating, and making decisions.
- Assume greater responsibility as knowledge and skills increase.
- Develop a leadership plan with the help of the adult who supervises the Youth Leadership Project.
- Develop abilities to work with others. A key to good leadership is the ability to work with others. To do this the youth leader must learn how to understand the points of view of all members of the 4-H team. This comes when one is able to listen to and clarify what others are trying to say and helping the team focus on what they have as common goals.
- Develop self confidence as success is achieved through each level of leadership the Youth Leader accepts. Once the youth leader accepts a certain level of leadership and becomes proficient at it he or she then is ready to accept greater responsibility.
- Joining the County Junior Leaders Association when the youth leader reaches age 14. The Grant County Junior Leaders Association is a good place to meet other youth leaders and to find out how they work as youth leaders in their club.
- What other roles does your club have for youth leaders?

Your role on the 4-H team as a project leader...

Another key to a strong 4-H team is good project leaders. The 4-H project is where members learn skills that will last a lifetime. Project leaders help youth learn by making the project work, reflect the member's interests and goals.

Project Leader Roles

Review project materials which can be obtained through the main leader or the Extension Office. This will help the project leader become aware of what is involved in the project.

Set up a 4-H file to store member and leader guides for your project area, notes, project plans and names and phone numbers of members involved in the project.

Plan to make 4-H fun by thinking about how members will view the project, what their interests are and developing games to get the members to think about the project.

Involve parents of your project members. This can be done by getting a list of members and parents in your project area, setting up a schedule that is convenient for the leader and members, and informing parents of meeting times and having them remind their kids about project times and responsibilities of the members.

Involve youth leaders with skills in the project area. These youth can help work with the project by teaching and assisting the project leader with project meetings. The club leader can provide needed information.

Hold regular meetings to keep members interested in the project and working on their fair projects. The number of meetings will vary with the project.

Obtain a listing of fair entries so that members can select projects they can show at fairs. This list can be obtained through the main leader or the Extension Office.

Help members select a project for the fair using the fair listing.

Use the child centered approach as outlined under member roles.

Help members with their recordbooks by working with the recordbook at object meetings.

Attend county-wide project leader trainings and member events. These are great for keeping members interested.

Check with your club to see what other roles your club has for project leaders.

Click [here](#) and take a quiz to find out which areas to work on to become an even better project leader.

Tips for good project meetings...

Remember that 4-H uses a child centered approach in every aspect of the program.

The child centered approach means that:

The focus is on the interest and needs of the child

Members set their own goals.

Members make plans to reach the goals they set.

Members carry out their plans.

Members assess their progress toward reaching the goals they set.

The role of any adult working with a 4-H member is to provide help, guidance, understanding, encouragement and recognition.

In other words it is the 4-H project leader's job to help without doing, guide without directing, to be understanding without thinking for the member, to encourage without demanding and finally to publicly recognize the members without winning the awards for them. Understanding this basic philosophy will make you a more effective project leader. A video tape called Being a Project Leader gives a good background in understanding this child-centered approach to 4-H activities. It is available from the Extension Office.

BEFORE YOU MEET WITH 4-H MEMBERS...

REVIEW THE PROJECT MATERIALS - Most projects have a leader guide, so it is important to review the leader guide and member guide before you start your project meetings.

SET UP A 4-H FILE - Set up some kind of a file to keep your project materials, your notes, names addresses and telephone numbers of the kids you work with and any resources you are using with the project.

PLAN TO MAKE 4-H FUN - Think about how the members will view your project meeting. 4-H is fun when members are involved in doing and exploring.

PLAN TO INVOLVE PARENTS - This is particularly important in the first meeting. Have a schedule of meeting times available to give the parents. Make sure they

know the safety rules. If your group is large you may want to ask them to take turns helping you monitor the group for safe behavior. Let them know how they can help out at home with the project.

PLAN TO INVOLVE YOUTH LEADERS - Your club probably has some older members who would be willing to help if asked. The experience provides the youth leader with leadership experience. Often they take youth leadership as a project. They can be a big help in your role as project leader and take some of the burden off of you. Understanding the Child-Centered Approach and being prepared for your project meetings will go a long way making you a successful 4-H project leader. Now some of the nuts and bolts...

MEETINGS

Most project leaders find a minimum of six or seven project meetings about right. You may find your project requires a few more or a few less.

In the first meeting, involve the members in planning their individual project and other learning activities. Help them select things to do. In addition to taking time to work on their own projects, do members want to tour a nearby site and learn about their project? For example woodworking kids might learn from a trip to the lumber yard. A photo shop might be good for photography members. A fabric shop might work for clothing members. Don't just rely on your own imagination, involve the kids.

The middle meetings, meeting 2-5 in a seven meeting schedule should give the members time to work on their projects for the fair, but also give them time to explore and discover the world that their project opens for them.

Using the seven meeting schedule, clearly the sixth meeting should be used to help members complete their fair projects. Not all the members will have finished their project, but they should at least understand what needs to be done to have their project ready for the fair.

The final meeting should be an evaluation meeting. What did the members accomplish? What did they learn? Take time during this meeting to help them fill out their record books.

BUILDING YOUR 4-H TEAM

4-H Project Leader Checklist

Are you the kind of project leader that helps to make a strong 4-H team? The following checklist should give you some ideas on how to become an even better member of the 4-H team.

True or False?

- I have reviewed the project materials, read "Getting Started in 4-H Leadership" and watched the video "Hats Off to Leaders."
- I have a file for 4-H materials.
- I have a list of members enrolled in the project and their phone numbers.
- I have a plan to make 4-H project meetings fun.
- Parents are involved with project work.
- Youth Leaders play a role in the project meetings.
- Regular project meetings are held.
- Members select projects they can enter in the fair.
- I attend county-wide events in the project area.
- The child centered approach is used.
- I help members with their recordbooks.

(Help can be found in these materials; "Getting Stared in 4-H Leadership," the video "Hats Off To Leaders," member and leaders guides for your project and county leaders and project committees.)

Your role on the 4-H team as Club Officers...

Another important part of the 4-H team is the club officers. Officers that are dependable, work with everyone in the club, represent the best interests of the club and try their best to make meetings worthwhile are great to have on the 4-H team.

OFFICER ROLES

- Secure new members and organize the club. Officers need to recruit their friends and others to join the 4-H club or it will eventually die. Organization for the club is important if families are to understand how the club works.
- Plan the program, month by month, for the year. Planning the program for the year is an important part of the officers' duties. Be sure to get ideas from the whole club before you start and have the club approve the plan.
- Arrange for a meeting place and proper care of it. Take on responsibility for the meeting place. Be sure to set up ahead of time and make sure you leave the meeting place as you found it.
- Conduct and take part in the meetings. Officers all have a role in the meetings. Helping the president by making and seconding motions when no one else will and sharing their input in items discussed are ways that members can help move meetings along.
- Keep the club records and turn them into leaders or the Extension Office when required. Records are important as they help when questions arise about how money was or is to be spent, what was decided or how a certain activity or event was to be handled. Records also give future club officers and members ideas on how they need to run the club.
- Maintain a good spirit and interest in the club and a good relationship with all members of the 4-H team. Enthusiasm and goodwill are as catching a cold or flu. Because officers have such a visible role on the 4-H team they can spread enthusiasm and goodwill to the rest of the club.
- Help every 4-H'er find a place in the club and an opportunity to contribute. 4-H tries to include everyone and that means officers have to take some members and families under their wing until they get settled in the club.
- What other roles does your club have for 4-H officers?

Your role on the 4-H team as Main Leader...

The role of the main leader on the 4-H team varies from club-to-club and county-to-county. Main leaders need to see that a lot of things are done if the 4-H team is to be successful. They may choose to do these things themselves or get help from parents, leaders and members to see that the following are carried out.

- Secure enrollments - learn how to use enrollment sheets and help your members and leaders complete theirs.
- Help members use parliamentary procedure - to what ever extent your club uses parliamentary procedure, main leaders want to make sure members and officers are able to use it.
- Help members plan the yearly program by explaining the purpose and helping them go through the process.
- Help officers understand their roles and duties. Officers also need help developing agenda items before each meeting and thinking of ways to involve all members.
- Helping youth leaders by explaining the purpose of youth leaders to the club, helping to identify an advisor for them, and helping to make sure there are opportunities for them to help with organizational tasks.
- Involving parents in the club by showing them what 4-H is all about and helping them becoming a strong 4-H team player. Parents also need to be shown the importance of encouraging the child's 4-H activities and interests.
- Recruiting project leaders and helping them get started by providing them with names and phone numbers of members in their project, getting them 4-H literature through the Extension Office and helping them understand the role and purpose of youth leaders.
- Encourage the club to be part of the community by taking part in community activities and making sure someone writes an article for the paper about what your club is doing.
- See that paperwork from the Extension Office is completed and returned by deadlines set. Many of these forms relate to awards or future funding for Extension and 4-H programs.
- Encourage recognition and appreciation of those that have contributed to the club's success. This can be done by having members write thank you notes,

including those who helped in the club's recognition program or by submitting the names to the county newsletter.

- Facilitate the club's connection to the county program by having someone in your club serve as a contact to the Extension Office, by encouraging club leaders and members to attend county trainings and by encouraging representation of your club in the Grant County 4-H Leaders Association and the Grant County 4-H Junior Leaders Association.
- Ask for help when needed. As we can see, the job of the main leader is very big; but it does not have to be taken care of by just the main leader. The main leader can ask for help from leaders, parents, officers, youth leaders and members.
- Check with your club or past main leaders to see what other roles the main leader has in your 4-H club. (Main leaders can find help at the Extension Office, through trainings, through the Leader Association and in these publications: "Getting It Done – Guide to 4-H Organizational Leadership," "Steps in 4-H Program Planning," "How to Conduct a Meeting," "The 4-H Officers," and "4-H Youth Leadership Material.")

BUILDING YOUR 4-H TEAM

Main Leaders Checklist

Hopefully this list will help main leaders become better members of the 4-H team.

True or False?

_____ I involve parents in the club by stressing the importance of their involvement on the 4-H team.

_____ I make sure the officers are aware of their duties and are prepared for each meeting.

_____ I facilitate the club's connection with the County Extension Office, the Adult Leaders Association and the County Junior Leaders.

_____ I encourage our club to be visible in the community through community service and seeing that information is provided to the press.

_____ I see to it that paperwork from the county is completed and turned into the Extension Office by the deadline.

_____ I promote county level trainings and leader and member involvement in the activities.

_____ I try to support project leaders by getting them started with names, members and materials.

_____ I ask for help from others in the club to make sure the club runs smoothly.

(For those you answered false, you might want to ask the club for help.)

(Main leaders can find help at the Extension Office, through trainings, through the Adult Leader Association and in these publications: "Getting It Done – Guide to 4-H Organizational Leadership," "Steps in 4-H Program Planning," "How to Conduct a Meeting," "The 4-H Officers," and "4-H Youth Leadership Material.")

4-H Teaches Life Skills

Through 4-H project work, 4-H club meetings and 4-H activities, 4-H members learn skills that can last a life time. Those skills are called life skills. These skills have been taught to generations of 4-H members with the ultimate goal of developing capable and responsible youth. Some of the common life skills that 4-H teaches are listed below. Click on the life skill link to learn more about what makes up each life skill and why the life skill is important to today's youth.

Decision Making

- setting priorities
- developing own decision-making processes
- learning how personal values influence decisions
- learn to evaluate their own decisions

Importance of this life skill: youth with effective decision-making skills learn to recognize how personal values influence their own decisions and the decisions of others.

Problem Solving

- examining problems
- gathering information
- comparing and selecting alternatives
- making decisions and knowing consequences

Importance of this life skill: problems or 'challenges' are a normal part of daily life. Learning the steps involved in this skill can help youth to overcome difficulties and feel more confident about their abilities.

Relating to Others

- explaining own values and rationale of these values to others
- understanding and celebrating diversity in others

Importance of this life skill: youth with highly developed relationship skills build rewarding relationships at many levels, accept responsibility, respect diversity, trust self and others, resolve conflicts, communicate, understand their own likes, dislikes, strengths and limitations, use tact and diplomacy, accept social responsibility and promote and practice appreciation for humane treatment of animals.

Planning and Organizing

- participating in group projects and activities
- carrying our responsibilities assessing performance

Importance of this life skill: youth who can plan and organize learn how to budget time, organize priorities, and follow through on communication.

Learning to Learn

- acquiring and processing information so it results in a behavior change (i.e., thinking, feeling, action)

Importance of this life skill: youth who have learned how to learn exhibit inquiring minds and intellectual curiosity. They have the ability to ask informational questions, identify and locate resources, think critically, utilize all their sense, understand their preferred learning styles and predict likely outcomes of situations.

Communicating with Others

- listening to others
- sharing ideas and experiences

Importance of this life skill: youth who have learned to communicate well with others are able to exchange ideas and information clearly and minimize confusion for themselves and others. Their personal relationships tend to be satisfying as they share feelings honestly, resolve conflict in healthy ways and can both give and receive support from others as situations change.

Leading Self and Others

- building teams
- planning and organizing
- goal setting
- assisting others
- developing self-confidence & initiative
- communicating and relating to others

Importance of this life skill: youth adapt at leading self and others are able to build a team, plan and organize, set goals, gain respect of others, help others do things their own way, follow through, create enthusiasm, work unsupervised, exhibit self-confidence and initiative, keep records, work efficiently and meet timeliness, communicate effectively and relate to others.

Relating to Change

- developing attitudes which accept/welcome change

- learning to be flexible
- learning to adjust goals and objectives

Importance of this life skill: change is an apparent constant in our time. People relate to change in three main ways: 1) resisting; 2) adapting; and 3) promoting change. The way in which people decide to relate to specific changes is a function of their perceptions of the effect the change will have on their personal well-being or the well-being of others for whom they are concerned; and knowledge or alternatives and consequences associated with the alternatives.

Applying Science and Technology

- selected uses of science and technology
- assess applications of science and technology in terms of contributions to the goals of our democratic system.

Importance of this life skill: applications of science and technology are controlled by people and used to advance goals consistent with our societies democratic beliefs. The values that are used in the application of technology require increasing care and wisdom if such applications are to be constructive in terms of aiding us toward our national (or world) goals.

Developing Self

- learning about self, the image you have of yourself, and where you fit it
- self-esteem

Importance of this life skill: learning about, and understanding, oneself is a crucial part of life. Knowing who you are, where you fit in, and how you can best contribute to others is an integral part of this skill.

Mental and Physical Health

- youth will learn to relate people, and the environment, in ways that minimize dangers to the mental and physical health of self and others
- youth will learn to assess the consequences of alternative behaviors upon the mental and physical health of self and others
- youth will develop a preference for high levels of physical and mental health in terms of being a functional and contributing member in society as perceived by both self and others

Importance of this life skill: mental and physical health are inseparably interrelated. They are both influenced by the condition and circumstances of existence. They are perceived both by the individual with regard to self and by others. Ultimately, it means developing skills to take care of oneself, others and the environment around us.