

Baker County 4-H Volunteer Manual

Adapted from the Volusia County Leader Manual

The Baker County 4-H program welcomes you as a club leader and volunteer to a fabulous program. Thank you for your leadership in the Baker County 4-H program.

This manual is designed to assist you with understanding your role as a club leader and includes registration procedures; detailed information about Baker County 4-H programs and events available to your club members; and general knowledge of 4-H.

4-H is a “Learn by Doing” educational program, which helps youth to establish real life goals, enables them to grow into productive, competent citizens of tomorrow and promotes leadership. Lasting knowledge and skills are acquired through 4-H projects, activities, presentations, and events. All youth between the ages of 5 and 18 years of age, regardless of race, color, sex, handicap, religion or national origin, may join 4-H by agreeing to work on a project and follow 4-H ideals and standards.

Your leadership will help instill confidence, self-esteem, success and achievement in each member through your own and others’ experiences throughout the 4-H community. 4-H is a program the whole family can enjoy with strong club leadership.

There are county, district, state and national awards available to members, such as ribbons, pins, trophies, partial scholarships for trips and college scholarships.

Baker County 4-H is a cooperative partnership between the United States Department of Agriculture; the University of Florida, a land-grant university; and your local government, the Baker County Board of County Commissioners. The Baker County Extension Office is an outreach of the Institute of Food and Agricultural Sciences (<http://ifas.ufl.edu/>) and can provide assistance with community issues in Horticulture, 4-H Youth Development, and Agriculture.

The Baker County 4-H Extension Office contact information:

1025 W. Macclenny Ave.
Macclenny, FL. 32063
904-259-3520
Baker.ifas.ufl.edu

4-H CLUB LEADER POLICY AND PROCEDURE

POLICY:

It is the policy of 4-H staff to provide 4-H volunteers with the tools, training, and information needed for the club program.

PROCEDURE:

To accomplish policy The 4-H office will have forms available on the website and at the 4-H office; orientation and ongoing trainings.

Baker.ifas.ufl.edu

<http://florida4h.org/> and <http://florida4h.org/volunteers/>

RESOURCES AND DUE DATES

All forms are available at the office and on the website

Due September 30th of each 4-H year:

1. 4-H Insurance to Club Leader or 4-H office
2. Youth and Adult Enrollment in Florida 4-H Online
3. “Annual Request for Club Charter”
Yearly Plan (“4-H Charter Application for Baker County”)
By-Laws

*The above are due upon registration for new members and clubs starting during the 4-H year. By October 31st each year.

4. Monthly Volunteer Reports - Hours spent volunteering for 4-H are due quarterly

- Due March 30: January - March
- Due June 30: April - June
- Due September 30: July - September
- Due December 30: October - December

5. The “Notification of Club Fund-raising Activity” form is due to the 4-H Office for approval two weeks prior to the event.

6. Due March 30th of each 4-H year: “Affirmative Action” reports to the 4-H Office.

7. Important Due Dates

Due June 1: State Photography entries, Poster entries, and Senior Portfolios are due to the State 4-H Office

Due July 1: All Record Books are due to the 4-H Office

Due by August 1st to the 4-H Office:
Scrapbooks and Cloverpoint forms

4-H YEAR AT A GLANCE

- September:** 4-H Year begins
4-H Kickoff
All Members must be 8 years old as of September 1st to show in fair
- October:** National 4-H Week
Baker County Fair
Club Recruitment Efforts
Southern Region Adult Leader Forum
- December:** National 4-H Congress, Atlanta Georgia
Prepare for State Fair
Holiday Bake-Off & Holiday Party
- February:** Florida State Fair
Judging Contests and State Fair Fashion Show
- April:** Florida 4-H Adult Leader Forum
- May:** District 4-H Events
Area 4-H Horse Shows
- June:** Summer Camping Programs (through August)
- July:** State 4-H Legislature:
Florida 4-H University
- August:** Get ready to start all over again!
Awards Program
- *4-H Association meets quarterly throughout the year*

PLEDGE OF ALLEGIANCE

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

4-H PLEDGE

**I pledge ...
My HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to larger service, and
My HEALTH to better living,
For my CLUB, my COMMUNITY, my COUNTRY and my WORLD.**

Otis Hall, State 4-H Leader of Kansas, was responsible for the original wording of the 4-H Pledge. The 4-H Pledge was officially adopted by the state of Kansas at the first National 4-H Club Camp in 1927. The Pledge remained unchanged until 1973, when in response to a number of requests from other states, "my world" was added. This change was officially approved in 1973 by the Extension Committee on Organization and Policy.

4-H MOTTO: "TO MAKE THE BEST BETTER"

The 4-H Motto was originally proposed by Miss Carrie Harrison, a botanist in the Bureau of Plant Industry. It was officially adopted by leaders who attended the first national 4-H Club Camp in 1927, and has remained the same throughout the years.

4-H SLOGAN: "LEARN BY DOING"

4-H COLORS: "GREEN AND WHITE"

WHITE: Symbolizing "PURITY and HIGH IDEALS" found on the background of the flag.

GREEN: Symbolizing "YOUTH, LIFE and GROWTH" green four leaf clover with "H" on each leaf.

THE 4-H CREED

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, plan and to reason.

I believe in the training of my HEART for the nobleness it will give me to be kind, sympathetic and true.

I believe in the training of my HANDS for the ability it will give me to be helpful, skillful and useful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, resist disease and to work efficiently.

I believe in my country, my state and my community and in my responsibility for their development.

In all these things I believe, and am willing to dedicate my efforts to their fulfillment.

The 4-H Creed was developed in Wyoming in 1918; later adopted nationally.

REGISTRATION

Prospective and returning members, volunteers, and club leaders are required to complete an annual online application for 4-H enrollment. The 4-H year begins on September 1st of each year. Enrollment is completed through the following website:

<https://florida.4honline.com>

If there is no access to a computer, hard-copy enrollment forms can be found in the 4-H Office as well as computers. Those forms include:

- Youth Enrollment Form
- Participation Form

Adults 21 years of age or older may become 4-H club leaders and volunteers.

Requirements include:

- Orientation
- Monthly attendance at Leader Meetings/County Council for the club to be in good standing
- 435 Level 2 Background Screening every five years (finger printing)
- Currently enrolled in Florida 4-H Online
- Completion of “Background Screening Request Form for Youth Camps and Activities”
- Completed and notarized “Affidavit of Good Moral Character”
- Successful completion of online quiz:

<https://oycs.ufsa.ufl.edu/wp-content/uploads/2012/10/YCS800-simulated-version1.swf>

AGE DIVISIONS

The 4-H age of a youth is determined by the age as of September 1st.

- Cloverbud: 5 - 7 years old
- Junior: 8 - 10 years old
- Intermediate: 11 - 13 years old
- Senior: 14 - 18 years old

CLUBS

There are a variety of 4-H clubs to choose from, such as: Clogging, Livestock; Traditional or Community; Home School or Project. To find a club best suited to your needs, contact the Baker County Extension Office, 904-259-3520.

INSURANCE & OTHER EXPENSES

FUND RAISERS:

Clubs are permitted to organize fund raisers to help with incurred program costs for their clubs, such as: trips, t-shirts, and fair participation. Applications for club fund raisers are available online and in the 4-H Office.

INSURANCE COVERAGE:

Members are covered by accident insurance through American Life Insurance Company. Premiums are \$1 per year and \$2 for youth in the Horse program. Adults may purchase the annual policy as well. Club leaders collect premiums with dues.

Coverage for an injury will ONLY be a covered cost if the individual was participating in a 4-H event with other 4-H members as specifically described by the 4-H policy. Other incidents, not event related, will not be covered.

OTHER EXPENSES:

As a member, other costs may be incurred, such as:

- Animal purchases, feed, veterinary care and related expenses
- Exhibit boards, office supplies
- Registration fees for camps, workshops and other events
- Entry fees for fairs

4-H GEAR AND SUPPLIES

The National 4-H Council is a non-profit organization which partners with the Cooperative Extension System of Land Grant Universities. One of the services offered is the Source Book —a catalog that contains 4-H merchandise, including: clothing, scrapbooking supplies, awards, project books and give-away items. Individuals can order items by phone (301-961-2934) or online at www.4-Hmall.org.

CLOVERPOINTS

The Clover Points System is a program to ensure well rounded 4-Hers. This will recognize and reward the efforts of our 4-H members. It will also be a part of the new 4-H Year End Projects. Yearly pins and project pins are be given to those who request them and have met the appropriate criteria for earning those awards. These forms are due August 1st with the project book.

Youth with market animals will submit what they currently have, assuming the minimum 15 points have been achieved.

One youth from each age category (Junior, Intermediate, Senior) will receive an award for the most points earned. In addition, the member with the most points overall will win an award at the awards program.

JUDGING POLICY

Members are judged, within their own age categories, throughout the year for contests. Depending upon the competition, youth may receive pins, ribbons, certificates, trophies or premiums.

It is 4-H policy NOT to judge Cloverbuds (ages 5 - 7 years old), but rather to provide them with participation ribbons. They are encouraged to participate in events for the experience without the added pressure of competition.

CLUBS

Youth are trained to be leaders at various levels. Club and County Council Officer positions include: President, Vice-President, Delegate, Secretary, Treasurer, Reporter, Historian, Parliamentarian, Sergeant - at - Arms, and Motivational Leader.

Officers run regularly scheduled meetings using Robert's Rules of Order.

Youth run for office by giving speeches and campaigning. Members vote for officers that serve for the entire 4-H year. They are elected at the club, county, district and state levels. Cloverbuds do not hold officer positions.

At the county level, youth representing all of the county clubs serve as officers and on committees to plan and run county level activities and events. This group of youth is called the County Council.

The District Council has Senior representatives from each of the five counties to run district business. The representatives from Baker County are the President, Vice President, Delegate and Secretary of the County Council. Four youth from the District Council represent District V at the state level on Executive Board.

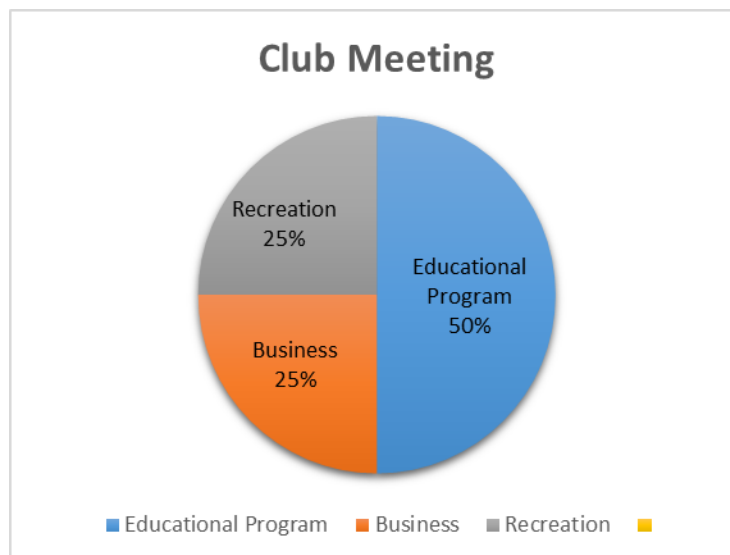
4-H is a youth - adult partnership organization and responsible adults are available to encourage and guide, but not lead, the members.

CLUB STRUCTURE

A 4-H Meeting is made up of three parts: business, education, and recreation. The first part is business. Business is when you discuss club matters using parliamentary procedure. For clubs that meet multiple times a month, business meetings are only required at one meeting. The business meeting should include minutes from the last meeting, old business, new business, treasurer's report and announcements. Business meetings do not have to be formal, but should give the group an idea of how a meeting is conducted. The business meeting should be no longer than 10-15 minutes. If you find that your business meetings tend to run longer, try making a hand out with additional information for families. For help with running a business meeting, use the *Five Minute Meeting Script* that is provided in the 4-H Classroom.

After business comes educational programming. This is where an opportunity for the members to have a group learning experience occurs. The education portion of the club meeting can be working on project books, having a guest speaker, or learning how to do a skill, youth demonstration, or even a community service project. This part of the club meeting should be between 30-35 minutes. In many cases, this can be delegated to an older youth to plan or even a parent to help alleviate the stresses of planning an entire meeting with just 1-2 people.

Lastly is recreation (and refreshments!). Clubs that have fun will be more active, do more things and get along better. Fun should be included in every club meeting. This is also another good way to use your older club members in a leadership/mentoring role. Songs may also be considered as a form of building relationships and having a good time. Some ideas for recreation could be eating refreshments, team building activities, ice breakers, or a game. Recreation should be 15-20 minutes.



PROJECT BOOKS

There are numerous project books available for members to choose from, for example: Animals and Pets; Cooking and Sewing; Art and Photography; Science and Technology; Citizenship and Consumer Education; Gardening and Environmental Education.

Members work on their project books throughout the 4-H year. Once completed, a Project book is inserted in a green notebook, along with the Photo Page, Table of Contents and Tabs, Project Summary, Project Story, and Project Photos to create a Record Book. The Record Book gives the members the opportunity to reflect on the things they learned throughout the year.

Completed project books are due to the 4-H Office by July 1st of each year. Project book awards are presented at the annual awards program at the end of the 4-H year. This is separate from the record book for the Baker County Fair.

SCRAPBOOKS

Each 4-H club is encouraged to produce a scrapbook or Power Point presentation documenting the club's achievements throughout the 4-H year. Typically, the club Historian is responsible for producing the scrapbook, but other club members can contribute to the scrapbook. Scrapbooks are due to the 4-H Office by August 1st.

BAKER COUNTY FAIR

The Baker County Fair is held beginning on the first Friday of October or the last Friday in September. The Baker County Fair takes place at the fairgrounds located at: 5567 Lauramore Rd. Macclenny, Florida 32063

Competitions are open to all Baker County residents and include: crafts, photography, baking, canning, sewing, art, table setting, horticulture, and more.

www.bakercountyfair.com

FLORIDA STATE FAIR (FSF)

The Florida State Fair offers many opportunities for 4-H'ers around the state. The fair occurs during the month of February.

<http://www.floridastatefair.com/>

4-H EVENTS

SHARE-THE-FUN TALENT SHOW

This amateur talent show, generally held with County Events, is open to all 4-H members. The objective of this event is to provide individuals a fun and relaxed environment in which to perform in front of an audience. Its purpose is to enhance leadership skills and confidence through entertainment the entire family can enjoy.

Acts can be individual or group; same age division or multi-age divisions.

Common talents include singing, dancing, instrumentals, monologues and magic acts.

The top two acts in the Junior, Intermediate and Senior divisions qualify to represent Baker County in May at District Events.

Any acts planning to advance to district competition:

- Group acts are limited to five participants
- Group participants must be in the same age division

FASHION REVUE

Fashion Revue provides members with another opportunity to perform in front of an audience. Fashion Revue is usually held in conjunction with the talent show.

It includes two categories:

Scores are based on the following:

Sewn garments

Skill-a-thon

Modeling

Purchased garments

Interview

Garment

Project books are available to help members prepare for the event.

Senior members earning blue ribbons may compete at the state level.

COUNTY EVENTS

County Events takes place in the Spring and has three contests:

- **Public Speaking, Illustrated Talks and Demonstrations** - Illustrated Talks are speeches for which youth may use props: food, exhibit boards, posters, and other items. Public Speaking is done with no props and requires the youth to write an essay and deliver the speech from a podium.
- **Photography** – Youth may submit 8” x 10” photos in numerous categories mounted on foam core or mat.
- **Poster** - Youth may submit 14” x 22” posters about the following: Science and Technology, Citizenship and Leadership, or Healthy Lifestyles.

DISTRICT EVENTS

District Events takes place in May. All youth earning blue ribbons for Illustrated Talks and Demonstrations at the county level advance to the district level. The two winners in each age division (Senior, Intermediate and Junior) at the county level may participate at the district level event for Public Speaking.

The District Share-the-Fun Talent Show takes place in conjunction with District Events. District V is made up of Bradford, Alachua, Columbia, Union and Baker counties.

STATE EVENTS

State events take place during 4-H University, held at the University of Florida, in late July. Blue ribbon photographs and posters from the county level go to state competition.

Other competitions are available only to Senior blue ribbon winners from the district level:

- Share-the-Fun Talent Show - The top district level individual or group
- Public Speaking - The top two district level blue ribbon winners
- Illustrated Talks and Demonstrations - All blue ribbon individuals

LEGISLATURE

Florida 4-H Legislature takes place in Tallahassee for five days in late June. Participants stay in dorms on the Florida State University campus. Senior 4-H'ers from around the state serve as Reporters, Lobbyists, Representatives and Senators, the Governor and Lt. Governor. Participants research and debate bills in Capitol Committee rooms, as well as in the House and Senate Chambers. Lobbyists additionally participate in a Supreme Court experience where they decide the constitutionality of cases.

All youth participants learn the basics of how the state government functions, parliamentary procedure, public speaking and debate, problem-solving, and networking, all while role-playing.

4-H UNIVERSITY (4-HU)

Florida 4-H University takes place in late July at the University of Florida in Gainesville. Participants stay on campus in the dorms. Senior 4-H'ers from around the state participate in workshops on a variety of topics, make many new friends, interview for award trips and college scholarships, and elect the 4-H State Council Officers. Seniors also compete in several competitions.

SUMMER CAMP

Summer Camp is five days of fun at a residential 4-H camp. Campers participate in activities such as kayaking, swimming, teambuilding exercises, archery and campfires. Youth learn self-confidence, independence and tolerance. Baker County 4-H Summer Camp is open to all youth between the ages of 8 and 18. Camp Counselors are trained Senior 4-H'ers. Baker County youth camp with youth from Madison, Hamilton, and Union Counties.

EXAMPLES OF OTHER 4-H EVENTS

- Judging: Poultry, Meats, Horse, Livestock and Horticulture
- Leadership: 4-H Day at the Capitol, LAW and Intermediate State
- Horse Shows, Area B, State and Regional Horse Shows, and Horse Camp
- Marine Ecology, Forest Ecology, Consumer Choices, Shooting Sports

4-H AWARDS

CLOVER AWARDS

Active 4-H members are presented with special recognition, called Clover Awards, during the annual Awards Night. These awards are based on how many activities members participated in during the 4-H year.

Performance Standard Awards criteria are for outstanding Cloverbuds, Juniors, Intermediates, and Seniors as well as overall individuals.

COMMONLY USED TERMS AND DEFINITIONS

The 4-H program has many terms that may be unfamiliar to new members. The following is a list of commonly used terms:

4-H EXTENSION:

The University of Florida Extension Service (UF/IFAS) is responsible for the administration of the 4-H program. The Florida 4-H State Office: 2142 Shealy Drive, P.O. Box 110225, Gainesville, FL 32611; (352) 846-4444; (352) 294-3544 (Fax)

CURRENT 4-H INFORMATION:

Newsletters, website, e-mails and other methods used to keep leaders, families and members informed of the calendar, upcoming events, educational information, general 4-H and club information, and opportunities.

4-H YEAR:

A 4-H year runs from September 1 to the following August 31.

4-H MEMBER:

Youth, between the ages of 5 and 18 years of age, enrolled in Florida 4-Online, in a club, with 4-H insurance paid.

CLOVERBUD:

4-H members between 5 and 7 years of age

JUNIOR:

4-H members between 8 and 10 years of age

INTERMEDIATE:

4-H members between 11 and 13 years of age

SENIOR:

4-H members between 14 and 18 years of age

FLORIDA 4-H ONLINE:

Computer program used by Florida 4-H for youth and adult enrollment. Enrollment is completed by September 30th for returning members and in a timely manner by new members coming in throughout the 4-H year. Once the first year information is entered, subsequent re-enrollment requires updating information.

CLUB RULES/BY LAWS:

Written guidelines for the operation of a club - in essence, club rules.

AWARD TRIPS:

Trips awarded to Seniors during 4-H University. Youth complete portfolios and are interviewed. Award trips include National 4-H Congress in Atlanta in November, and National 4-H Conference in Washington D.C. in the Spring.

PROJECT LITERATURE:

4-H member/Leader guides written by University of Florida specialists to help 4-H members learn more about 4-H projects

PROJECT BOOK:

Each member chooses one or more project areas to study each year. The project book is the workbook/study guide. Project books can be found on the shelves in the 4-H Office and on the website. A complete list can be found on the website. 4hmall.org

RECORD BOOK:

A completed record book includes: a Photo Page, Project Summary, Project Book, Project Story and Project Photos, tabs, and Table of Contents inside of a green folder. Record books are submitted by July 1st for review and receive awards on Awards Night.

COMMUNITY SERVICE:

Community service is to be done by each club throughout the 4-H year. Individuals can also do community service.

CLUB AND COUNTY AWARDS:

Awards given at the end of the 4-H year at the club and county level and at 4-H events