

4-H IDEALS & SYMBOLS

NATIONAL 4-H PLEDGE

(words)

(motions)

I pledge:

My Head to clearer thinking,

(raise right hand to side of head)

My Heart to greater loyalty,

(place right hand over heart)

My Hands to larger service, and

(extend hands, palms upward)

My Health to better living,

(stand at attention)

For my club, my community, my country and my world.

NATIONAL 4-H MOTTO

NATIONAL 4-H SLOGAN

“To Make the Best Better”

“Learn by Doing”

NATIONAL 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 to me to think, to 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 enjoy life, to 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 I am willing to dedicate my efforts to their fulfillment.

THE 4-H EMBLEM

The national 4-H emblem is the four-leaf clover with the letter “H” on each leaf. The four “H’s” represent the four-fold development of the person’s head, heart hands, and health.

NATIONAL 4-H COLORS

The national 4-H colors are green and white. The white background of the 4-H flag symbolizes purity and the green 4-H emblems nature’s most common color in the great outdoors, symbolic of springtime, life, and youth.

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TYPES OF 4-H ENROLLMENTS

4-H CLUBS

Clubs may be multi-project community clubs, single project clubs, short-term clubs, special interest clubs or cloverbud/mini clubs. Classic members are those who are 8 through 18 years of age, as of January 1 of the current project year. These individuals are all eligible for further competition (according to the rules of the specific competition) and will be designated the official Adams County representative.

The following age designations have been established:

- 5 - 7 years - Cloverbud/mini
- 8 - 10 years - Junior
- 11 - 13 years - Intermediate
- 14 - 18 years - Senior

Competition is excluded for Cloverbud/mini. They are eligible to participate in most county activities and events.

Any 4-H member participating in an event or contest must participate in accordance with the specific rules and eligibility requirements established for that event or contest.

INDEPENDENT MEMBERSHIP

Requirements of 4-H Independent Members:

1. Submit application and written plan of work including learning objectives of what the member is to accomplish in their project work.
2. Written reports will be required from the members and his/her family on a quarterly basis.
3. An on-site visit to be conducted by Extension Agent with proper notification of the Independent Member.
4. The Independent Member and his/her family will abide by all County and State 4-H policies and rules applicable to members of the 4-H organization.
5. Independent memberships will be reviewed annually to determine whether conditions still exist to qualify the members for this membership classification.
6. Members/Families not abiding by these policies will forfeit the opportunity to participate as independent members in the County 4-H program.
7. A parent/guardian must enroll as a 4-H leader and participate in county leader qualification program.
8. Independent 4-H members must complete and report on at least one community service project per year.

Examples of Reasons for Family Independent Membership:

- * Not within 25 miles (one- way) driving distance of an existing 4-H club.
- * Lack of transportation to club meetings due to personal circumstances (including parental health).
- * Lack of transportation due to parent(s)/ guardian(s) work schedule.
- * Personal Safety/health of potential member.
- * Irreconcilable conflicts with available 4-H clubs.

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OTHER MODES

A variety of other 4-H delivery modes or approaches are also utilized. Examples: school enrichment programs, camps, 4-H TV, career programs and job training cooperative programs. County policy determines their eligibility to participate in county contests and other events and activities.

Adults

Persons 19 years of age and older are normally not eligible to enroll as 4-H members. Those with certain handicaps, may enroll as members, even though they are above the normal membership age, but are not eligible to compete.

Others 19 years of age or older who wish to serve in a leadership role need to complete a **Leader Application form and an enrollment (registration) form**. As with members, leader registration must be renewed annually.

The 4-H Program Year – Membership and registration become official only after forms are turned in at the Adams County Extension Office. Membership expires on August 31 each year for the previous program year.

RESOURCES

Resources change for year to year but the following are printed materials that all 4-H leaders should be aware of. Most may be requested year-round.

PROJECT SELECTION AND EDUCATIONAL MEDIA GUIDE

Updated annually, lists all state projects with objectives, suggested goals and learning experience. A list of literature needed by members and leaders. Suggestions for helping members select 4-H projects.

The media guide lists slides, films educational kits, videotapes and other aids for projects, club organization, leader training, promotion, etc. Order through Extension Office.

SECRETARY RECORD BOOK (90101)

Space for membership and attendance, minutes, suggested by-laws.

TREASURER'S RECORD BOOK (90509)

Includes suggestions, duties, examples for reports, check writing, checking and savings account records.

4-H REPORTER (EM4713)

Hints on preparing news stories, photos, and radio news.

CLUB OFFICER'S GUIDE (90510)

Duties of officers collectively and individually. Tips for good meetings, including basic parliamentary procedure.

DEMONSTRATIONS AND ILLUSTRATED TALKS (L91002)

Hints on preparing for and presenting talks.

JUDGING AT CLUB MEETINGS (LEADER GUIDE) (LT000A)

Hints for leaders to help members judge in any project. Examples.

STATE AND COUNTY PROJECT LIST

Projects listed and project number and prices of materials.

MEMBER/LEADER ENROLLMENT FORMS

Members and leaders complete and turn in to Extension Office each year to become enrolled (registered) in 4-H. No enrollment form will be accepted without an Activity Contract and a Medical & Liability Release.

ADAMS COUNTY 4-H ACTIVITY CONTRACT

Members and leaders complete and turn in to Extension Office, each year, along with enrollment forms.

MEDICAL AND LIABILITY RELEASE FORM

Member or parent of member fill out and return with enrollment.

VOLUNTEER APPLICATION

All 4-H leaders must fill out an application before becoming a leader. These will remain on file. Leaders may be asked to update their application occasionally.

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_____ **County 4-H Code of Conduct**

County 4-H members, leaders, parents and other adults participating in 4-H activities will:

1. Adhere to program rules, curfews, dress codes, policies, and rules of the facility being used.
2. Conduct themselves in a courteous, respectful manner, use appropriate language, exhibit good sportsmanship, and provide positive role models.
3. Abstain from illegal behaviors, use of alcohol, illegal or illicit drugs, and tobacco during 4-H events and activities.
4. Fully participate in scheduled activities.
5. Respect other's property and privacy rights.
6. Abstain from child abuse (physical and/or verbal) and harassment.
7. Accept personal and group responsibility for behavior including any financial damage.
8. Adhere to rules of safety.
9. 4-H members are NOT allowed to drive to out-of-county 4-H events or activities. It is expected that 4-Her's will be driven by parents, officially enrolled leaders or Extension agents. In case of extenuating circumstances, parents may designate another adult (at least 21 years of age) to drive provided a "Travel Authorization Form" is completed and turned in to the Extension office at least 24 hours PRIOR to the event or activity.

Consequences for violating any of these codes may include removal, at the individual's expense and without refund, from participation in the event in which the code of conduct has been violated, resolution or repayment of damages, sanctions on participating in future 4-H events, forfeiture of financial support for the event, removal from offices held, etc.

Age, offices held in the 4-H organization, and presence of an adult or other perceived status are not grounds for behavior outside of established guidelines.

It is the responsibility of all program participants to reinforce the code of conduct and intervene when necessary to enforce the rules.

Signature

Date

DENIAL OF PERMISSION TO USE MY PHOTOGRAPH FOR PROMOTION

Colorado State University Cooperative Extension would like to share the positive results of youth participation in Cooperative Extension and 4-H Youth Development events. However, in some cases, individuals may want to deny this publicity. If you DO NOT want your picture used for certain promotional efforts, please fill out and sign the form below. If this form is not filled out, publicity about your participation will be used.

I, (name) _____ do hereby DENY permission for Colorado State University Cooperative Extension and/or 4-H to use publicity information and/or photographs for (check one or both) _____ print and/or _____ Internet use of my participation in the following officially recognized activity or event – including its contest results and/or awards: (name of activity)

_____ on (date) _____.

Signature

Date



4-H Member Enrollment Form

County _____
4-H Club _____



- New
- Re- Enroll
- Youth Leader

Legal Name (please print) _____
Last First Middle

Address _____
Street/Mailing Address City Zip

School _____ **Year in 4-H** _____ **Birth Date** _____

Gender: Male Female **Grade** _____ **Residence** (check one) Farm Rural/10,000
 Town/10 - 50,000 Suburb/50,000 City/50,000

E-mail _____ **Receive Newsletter's via E-mail?**.....

List any special accommodation for a disability to participate in this program. _____

Ethnicity (check one) Hispanic Not Hispanic

Race (check one) White Black Alaskan/Am Indian Asian Hawaiian/
Pac. Island White/Black White/Am. Indian/Alaskan Black/Alaskan/
Am. Indian White/Asian Other

Parent 1 _____ **Parent 2** _____
Last, First Last, First

Address (if different) _____ **Address** (if different) _____

City _____ **Zip** _____ **City** _____ **Zip** _____

Home _____ **Work** _____ **Cell Phone** _____ **Home** _____ **Work** _____ **Cell Phone** _____
Phone Numbers Phone Numbers

E-mail _____ **E-mail** _____

Occupation _____ **Occupation** _____

Legal Guardian **Send Mailing** **Legal Guardian** **Send Mailing**

Projects:

Project Name	Project Code	Year in Project	Is project manual needed?	For Office Use Only
			<input type="checkbox"/> Yes	<input type="checkbox"/>
			<input type="checkbox"/> Yes	<input type="checkbox"/>
			<input type="checkbox"/> Yes	<input type="checkbox"/>
			<input type="checkbox"/> Yes	<input type="checkbox"/>
			<input type="checkbox"/> Yes	<input type="checkbox"/>
			<input type="checkbox"/> Yes	<input type="checkbox"/>

We have read and understand the 4-H enrollment rules, deadlines and requirements. We have read the 4-H Code of conduct and agree to abide by them.

Member's Signature _____ Date _____ Parent or guardian signature (required) _____ Date _____

Organizational Leader _____ Date _____

**Colorado State University Cooperative Extension
Adams County 4-H
MEDICAL AND LIABILITY RELEASE
(Members Only)**

Please complete this form for each 4-H member each enrollment year; *leaders do not need to complete this side*. It will stay on file in the Extension Office.

Name: _____

Parent's or Guardian's Name: _____

1) Is your child on medication? If so, please list types and dosage: _____

2) Is your child allergic to any medication? If so, please list types: _____

3) List any special health conditions: _____

4) Physician's Name: _____ Phone: (____) _____

5) American Income Life Insurance will cover up to \$1,500 for medical expenses and up to \$100 for dental expenses resulting from accidental injuries. Contact 4-H agent for more specifics; members receive this coverage with enrollment.

IN CASE OF EMERGENCY CONTACT: (List two just in case the first one cannot be contacted)

1) Name of Person _____ Relationship _____
City _____ Telephone (____) _____

2) Name of Person _____ Relationship _____
City _____ Telephone (____) _____

Authorization for medical care: I hereby give permission to Extension Staff or 4-H volunteers (leaders or chaperones) to call a doctor or emergency medical service for the doctor, hospital or medical service to provide emergency medical or surgical care for my child, _____, should an emergency arise. It is understood that Extension Staff or 4-H volunteers (leaders or chaperones) will make a conscientious effort to locate the emergency contacts listed on this document before any action will be taken. If it is not possible to locate parent/guardian or emergency contacts listed, I/we will accept the expense of emergency medical or surgical treatment.

Medical Insurance Company: _____ Policy # _____

(If no insurance is in force, please state "none")

Subscriber Name and Address: _____

Hold Harmless Release: In consideration of allowing my child, _____, to participate in the Adams County 4-H program, I assume all risks in connection with the activities involved and agree to release Adams County, Colorado State University, Cooperative Extension and their employees, for any injury or damage which may befall _____ while he/she is participating in said activities whether foreseen or unforeseen. I hereby release Adams County, Colorado State University, Cooperative Extension, and their employees, from any and all action, causes of action, claims, damages, cost, expenses, compensation, personal loss or any other loss or injury received or incurred by _____ during his/her participation in schedule 4-H club, county, district or state programs. I agree to hold all listed parties harmless from any claim by me or my family, estate, heirs or assigns arising out of _____ participation in these activities.

I have read the contents of this affirmation and understand its contents. I understand that with any activity there is a potential for injury or damages to participants.

Signature of Parent/Guardian _____ Date _____

(over)

Permission for Youth to Participate
For the 4-H Enrollment Year 2005/2006

I hereby give permission for _____ to participate in organized events and activities offered by the Colorado 4-H Youth Development Program. It is my understanding that my child will learn, understand and follow established guidelines for safety in the activities in which he/she participates. We also agree to follow the County/State 4-H Code of Conduct.

Release From Responsibility, Assumption of Risk, and Waiver

Participant's Full Name: _____ Date of Activity: Date of Enrollment through September 30, 2006

Description of Activities: Participation in _____ County 4-H Activities for the enrollment year.

I, the undersigned parent/guardian, am exercising my own free choice in allowing my child to participate voluntarily in the above-named activities, and promise he/she will take due care during such participation, hereby release and discharge, indemnify and hold harmless The Board of Governors of the Colorado State University System and Colorado State University, and their members, officers, agents, employees, and any other persons or entities acting on their behalf, and the successors and assigns for any and all of the aforementioned person and entities, against any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, either in law or in equity, relating to injury, disability, death or other harm, to person or property or both arising from his/her participation in and/or presence at the above listed activities.

I acknowledge that I have been informed of the nature of the activities and that I am aware of the hazards and risks which may be associated with participation in the above-named activities, including the risks of bodily injury, death or damage to property which may occur from known or unknown causes. I understand, accept, and assume all such hazards and risks, and waive all claims against the State of Colorado, The Board of Governors of the Colorado State University System, and Colorado State University, and other persons as set forth above. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage sustained through my child's participation in normal or unusual acts associated with the above-name activities.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Release From Responsibility, Assumption of Risk, and Waiver.

READ, UNDERSTOOD AND AGREE TO THIS _____ DAY OF _____, 20_____.

I, (printed name) _____, am the parent or legal guardian of the participant who has signed above. I have read and I understand the provisions of this document. I consent to the participant taking part in the activities described above, and I fully enter into and agree to the above Release From Responsibility, Assumption of Risk, and Waiver.

Signature of Parent or Legal Guardian (Parent or Guardian must sign in the presence of the Witness)	Date	Witness over 18 years of age	Date
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DENIAL OF PERMISSION TO USE CHILD'S PHOTOGRAPHIC FORM FOR PROMOTION

Colorado State University Cooperative Extension would like to share the positive results of youth participation in Cooperative Extension and 4-H Youth Development events. However, in some cases, parents or guardians may want to deny this publicity. If you DO NOT want your child's picture used for certain promotional efforts, please fill out and sign the form below. If this form is not filled out, publicity about this child's participation will be used.

I, (name of parent/guardian) _____, the legal parent/guardian of (name of child) _____ do hereby DENY permission for Colorado State University Cooperative Extension and/or 4-H to use publicity information and/or photographs for (check one or both) _____ print and/or _____ internet use of my child's participation in the following officially recognized activity or event – including its contest results and/or awards: (name of activity) _____ on (date) _____.

(Signature of Parent or Legal Guardian) _____ (Date) _____

4-H CODE OF CONDUCT

4-H members, leaders, parents and other adults participating in 4-H activities will:

1. Adhere to program rules, curfews, dress codes, policies, and rules of the facility being used.
2. Conduct themselves in a courteous, respectful manner, use appropriate language, exhibit good sportsmanship, and provide positive role models.
3. Abstain from illegal behaviors, use of alcohol, illegal or illicit drugs, and tobacco during 4-H events and activities.
4. Fully participate in scheduled activities.
5. Respect other's property and privacy rights.
6. Abstain from child abuse (physical and/or verbal) and harassment.
7. Accept personal and group responsibility for behavior including any financial damage.
8. Adhere to rules of safety.
9. 4-H members are NOT allowed to drive to out-of-county 4-H events or activities. It is expected that 4-Hers will be driven by parents, officially enrolled leaders or Extension agents. In case of extenuating circumstances, parents may designate another adult (at least 21 years of age) to drive provided a "Travel Authorization Form" is completed and turned in to the Extension office at least 24 hours PRIOR to the event or activity.

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Age, offices held in the 4-H organization, and presence of an adult or other perceived status are not grounds for behavior outside of established guidelines.

It is the responsibility of all program participants to reinforce the code of conduct and intervene when necessary to enforce the rules.

(Signature of Parent or Legal Guardian) _____ (Date) _____

4-H MEMBER AND LEADER TRAINING WORKSHOPS

All volunteer 4-H leaders are required to attend Leader Orientation/Training to receive their Leader Certification.

The Extension staff and the 4-H county committees cooperatively offer special training and assistance based upon the interest and needs of the 4-H clientele.

Training sessions may be held jointly with other counties.

Contact the Extension Office for information about areas in which you would like training. Watch the newsletter for up-coming training.

VALUES OF 4-H

1. The 4-H boys and girls are more important than the 4-H project.
2. 4-H is not trying to replace the home, the church and the school – only supplement.
3. 4-H'ers should be their own best exhibit.
4. No 4-H award is worth sacrificing the reputation of a 4-H member or leader.
5. Competition is a natural human trait and should be recognized as such in 4-H. It should not be given more emphasis than other fundamentals in 4-H.
6. Learning how to do the project is more important than the project itself.
7. Many things are caught than taught.
8. A blue ribbon child with a red ribbon project is more desirable than a red ribbon child and a blue ribbon project.
9. To “learn by doing” is fundamental in any sound educational program and characteristic of the 4-H program.
10. Generally speaking, there is more than one way to do most things.
11. Every member needs to be noticed, to be important, to achieve and to be praised.

4-H MEMBER

4-H members have fun doing 4-H projects, attending 4-H meetings, participating in 4-H activities and being with their friends.

A member has a working responsibility in 4-H. It is just as important for members to do their part, as it is for the leaders and officers. All members need to cooperate with their leaders and parents to make the club and effective working unit. Good 4-H clubs, meetings, activities and projects do not just happen. they are the results of planning and effort on the part of the adults and 4-Hers.

4-H'ers are expected to enroll in and complete projects of their choosing.

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4-H PARENT (HOME HELPER)

PURPOSE: Provide support to your child in 4-H.

RESPONSIBILITIES:

1. Help your child enroll in the 4-H Club.
2. Help your child select one or more 4-H projects in which to participate.
3. Make sure your child attends the 4-H Club meetings. Post and help your child use the County Newsletter and club calendar. Provide or arrange for transportation.
4. Help your child to complete any 4-H responsibilities for which he or she may have volunteered, been elected, or selected.
5. Help with at least one 4-H Club activity during the 4-H year. Volunteer; don't wait to be asked.
6. Support your child's 4-H project work.
 - A. Make sure your child attends the project meetings. (Find out when they are and help your child remember.) Help them gather any materials they will need and provide or arrange for transportation.
 - B. Go over your child's project materials with them. Help them complete any "home activities".
 - C. Help your child complete one or more articles for exhibit and make sure he/she can exhibit them at the exhibit event (County Fair, 4-H Exhibit Days etc.). Provide transportation and **encouragement**.
 - D. Help your child complete and turn in on time, 4-H project record book.

ASSISTANCE AVAILABLE:

1. 4-H Club Organizational Leader
2. 4-H Project Leader
3. Experienced 4-H Parents
4. 4-H Project & Record Books
5. CSU Cooperative Extension Office (4-H Office) 303-637-8100

BENEFITS:

Helping your child learn and grow, shared experiences with your child, improved relationship with your child, making a contribution to youth in your community, and many other benefits to the community, sense of accomplishment.

4-H JUNIOR LEADER

PURPOSE: To strengthen the 4-H program by assisting 4-H members with projects and activities, assuming a leadership role in directing at a club or county level under a leader or other adult guidance.

RESPONSIBILITIES: Learn more about yourself and develop leadership skills by:

1. Working cooperatively with leaders, parents and members.
2. Share your knowledge, skills and ideas of projects and activities with other 4-H'ers, leaders and parents.
3. Update your subject matter skills and skills in human relations.
4. Encourage members to attend and participate in project and club meetings. Attend workshops and activities on a county or district level.
5. Enroll in the Junior Leadership project.

ADVISOR: Club organizational leader or project leader, parent, or county leader.

RESOURCES: Project literature, 4-H member's council, and extension personnel.

QUALIFICATIONS: Interest in working with other youth and adults to accomplish 4-H goals.

4-H PROJECT LEADER

PURPOSE: Provide Leadership/teaching in a specific subject area to a small group of 4-H'ers

RESPONSIBILITIES:

1. Need to fill out leader application, leader enrollment form and activity contract.
2. Work cooperatively with organizational leader, project leaders, parents and members for club's progress.
3. Help parents and members arrive at project selection that is challenging but within reach of the member.
4. Conduct/teach project meetings.
 - A. Become familiar with purposes of 4-H and the 4-H project.
 - B. Use the 4-H project manual and record book.
 - C. Use hands-on teaching activities.
 - D. Use your own knowledge and community resources.
5. Update your subject matter skills and understanding of human relationships and child development.
6. Maintain sensitivity to individuality of 4-H members; their differences in interest, abilities, personal needs and family support.
7. Help members find additional learning experiences and resources and encourage them to develop further on their own.
8. Relate project experiences to everyday life and career possibilities.
9. Encourage members to attend or participate in learning experiences offered at county, district or state levels.
10. Recognize personal growth and accomplishment regularly with praise, added responsibility, etc.

4-H CLUB ORGANIZATIONAL LEADER

PURPOSE: To manage and provide leadership for the club and serve as the contact person between the County Extension staff and adult and member participants in the club.

RESPONSIBILITIES:

1. Organize, reorganize or continue a 4-H club by coordinating leaders, members and their families to determine a plan for the club's involvement and to determine resources needed for the plan.
2. Advise members, parents, and project leaders in identifying their interests and setting goals. Help youth select projects and other learning experiences, which match interests and goals.
3. Enroll members using the forms provided from the Extension office.
4. Involve all club members in locating needed resource people.
5. Keep leaders, parents and members informed of county-wide activities and events.
6. Maintain communications between club, Extension Office and the community.
7. Assist Club Officers in planning club meetings by helping with agendas and Parliamentary procedure.
8. Work with leaders and parents to maintain a balanced schedule of events and evaluate your club's progress annually.
9. Attend leader-training sessions and/or consult with Extension staff on matters that will benefit you and your club.
10. Provide reports and records to Extension Office as requested.

TRAINING AND ASSISTANCE:

1. Orientation conference or meetings
2. Experienced Leaders
3. County-Wide Leaders Project meetings
4. Area, District and State leader training meetings
5. 4-H Leader's Guides and other 4-H publications
6. CSU Cooperative Extension Office –303-637-8100 or 1-800-824-7842 (Consultation, phone-in help, support and encouragement)

TIME COMMITMENT: Vary greatly with club size and involvement. Asked to serve one year for club continuity. May be renewed.

BENEFITS:

- ☞ Opportunity to help youth and the community
- ☞ Get to know and interact positively with young people
- ☞ Opportunity to contribute to the future of the community and its youth
- ☞ Learn leadership and organization skills
- ☞ Sense of accomplishment and satisfaction

QUALIFICATIONS:

- ✓ Interest in helping youth
- ✓ Interest in 4-H educational programs
- ✓ Ability to organize and coordinate
- ✓ Ability to communicate with youth and adults

4-H CHAPERON

Adults serving as Chaperons **MUST** have on file in the Extension Office a Leader Enrollment, a Volunteer application and a 4-H Activity Contract.

Serving as a chaperon for youth can be a terrific experience for everyone involved, if you keep in mind a few simple guidelines.

1. Have a positive attitude! If you're enthusiastic about what you're doing, you'll be amazed at what rubs off on the youth.
2. Does everything you can to acquaint yourself with the function you'll be attending. Make sure you attend all orientations and get any information you can regarding schedules, rosters, etc.
3. Set aside a time for your group to get acquainted and discuss the guidelines set forth for the excursion.
4. Be very clear about your expectations; don't give mixed messages.
5. Don't "bend the rules" in order to be a nice guy. You can be a friend without being a patsy!
6. Assume responsibility for your delegates at all times.
7. Enforce safety rules of the event, i.e. make sure all youth are in at curfew time; encourage "buddy system"; offer to safeguard medicine, valuables, car keys, etc., for members.
8. Make sure you set a good example by observing any dress codes, encouraging courtesy, adhering to alcohol restrictions, etc.
9. Encourage active participation and involvement of all members of your group.
10. Be available and open for discussions with all participants. This is a great opportunity to make new friendships, learn lots of neat stuff, and have a wonderful time!
11. Do **NOT** act like a kid.... Be an adult at all times.

SUGGESTED 4-H MEETING GUIDE

PRE-MEETING ACTIVITY:

Have something for the early arrivals to do.

OPENING ACTIVITY:

The purpose of this activity is group building. The Pre-Meeting activity can lead right into this or one activity can sometimes serve both purposes. This is especially important with new groups, but still important for a continuing 4-H Club to do.

BUSINESS MEETING:

The organizational leader (or leader in charge of the business meeting) should meet or speak with the President ahead of the meeting so that the President has an agenda prepared. Give the president as much information as you can so he/she can run the meeting.

The agenda should include:

Call to Order	Treasurer's report
Pledges	Reports and communications
Roll Call	Leaders Report
Introduction of guests	Old Business
Minutes of the last meeting	New Business

EDUCATIONAL PROGRAM or ACTIVITY:

The educational program at regular club meetings can be one of the most important parts of the 4-H meeting for members. This part of the meeting provides an opportunity for the members to join in a group learning experience. The learning experiences may take many forms including demonstrations, guest speakers, movies, tours, learning games and hands-on doing activities, such as crafts and project related activities. The program or activity should be fun, interesting and a learning experience for the members. Well-planned programs and activities take into account the needs, ages and interests of young people and contribute greatly to the value of the meeting.

RECREATION:

Youth (and most adults) come to meetings to have fun and get something done. Include some recreation in every meeting. The recreation can be placed almost anywhere in the meeting schedule. Just be sure it is there someplace. Ideas for recreation include:

Games, Group Activities, Thought for the Day, Music, Stunts, Stories and Story Telling, Drama Activities. Etc.

REFRESHMENTS:

Youth like to eat even more than adults do, so be sure to have refreshments. If the meeting is right after school, refreshments should be the first thing on the agenda.

DELEGATION:

Almost all of these parts can be delegated to members, parents and other interested adults. The more people you can get involved contributing to and feeling a part of the Club, the better the Club will function and the better you will feel about it.