Clare County 4-H Volunteer Handbook

4-H Youth Development
Children, Youth & Family Programs
4-H Emblem

A four-leaf clover with the letter “H” on each leaflet. This accepted emblem – symbolizing the four-square development of Head, Heart, Hands and Health – is protected by a copyright under the United States Department of Agriculture. The first emblem designed was a three-leaf clover, introduced by O.H.Benson between 1907-08. From the beginning, the three “H’s” signified “Head, Heart and Hands”. In 1911, at a meeting of club leaders in Washington, D.C., a committee recommendation was adopted approving the present 4-H design, which includes a 4th “H” for “Health”. The 4-H emblem was patented in 1924 and Congress passed a law protecting the use of the 4-H name and emblem in 1939.

The four leaf clover is green with a white “H” on each leaf. Green symbolizes life, growth and creativity. White symbolizes purity or wholeness. It reminds the member that throughout life we can continue to grow, achieve, and learn.

The first use of the term “4-H Club” is in a federal Document that appeared in 1918 in a bulletin written by Gertrude L. Warren. By 1942, wider usage of the name “4-H” was adopted and used thereafter, throughout the world.

The original pledge was written by Otis Hall, State 4-H leader, from Kansas. It was officially adopted in 1927, by the 4-H members and leaders attending the first National Club Camp in Washington, D.C. It has been changed only once, “And my World” was added in 1973.

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.

4-H Motto
“To Make the Best Better”

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The name “4-H” and the emblem consisting of a four-leaf clover with stem and the “H” on each leaflet are protected under Title 18 U.S.C. 707.
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Welcome to the 4-H Program in Clare County!

On behalf of the Clare County 4-H staff and council, welcome to 4-H! This handbook contains answers to some of the most commonly asked questions about 4-H in Clare County. It is meant to be a resource for new and current 4-H volunteers. Feel free to read it from cover to cover or just to take a few moments to review the topics you find interesting. This handbook’s purpose is to help strengthen our existing 4-H programs and to provide the support you need to be successful as a 4-H volunteer.

Section A: Introduction to 4-H

4-H is the youth development program of Michigan State University Extension. By utilizing the resources of the United States Department of Agriculture, Michigan State University, Michigan State University Extension (MSUE), county government and local partners have the ability to bring our community together to support positive youth development by facilitating research-based, positive, experiential learning opportunities for, and with, the young people of our communities. We strive to create safe, inclusive environments that promote positive relationships between youth and caring adults, and that offer possibilities for young people to build life skills. One of our major strengths is that we partner with other organizations rather than competing with them, to enhance the effectiveness of all youth-serving organizations within the community.

For questions about Clare County’s 4-H Youth Development programs, contact Nancy Petree petree@msu.edu or Michelle Neff at hydemich@msu.edu. We can be reached by phone at 989-539-7805, and our fax number is 989-539-2791.

We are located at 225 W. Main St. in Harrison in the basement of the county building. You can also access information on our county 4-H program by visiting our Web site at http://www.msue.msu.edu/portal/default.cfm?pageset_id=27078

What is 4-H?

4-H Youth Development is the youth program of Michigan State University Extension. Extension staff members work at Michigan State University and in every Michigan county. Our job is to bring the knowledge of the state’s land-grant university to the citizens of Michigan. This is accomplished through the efforts of thousands of volunteers who work along with paid staff.

4-H is a leader in youth development. It addresses youth issues, determined at the local level, using a unique combination of volunteers and university resources to offer “hands-on” learning activities for young people. Youth who participate in 4-H develop citizenship, awareness and leadership skills as they learn about new subject areas.
Who is 4-H For?
In Clare County, 4-H membership is for all youth ages 5 to 19. Volunteer leaders of all ages work with youth to provide fun, educational experiences which meet their needs.

History of 4-H
The Extension Service is an educational branch of the United States Department of Agriculture. It was established in 1914 by the Smith Lever Act and is based at the Land Grant University in most states.

Michigan State University Extension services residents of Michigan with educational Programming in Children Youth Families and Communities including 4-H, Supplemental Nutrition Assistance Program, Community and Economic Development, and Agriculture and Natural Resources. All 83 counties in Michigan have offices which house MSU Extension staff.

The program known as “4-H” was officially established nationally in 1902. The first Michigan 4-H clubs were formed as boys' and girls' agricultural clubs or "Corn Clubs" in 1908 by the U.S.D.A. to teach modern farming methods to young people in the hope that they would, in turn, teach their parents those methods to increase crop production. It worked! In 1917 the 4-H Youth Program was born! Through these clubs, young people learned practical skills that they used throughout their lives.

The rural image of 4-H has evolved over the years. Now, 4-H clubs and the 4-H concept not only exist in our nation’s rural areas, but also in urban areas. 4-H is now found in over 82 countries and teaches youth about computers, aerospace, careers, leadership, government, etc. As the needs of youth have changed, 4-H has changed to meet those needs, and will continue to change with your help. Michigan boasts more than 200,000 members, over 20,000 volunteer leaders and countless projects in which young people participate.

For more information about the history of 4-H and its development nationally and within Michigan, visit the Michigan 4-H Youth Development Web site at http://web1.msue.msu.edu/cyf/youth/history/4history/index.html.
What is the mission of the Michigan 4-H Youth Development program?

Michigan 4-H Youth Program is a youth development program that involves volunteers in providing positive, experiential, educational opportunities for and with youth. Our mission is to create environments, through collaboration, that build strong and healthy young people who are proactive in a complex and changing world. We accomplish this by creating nonformal, educational opportunities designed to help kids explore new ideas, experience a variety of new opportunities and friendships and build skills designed to help them achieve their goals.

The mission of the Clare County 4-H Program is to offer youth of all ages opportunities to gain skills and grow through hands-on fun experiences that build self esteem to help youth become successful adults.

In 4-H we are committed to helping young people:
1. Connect with positive adult role models and mentors.
2. Make new friends in physically and emotionally safe learning environments.
3. Take the lead in what they do and how they develop.
4. Set the pace of their learning.
5. Learn skills that will allow them to be productive members of society.
6. Build understanding of others who are part of our communities and world.
7. Become active citizens through their service and leadership.

These seven goals are the foundation for the Michigan 4-H Guiding Principles for Positive Youth Development. To learn more about these Guiding Principles, visit the 4-H Web site at http://web1.msue.msu.edu/cyf/youth/guidingprinciples.html.

MSU Extension and its 4-H staff support the 4-H Guiding Principles by:

- Providing individuals who work with youth access to age-appropriate, research-based, educational resources that cover a wide variety of topics. In Michigan 4-H, materials are geared toward young people aged 5 to 19.
- Providing any interested adult and young person access to educational training opportunities. This includes 4-H volunteers as well as teachers and students, staff and members of such organizations as Girl Scouts, Boy Scouts, the YMCA, Boys and Girls Clubs, counselors, coaches and faith-based organizations.
- Providing the structure, oversight and management of the county 4-H program, including support for volunteer development and management.
- Helping develop the community through networking and partnering with youth-serving organizations and other community groups to create youth-centered, caring environments for, and with, youth.
What we believe
In 4-H, we believe:

- The 4-H member is more important than the 4-H project.
- 4-Her’s should be their own best exhibit.
- No award is worth sacrificing the reputation of a member or volunteer.
- Competition should never be emphasized more than learning by doing.
- Learning how to do the project is more important than the project.
- **Learning by doing is fundamental** in 4-H.
- The most important lessons are taught through actions, not through words.
- There is more than one good way to do most things.
- Every person needs to be noticed, feel important and be praised.
- Our job is to help young people learn how to think and make good decisions.
- The young person is the volunteer’s “project.”

What do we mean by “positive youth development”? 
The Search Institute has identified the following assets of healthy development that help young people grow up healthy, caring and responsible. These building blocks make up the essence of what we mean by “positive youth development.” Take a look and pick out the assets you think young people can receive by being part of a 4-H experience! For more information, visit the Search Institute Web site at [www.search-institute.org](http://www.search-institute.org).

**External assets**

1. **Family support**: Family life provides high levels of love and support.
2. **Positive family communication**: Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parent(s).
3. **Other adult relationships**: Young person receives support from three or more nonparental adults.
4. **Caring neighborhood**: Young person experiences caring neighbors.
5. **Caring school climate**: School provides a caring, encouraging environment.
6. **Parent involvement in schooling**: Parent(s) are actively involved in helping young person succeed in school.
7. **Community values youth**: Young person perceives that adults in the community value youth.
8. **Youth as resources**: Young people are given useful roles in the community.
9. **Service to others**: Young person serves in the community one-hour or more per week.
10. **Safety**: Young person feels safe at home, at school, and in the neighborhood.
11. **Family boundaries**: Family has clear rules and consequences, and monitors the young person’s whereabouts.
12. **School boundaries**: School provides clear rules and consequences.
13. **Neighborhood boundaries**: Neighbors take responsibility for monitoring young people’s behavior.
14. **Adult role models**: Parent(s) and other adults model positive, responsible behavior.
15. **Positive peer influence**: Young person’s best friends model responsible behavior.
External assets continued…

16. **High expectations**: Both parent(s) and teachers encourage the young person to do well.
17. **Creative activities**: Young person spends three or more hours per week in lessons or practice in music, theater, or other arts.
18. **Youth programs**: Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in community organizations.
19. **Religious community**: Young person spends one hour or more per week in activities in a religious institution.
20. **Time at home**: Young person is out with friends "with nothing special to do" two or fewer nights per week.

Internal assets

21. **Achievement motivation**: Young person is motivated to do well in school.
22. **School engagement**: Young person is actively engaged in learning.
23. **Homework**: Young person reports doing at least one hour of homework every school day.
24. **Bonding to school**: Young person cares about her or his school.
25. **Reading for pleasure**: Young person reads for pleasure three or more hours per week.
26. **Caring**: Young person places high value on helping other people.
27. **Equality and social justice**: Young person places high value on promoting equality and reducing hunger and poverty.
28. **Integrity**: Young person acts on convictions and stands up for her or his beliefs.
29. **Honesty**: Young person "tells the truth even when it is not easy."
30. **Responsibility**: Young person accepts and takes personal responsibility.
31. **Restraint**: Young person believes it is important not to be sexually active or to use alcohol or other drugs.
32. **Planning and decision making**: Young person knows how to plan ahead and make choices.
33. **Interpersonal competence**: Young person has empathy, sensitivity, and friendship skills.
34. **Cultural competence**: Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.
35. **Resistance skills**: Young person can resist negative peer pressure and dangerous situations.
36. **Peaceful conflict resolution**: Young person seeks to resolve conflict nonviolently.
37. **Personal power**: Young person feels he or she has control over "things that happen to me."
38. **Self esteem**: Young person reports having a high self-esteem.
39. **Sense of purpose**: Young person reports that "my life has a purpose."
40. **Positive view of personal future**: Young person is optimistic about her or his personal future.

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How does 4-H happen?
Common delivery methods for 4-H youth development programs include clubs, school enrichment programs, summer programs, planned mentoring, short-term special interest programs, and self-determined/independent projects undertaken by youth with parental guidance. Programming is primarily carried out during out-of-school time, in community settings.

Through all of these delivery methods, Michigan 4-H Youth Development provides educational opportunities that:
- Target age-appropriate life skill development.
- Emphasize research-based experiential learning.
- Involve volunteers.
- Engage a variety of partners.
- Include families.
- Reach both diverse and underserved audiences.
- Are accessible.
- Promote a multicultural perspective and appreciation.
- Are fun!

What does it cost to participate in 4-H?
As of October 1, 2006, families participating in 4-H programs are required to pay a participation fee of $10 per youth or $30 per family, whichever is the less amount. This money is used to help support 4-H programming costs. This fee is paid annually at the time of enrollment or reenrollment. Scholarships are available for youth unable to pay who are not selling an animal project in an auction at the county fair.

A 4-H club or group may also hold fund-raisers (with prior approval from the 4-H staff person at the MSU Extension office) or ask for a small amount of money from its members to pay for club activities. The cost to individual 4-H members varies, depending on the activities in which he or she is involved. For example, a young person involved in a food project might use household supplies while a 4-H member in a horse project might invest hundreds of dollars to purchase and maintain a horse. Time and money investments in 4-H activities are left up to the member, the member’s parents and the 4-H club.
Section B: Important Policies and Procedures

What is “4-H age”? 
“4-H age” is determined by a young person’s age as of January 1 of the current 4-H program year (which runs from September 1 through August 31). Michigan 4-H Youth Development programs are open to young people aged 5 through 19.

Children aged 5 through 8 are eligible to be Cloverbud members. Cloverbud 4-H activities, like those for older youth, are designed to be safe, age appropriate, educational and fun. A key difference, however, is that 4-H Cloverbud activities have a specific noncompetitive focus.

4-H programs are offered in all Michigan counties for youth aged 9 through 19. The activities for this age group are also designed to be safe, age appropriate, educational and fun. Most counties offer some sort of competitive events (that is, events that are judged, ranked, placed and so forth) for young people in this age group.

Once a young person passes the 4-H age of 19, he or she can remain involved in 4-H activities as a volunteer or resource person.

For a copy of the 4-H age policy, visit the Web site at www.msue.msu.edu/cyf/youth/downloads/4-H-Age-Policy.pdf. Answers to frequently asked questions about the Michigan 4-H age policy, may be found on the Web at www.msue.msu.edu/cyf/youth/downloads/4hagefaq.pdf. Of course, you may also call our office at 989-539-7805.

What is the best way to work with a particular age group?
Volunteers need to know and understand the "ages and stages" of all 4-H members to work with them in the best ways. As stated above, 4-H members range in age from 5 to 19 years.

As volunteers work with young people, it is important to keep in mind the many changes (physical, cognitive, social and emotional) through which the youth are going. Providing experiences for young people that address healthy development and that focus on family relationships is the goal of Michigan 4-H Youth Development activities.

For more information, visit the Web at www.msue.msu.edu/msue/cyf/youth/ageapp.html.
What is special about working with 5- to 8-year-olds?
In Michigan 4-H, 5- to 8-year-old children are not permitted to participate in contests where they are judged. It is appropriate to display their work and to give participation awards.

In general, 4-H meetings involving 5- to 8-year-olds will be a better experience for the children (and for the adults) if you consider the following when planning the meetings.

- Have one adult (or older youth) for every six children under 9 years old. Some activities may call for an even smaller child-to-adult ratio.
- Involve the children in selecting and planning the club’s activities. They are more likely to maintain interest in activities when they have been involved in the decision making.
- Children this age have a tremendous amount of energy. Have the children do things as much of the time as possible. Try not to address them as a group for more than 5 to 15 minutes at a time.
- Get a sense of the group’s attention span. If they seem restless have them do something active. Change activities often according to the needs of the group.
- Allow and encourage the children to talk and work with each other.
- Keep an eye out for children who may feel left out and who need help to be part of the group. One way to do this is to pair such a child with another and tell them that they’re each other’s helpers.
- Most importantly, keep in mind how important you are, as an adult, to children this age. Find something positive to say to each child at every meeting.

For complete information on working effectively with 5- to 8-year-olds, visit the Michigan 4-H Web site at www.msue.msu.edu/cyf/youth/5to8year.html.

Working with youth aged 9 to 19
Youth aged 9 to 19 often participate in 4-H by focusing on one or more projects. Projects are in-depth learning activities that allow a young person to develop a depth of knowledge in a specific topic area such as nutrition, gardening, computers, horses, clothing, public speaking or livestock. Older youth often become teen leaders and stay active in their club or group through project leadership. Others stay involved in projects that require more attention during the summer (such as animals) when school activities are not competing for their time.

Children come in all shapes and sizes! Knowing their cognitive (or thinking), physical, social and emotional skills is important for looking at the whole child as he or she develops at home or school, in clubs and friendships. Parents, volunteers and others need to keep in mind that the personal development of a young person (the knowledge and skills he or she gains) is the most important and significant aspect of a 4-H project. A 4-H project is a journey, not a destination.
Enrollment procedures
Clare County 4-H Program encourages new members and leaders to enroll from October to May. All returning members must have reenrollment forms and participation fee turned in to the MSU Extension office by December 1st. All new members must be enrolled by May 1st to have the year completed in 4-H. All Cloverbud members are enrolled in FD: Introductory 4-H Projects.

Deadlines
The following activities and events have firm registration deadlines which members must meet in order to participate in the event. All leaders should be familiar with these deadlines so they can help members meet them.

- Existing Member Re-enrollment Deadline- December 1st
- New 4-H club and Member Enrollment Deadline- May 1st
- Fair Entry Deadline- July 1st

Animal Project Registration / Identification Requirements
- Beef Project- Weigh-In is the First Saturday in December
- Swine, Sheep and Dairy Feeder- Weigh-In is the Last Saturday in April
- Dairy Heifer- Registration May 1st
- Small Animals- Animal Possession May 1st
- Small Animals- Project Sheets due May 15th
- Horse- Project Sheets and Immunization Records due May 15

Other activities and events also have registration deadlines which may change or be extended. Some events also have limits on the number of participants and are filled on a “first come” basis. The 4-H newsletter will help keep members and leaders informed of events and deadlines. Please contact the MSU Extension office to receive an update.

Fair participation and registration
Youth members belonging to the 4-H Youth program under the supervision of MSU Extension-Clare County are eligible to exhibit in any Youth Division along with other youth who meet the requirements of those classes. The minimum age youth can participate at the fair is 6 years of age as of January 1st of the current fair year. The maximum age youth can participate at the fair is age 19 as of January 1st of the current fair year.

The Clare County Fair requires all youth and adults exhibiting at the fair to complete a fair entry form. Those forms must be turned in to the Clare County Fair Office by July 1st. The fair office is located on the fairgrounds in Harrison under the grandstand. Generally Fairbooks are available at the end of June and contain entry forms. Fairbooks can be picked up at various locations around the county, including the MSU Extension office and Fair office.
Workshop and event registration
All event information and registration forms are available at the MSU Extension office. Payment is expected at the time of registration unless other arrangements have been made due to additional session costs, etc. Registration will take place on a first come basis. All participants are required to provide a signed code of conduct, media release, medical release, and overnight housing form. Scholarships or Mini Grants may be available through funding from the Clare County 4-H Council. Please contact the MSU Extension office staff for more information or forms.

Annual volunteer updates
An annual leader update will take place each year (October/November). All 4-H volunteers are encouraged to attend. At least one 4-H volunteer from each club must attend in order to receive 4-H member recognition awards and 4-H reenrollment forms for their club.

Bad Weather Policy
During adverse weather conditions, (snow, ice, etc.) any scheduled meeting will be cancelled in the event that at least two out of the three area schools (Clare, Farwell, Harrison) are closed.
Section C: Role of the 4-H Volunteer

What are the different roles for 4-H volunteers?
There are many different roles 4-H volunteers can fill within the county 4-H program. As the Michigan 4-H Youth Development’s “unpaid staff”, volunteers are depended upon to help design and deliver high-quality educational opportunities in communities across the county. The following are some common roles volunteers fill.

Council, board or committee members
Individuals are needed to serve on countywide committees charged with providing oversight for the county’s overall 4-H program and specific 4-H project areas. Often, such committee members serve also in other county 4-H program roles. (See Section G of this document to learn more about the various committees functioning in our county.)

Resource volunteers
These individuals are willing to share their interests and expertise with young people but they are not involved with an individual 4-H club or group. Typically resource volunteers work with multiple clubs or help with countywide workshops or events held throughout the year.

Club or group volunteers
This most common type of 4-H volunteer works directly with young people on an ongoing basis. Within a 4-H club or group, there are several different volunteer roles. The following paragraphs detail four of these.

- **Administrative leader**: Administrative leaders are responsible for the club’s overall management. These leaders’ responsibilities may include securing club meeting sites, enrolling new 4-H members, managing the club’s reenrollment process, informing 4-H members about upcoming events and recruiting 4-H project leaders, once members have identified their areas of interest. Although the administrative leader may have project leader responsibility, his or her job is to keep things rolling in the club. This may include making follow-up phone calls to project leaders. In general, at the most, administrative leaders should be project leaders for only one project area.

- **Project leader**: A project leader works with small groups of youth in a specific project area. Usually, a project leader is a parent who is interested in learning more, or is knowledgeable, about a given project area. However, project leaders may include grandparents, teachers, neighbors, business people as well as teens. Since 4-H is based on family and community involvement, as a general rule, family members and neighbors are encouraged to serve as project leaders.
Generally, project leaders meet with a group of youth (usually less than 10) at least six times during the year. For example, they may meet once per week for six weeks or once every two months. By working in a small group, these leaders become significant mentors and they play a major role in the lives of young people.

- **Activity leader:** An activity leader is responsible for a specific activity or event, either within a club or on a countywide basis.

**Teen leader**
Teen leaders are young people, usually aged 14 or older, who have a significant interest in a project area or activity. They may assist an adult in a given project area or activity or they may take some major leadership for overall club activities if no adult volunteer is available. In either case, they work with younger members. Both ways of being a teen leader can be very valuable when putting a resume together! Adult volunteers are responsible for training teen leaders so that they have the knowledge and leadership skills to insure a successful experience for the 4-H members with whom they work.

The following are suggestions for involving teens in leadership roles:
- full or partial leadership for specific projects
- assisting or training club officers
- leading activities such as safety, citizenship, publicity, fundraising, picnics, etc.
- assisting with club record keeping and business meetings

To complete a teen leadership project the member must:
- Be registered as a teen leader with the club leader and the 4-H office.
- Identify the leadership activity with an adult leader or 4-H staff.
- Develop a plan for carrying out the project.
- Confer periodically with advisor regarding progress.
- Evaluate performances of self and evaluation by advisor.
- Receive evaluation from fair judge and exhibit poster depicting leadership experience.

**How do I become a 4-H volunteer?**
The MSU Extension Volunteer Selection Process (VSP) must be completed for any MSU Extension volunteer who will be working with children in unsupervised situations or on an ongoing basis. Volunteers who work with adults with mental, physical or emotional disabilities are also required to go through the screening process. The purpose of the selection process is to help ensure the appropriate placement of volunteers for MSU Extension activities and provide a safe, nurturing environment for youth and vulnerable adults participating in its programs.

“Unsupervised” would mean that a person is alone with children or vulnerable adults for significant periods of time (15 minutes or more). “Ongoing” is defined as more than four meetings or gathering times or in-depth contact such as overnight events.
Procedure for Becoming a New Volunteer:

1. MSU Extension staff will provide the prospective volunteer with a Volunteer Application Form, Criminal History Check Permission Form, and MSU Extension Staff and Volunteer agreement and Code of Conduct Form.
2. Prospective volunteers complete and return the above mentioned forms to MSU Extension staff in the confidential envelope provided.
3. MSU Extension staff will process the application, request information from references, and perform the criminal history check.
4. MSU Extension staff will then schedule and conduct an interview with the prospective volunteer.
5. MSU Extension staff will promptly inform the applicant of his/her acceptance, denial, or imposed restrictions, if any.

Volunteer Code of Conduct

The Michigan State University Extension program prides itself on providing quality educational programs for youths. The primary purpose of this Code of Conduct is to ensure the safety and well-being of all participants.

MSU Extension volunteers will:

- Accept their responsibility to represent Clare County and MSU Extension youth programs with dignity and pride by being positive role models for youth.
- The leader sets a positive role model for the members. He/she exhibits positive attitudes and values. (both personally and educationally)
- The 4-H leader always exercises a high degree of care for the health and safety of the member.
- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship and provide positive role models for youths.
- Respect, adhere to and enforce the rules, policies and guidelines established by Clare County and MSU Extension youth programs.
- Abstain from and not tolerate physical or verbal abuse.
- Comply with equal opportunity and antidiscrimination laws.
- Avoid criminal activities.
- Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension youth activity or event.
- Under no circumstances, attend or participate in an MSU Extension youth activity or event under the Influence of alcohol and/or controlled substance.
- Accept the responsibility to promote and support MSU Extension to develop an effective, county, state and national program.
- Operate machinery, vehicles and other equipment in a responsible manner.

It is important that all Michigan State University volunteers comply with the Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU Extension staff may lead to dismissal as a volunteer from the MSU Extension youth program.
How do I encourage parent and family involvement?
Parent cooperation in 4-H is vital. Children’s attitudes and what they are able to accomplish are strongly influenced by the attitudes and involvement of parents. As a leader, you can influence the type and amount of parent involvement in your club. While entire families are encouraged to participate in the opportunities offered in 4-H, parental support is expected. Try these ideas:

- Encourage parents to help the member choose projects and learn about the requirements of projects and activities. Parents can help members set realistic goals, too.
- Invite families to attend all meetings
- Meet in member’s homes and involve the host family
- Encourage at least one family activity in each project a 4-H’er participates in.
- Organize families into clusters and count on each cluster to keep itself informed and arrange transportation to club and project activities

As a volunteer, what training opportunities are available to me?
4-H volunteers can participate in a great deal of training if they desire to do so. In addition to training offered locally, 4-H volunteers can attend statewide trainings. Kettunen 4-H Center, near Cadillac, is the major location for trainings. The Clare County 4-H council covers half of the cost for teen and adult volunteers to attend trainings on a local, regional, state, national or possibly the international level. Annually, at the beginning of the 4-H year (October/November), Clare County hosts a volunteer training for all new and returning leaders to provide updates on new 4-H information.

When is it time to move out of 4-H or into a different position?
4-H volunteers and members should evaluate, annually, their decision to remain involved. Many adults renew their commitment each year for 20, 30 or even 50 years. In the case of club administrative leaders, this decision is very important. Administrative leaders who wish to step down need to plan at least a year in advance. This gives the club or group ample time to identify a new administrative leader or set of leaders. Administrative leadership can often be like a baton in a relay that needs to be passed. The 4-H philosophy has never been that being a 4-H volunteer is a lifetime commitment. As people grow, their interests change and they may want to get involved in new activities. However, there are many ways to be involved with 4-H. Before you decide to discontinue your involvement with our program, we hope you will take time to talk with the 4-H staff about interests you have and other opportunities that may exist for volunteer service.
Section D: The 4-H Club Structure

4-H clubs are the most common delivery method for 4-H youth development programs. Clubs are designed to build positive relationships and offer learning experiences over an extended period of time. The unique opportunity for social and personal development provided through a 4-H club structure is the most effective and efficient way to achieve 4-H’s mission.

Active participation in a 4-H club helps young people develop their assets and life skills. As a result of participating in a 4-H club, we hope young people will gain:

- Greater knowledge and appreciation of themselves and others.
- Decision-making skills.
- Public and interpersonal communication skills.
- Positive interactions with other young people and with adults.
- Responsibility for themselves.
- An ethic of service to group and community.
- An attitude of lifelong inquiry and application of information.
- An ability to relate to a constantly changing world.
- Strengthened family interactions.
- Career exploration and workforce preparation skills.
- Leadership skills.
- Ability to work effectively as part of a team.
- Greater understanding of and appreciation for diversity.
- Practical knowledge and skills in project areas.
- Positive conflict resolution skills.
- Strengthened family interactions.
- Career exploration and workforce preparation skills.
- Leadership skills.
- Ability to work effectively as part of a team.
- Greater understanding of and appreciation for diversity.
- Practical knowledge and skills in project areas.
- Positive conflict resolution skills.

Adults involved in 4-H roles as volunteers often grow and develop in the same areas as the members.

What is a 4-H club?

A club can be defined as a group of individuals who have common objectives, meet periodically and jointly support one another. The primary purpose of a 4-H club is to support the development of each youth participant’s full potential. The club structure helps volunteers build significant relationships with members. Projects become a means of achieving the primary purpose of positive youth development.

The focus of a 4-H club’s activities is determined by the common needs and interests of the young people and the adults involved. Members, volunteers, leaders and parents should work together to set the club program and establish expectations for everyone involved.
Clubs are sanctioned and permitted to use the 4-H emblem by their county Michigan State University Extension office. Clubs should have young people in leadership roles and practice democratic principles. 4-H clubs must follow the affirmative action requirements.

A model 4-H club has...

- At least five youth members from two or more families.
- One or (preferably) more caring adult volunteers working with members, teen leaders and parents.
- A structure that gives members the primary responsibility for making decisions and operating the club. (This may be done with elected officers).
- An organized, fun and educational program planned by members, volunteers and parents.
- Six or (preferably) more club meetings during the year.
- Participation in learning experiences outside of the local group.
- Involvement in the community such as through community service.
- Personal evaluation and recognition of progress for individual and group goals.

What types of 4-H clubs are there?
The three basic types of clubs are project, community and special interest. A project club consists of a group of members who get together and who have one common interest. Some examples of project clubs are dog obedience, computers and horses. A community club may offer two or more projects within the club. Community clubs typically have multiple adult leaders. One volunteer will fill the role of administrative leader while others provide project-specific support for members’ learning activities. Special-interest clubs are usually short-term clubs that meet for a specified amount of time. Examples of special-interest clubs include snowmobile, sailing, or softball.

What are my volunteer responsibilities with the 4-H club?
It is the responsibility of each 4-H club organizer to help new and returning 4-H members and their families understand what paperwork needs to be completed. Young people and adults interested in joining a 4-H club need to contact the group’s administrative leader (club organizer). Questions new members might ask could include: “When and where does the club meet?” and “What is expected of members?” Since each club is made up of unique individuals and may operate a bit differently, be prepared to answer a lot of questions! An excellent resource for ideas about how to help your 4-H club operate is Keys to a Successful 4-H Club (4-H 1605). This publication can be obtained from the MSU Extension Office.

All 4-H members and leaders need to be properly registered at their county MSU Extension office. All clubs need to reenroll their members and volunteers each year. Every effort is made to keep the process as simple as possible. In the fall, all organizational leaders will receive packets of re-enrollment forms and pins and certificates
for each member that completed the year. Each year, through successful completion of the reenrollment process, your county 4-H staff person authorizes your group to use the 4-H name and symbol.

To sign up new adult volunteers, refer to Section C, the paragraph entitled "How do I become a 4-H volunteer?" It explains the selection process in place for all potential MSU Extension volunteers.

What 4-H Club Guidelines do I need to follow?

- 4-H clubs and special interest groups may enroll any time during the year. At least one adult volunteer (18 years or older) must be responsible for each group. The adult volunteer must be an MSU Extension approved volunteer. (Refer to Section C How do I become a volunteer?)
- The minimum number of project meetings per year is (6), in order to be considered a 4-H club. This is only minimum guidelines of all projects and leaders. In most cases, leaders and members would want or need additional meetings.
- Project meetings could be held by any arrangement worked out between club organizational leaders, members, and project leader during the 4-H year.
- Meetings could be project group sessions, individual sessions with the leader and/or other resource people, county/state project training events. However, some of these meetings should be local club project group sessions.
- Members in these project groups should attend a minimum of four (4) of these six meetings or a similar proportion of additional meeting held.
- For a member to complete a year in 4-H, a minimum of one project should be planned, done and evaluated.
- Reasonable and fair rules may be established by a 4-H group in order to meet its goals. A copy of club constitution and by-laws governing individual clubs must be on file in the Extension office.
- Clubs can purchase accidental insurance for each member and leader of their club. Forms are located at the Extension office.
- Each club will have a Club Charter. This club charter gives them permission to use the 4-H name and emblem.
- No alcohol, smoking or illegal drugs are permitted at any 4-H activity.
- Local 4-H groups may raise funds and locate resources for their learning projects and special activities. Clubs may vote to have their own member dues.
- Proper collection, use, and accounting methods for money and materials are established for both leaders and members. It is recommended to use the Michigan 4-H Treasurer’s Record Book (4H 1203).
- Fund Raising Request forms must be submitted to the Extension office before a club or group does a fundraiser. After the fundraising has taken place, a fundraising report should be completed and turned in to the Extension office.
- A list of all donations and gifts of $100.00 or more to the club is to be on file at the Extension office.
- The club constitution or by-laws should state what the group will do with any funds or property if the group disbands.
What does affirmative action mean?
Affirmative action is a very important part of the 4-H program. The basic idea as it relates to 4-H is that all programs must be made available to all persons without regard to race, creed, color, sex, national origin, or handicap. This does not mean that a club cannot exist without this mix, but it does mean that by the nature of the activities or the location of the club, there should be equal opportunity for all persons to become a part of the program. The club administrative leader is responsible for signing a statement of intent annually with club reenrollment papers indicating that the program will be open to all persons. Leaders must use reasonable efforts to inform people in the community of the open policy of club membership. The establishment of minimum requirements for membership is a 4-H club is not permitted under Title VI of the Civil Rights Act. If you are in doubt whether your club or program complies with Affirmative Action laws contact your 4-H staff.

When can members join a 4-H club?
Generally, current and new volunteers and members can join 4-H at any time during the year. However, some clubs may have enrollment deadlines. Certain animal projects that may participate in the Clare County Fair have registration deadlines. (Refer to section B of this handbook for information about enrollment procedures and deadlines.)

How can 4-H clubs and groups be expanded?
By far the best method of recruitment is for others to see 4-H members having fun and learning new skills. In addition, 4-H clubs are encouraged to use promotional materials provided by their county MSU Extension office. When a club does a community service activity, it is encouraged to communicate with the 4-H staff person and the media, too!

What size should a club or group be?
A club or group’s volunteer leadership and its members should determine its size. While there is no perfect size for a 4-H club, they are often comprised of 10 to 20 members. A club or group’s membership will be influenced by the members’ age, the number of volunteers available to assist the members in their learning project and the number of different projects in which it is involved. A larger club can offer opportunities for the members to gain leadership experience as a club officer and it works quite well if the group forms project clusters of members with the same interest. Smaller clubs made up of 6 to 10 members allow young people to work as a team on projects.

Can the size of a 4-H club or group be limited?
The size of a 4-H club may be limited. The decision must be based on nondiscriminatory guidelines and it should have the best interest of young people at its core. In some circumstances where volunteer recruitment is a challenge, the size may be limited to ensure members have a positive experience and the volunteers involved don’t burn out. Clubs may also have a group-established enrollment period. In that case, a waiting list needs to be maintained to avoid any type of discrimination. If your club or group decides to stop accepting members during the year, notify the county staff.
Who runs the 4-H club or group meetings?
Members should run the club meetings and make a majority of the decisions. Conducting meetings, with the guidance of adult volunteers, is an excellent way for young people to build leadership and communication skills. The administrative (or organizational) leader has the responsibility of meeting with the club officers prior to the meeting to help them plan the agenda. It is a good idea to discuss topics ahead of time so adult participation in discussions during the meeting is kept to a minimum. A 4-H club’s environment provides an opportunity for members to share ideas and reach decisions based on those ideas. **The club environment should be focused on helping young people learn how to make decisions, live with choices and follow through on commitments.**

Project meetings could be held by any arrangement worked out between club organizational leaders, members, and project leader during the 4-H year.

Meetings could be project group sessions, individual sessions with the leader and/or other resource people, county/state project training events. However, some of these meetings should be local club project group sessions.

The Clare County MSUE Office has good resources to help make meetings successful. See page 7 of this handbook for the name and telephone number of the person to call. Other resources to help you work effectively with club officers can be found in “Starting the Year Off Right: Tips and Tools for 4-H Volunteers.” This can be found on the Web at http://web1.msue.msu.edu/msue/cyf/youth/vollead.html.

Is our club or group required to follow parliamentary procedure when making decisions?
Parliamentary procedure is one method of decision-making that can be used by a 4-H club or group. It is a skill 4-H members can learn now, that will be useful to them in adulthood. Consensus decision-making is also an option. The type of decision-making procedure a club chooses to employ should be based on the type of decision to be made. For more information on parliamentary procedure, see “Basic Parliamentary Procedure for 4-H Clubs,” which can be found on the Michigan 4-H Web site at http://web1.msue.msu.edu/cyf/youth/M4HTD/2004_05/CD-Parliamentary.html.

How do we manage our club or group's finances?
Any club or group that has a treasury should open a bank account. The procedures for doing this, for handling the club treasury and for conducting fund-raisers can be found in the Michigan 4-H Treasurer's Record Book (4-H 1203). You can pick up a copy of this book at the county Extension office or on the Web at www.msue.msu.edu/msue/cyf/youth/downloads/4H1203Web.pdf.

All 4-H clubs (whether or not they handle money) must also submit an “Annual Summary Financial Report” to the Clare County MSU Extension office as a part of the annual reenrollment process by Mid September.
Local 4-H groups may choose to raise money for specific goals through fund-raising or dues or both. Fund-raising should be done for the good of the total group and should be consistent with the county 4-H fund-raising guidelines. Fund-raising should not be the main focus of club activities nor should it exclude any individual from participation. **Plans for fund-raising activities or asking for donations must be reviewed and approved by the 4-H staff person before the event is held or donations are solicited.** This is done when groups complete and submit to the county MSU Extension office a “County 4-H Fund-Raiser Application,” before the event. Groups must also complete a “County 4-H Fund-Raising Report Form,” when the event is over. (These forms may be found on pages 28 and 29 of the *Michigan 4-H Treasurer’s Record Book* [4H 1203]). As noted above, this free publication is available at the Clare County MSU Extension office or on the Web at www.msue.msu.edu/msue/cyf/youth/downloads/4H1203Web.pdf.

All money raised using the 4-H name is publicly accountable. Therefore, it must be used only for 4-H activities such as paying for educational programs, activities, workshops or 4-H group supplies. These funds must not be used in any way to enrich individuals. This means they may not be given to individual group members or others.

Since 4-H is an educational youth development organization, drawings, raffles and various games of chance (gambling) are inappropriate ways to raise money. Appropriate fund-raising activities involve youth, and provide learning and serving experiences for all involved. Please note **it is illegal for young people aged 18 and under to purchase or sell raffle or drawing tickets.**

**Should our group do a community service project?**

The third “H” in 4-H – representing “hands” – is a part of the pledge (“my hands to larger service”). Each club is encouraged to participate in at least one community service project each year. This helps teach 4-H members the value of community involvement. For community service project ideas in which your group could be involved, visit the Michigan 4-H Youth Development Community Service Web page at http://web1.msue.msu.edu/cyf/youth/differen.html.

**What are the responsibilities of parents in a 4-H club?**

Parents have one of the most important responsibilities in a 4-H club, ensuring that their children have positive experiences as 4-H club members. Children’s attitudes and what they are able to accomplish are strongly influenced by the attitudes and involvement of parents. Since 4-H is a family program, when people join a club, they really sign up as a family. **Parents need to look at the 4-H club experience as an opportunity to learn with their children and not just a place to drop them off to run errands.** When a member signs up for a project, it is important parents understand that their child has made a commitment to actively participate in the club experience and attend scheduled club meetings and social activities.
What are some key secrets to success with a 4-H club or group?
Listed below are 25 "secrets to success" that will make a difference in your 4-H club.

1. Include recreation/social activities in each meeting.
2. Find out what youth members want to do as a part of the club year and involve them in planning those activities.
3. Schedule events months in advance. An annual club calendar is a good idea so busy families can be sure and hold dates for meetings and special activities.
4. Encourage members to plan seasonal parties to help build relationships and friendships.
5. Visit other 4-H groups in the county to get new ideas for activities and projects.
6. Attend a 4-H council meeting and report back to the group.
7. Start a 4-H newsletter for your group.
8. Involve parents in club projects and activities.
9. Promote 4-H in school and with friends.
10. Organize a telephone tree for your club or group to keep communications going.
11. Have experienced members explain opportunities in 4-H to new or younger members.
12. Have monthly demonstrations by members so they can share their knowledge and build communication skills.
13. Have speakers come to talk about educational topics of interest to youth members.
14. Be sure your members send a thank-you note to a special speaker or volunteer who helps your group.
15. Assist your members in planning field trips.
16. Have a fund-raiser to support your group activities.
17. Have a potluck dinner for your club.
18. Involve 4-H teen members in a teaching role.
20. Use 4-H bulletins and other age-appropriate, research-based, educational materials.
21. Attend a state 4-H event or training each year.
22. Have refreshments at the group meeting.
23. Use educational resources that can be borrowed through the county MSU Extension office. (See page 7 for the name and telephone number of the person to call to reserve these materials.)
24. Plan one annual community service event.
25. Have fun!
How do I handle behavioral issues in the club?
It is a privilege to be a part of a 4-H club and 4-H members, parents and volunteers need to respect the rights of all members. Disruptive adults or members run the risk of having their membership terminated. Of course, this should be used as a last resort and for members, it should occur only after the member and his or her parent(s) have been informed that this is a possible final outcome. Only MSU Extension staff can terminate a person’s involvement in 4-H. If you are experiencing problems in your club, contact the Clare County staff at 989-539-7805 for assistance. The 4-H publication Keys to A Successful 4-H Club (4-H1605) also contains ideas for dealing with problem behaviors. This publication is available at the MSU Extension office.

What are the expectations of 4-H members?
To be successful 4-H members, youth need to be able to accept responsibility for their actions. They should strive to become the best that they can be consistent with the ideals expressed in the 4-H club pledge and motto.

Specific responsibilities of 4-H members include:
- Having fun!
- Learning.
- Participating in group activities.
- Learning more about 4-H.
- Helping younger members.
- Serving as a club officer.
- Promoting 4-H.
- Becoming involved in countywide 4-H committees.
- Participating in local, regional, state, national and international 4-H events.
- Exhibiting good character and being a positive role model.

Additionally:
- For a member to complete a year in 4-H, a minimum of one project should be planned, done and evaluated.
- Members should attend a minimum of four (4) of six meetings or a similar proportion of additional meeting held.

MEMBER’S CODE OF CONDUCT
Throughout the state of Michigan and across the nation, the Six Pillars of Character are being used to show that people who make positive decisions can make a difference in their community. The Six Pillars are also playing a large role in the way 4-H programs are conducted. The Six Pillars of Character, as defined by a program called CHARACTER COUNTS!, are: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. The following Member’s Code of Conduct reflects the Six Pillars.
Clare County 4-H Member Will:

- Members should accept responsibility to represent Clare County and Michigan 4-H Youth Programs with dignity and pride.
- It is expected that members exhibit good sportsmanship in any event by following the rules and being fair to all those that are participating.
- Members should respect and follow rules, policies, and guidelines established by Clare County and the Michigan 4-H Youth Program.
- All members should exhibit good citizenship. Any 4-H member participating in a county-sponsored 4-H activity who is involved in theft or vandalism or caught with illegal drugs or alcohol will immediately be sent home. If determined by 4-H staff, leaders, or persons in charge that the offense warrants, offenders will be turned over to proper authorities.
- Members are expected to be respectful, responsible, and caring not only to themselves but to others as well.
- Youth will be responsible for security of their own possessions at any 4-H event. It is strongly suggested that no valuable (electronic equipment, expensive jewelry, etc.) be brought to any 4-H sponsored events.

“CHARACTER COUNTS!” and the “Six Pillars of Character” are the service of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute.

Anyone participating in a county or state-sponsored 4-H activity who is caught in the act of theft or vandalism, or caught with illegal drugs or alcohol, or who is involved in other such offenses, shall immediately be sent home at his/her own expense; and if it is determined by staff, leaders, or person in charge of the activity that offense warrants it, the offenders may be turned over to the proper authorities.

RECORD KEEPING

Because record keeping is an important part of our everyday lives it is important that youth learn the basic elements of keeping good records in their 4–H projects. A general project record sheet is available from Administrative leaders and/or the MSU Extension office.

Record keeping:

- helps members in planning their project from year to year to include new skills each year
- helps members develop non-verbal communication skills
- serves as a guide measuring progress and evaluation of a project
- is a vital source of information for additional reporting in award application forms
- teaches the importance of records and bookkeeping

The following projects have record sheets/booklets designed specifically for them:

- Shooting Sports
- Horses
- Livestock (Beef, Sheep, Swine, Dairy Feeder)
- Dogs
- Dairy
- Small Animals
- Dogs
Section E: Staffing Support for 4-H

What is Clare County Michigan State University Extension?
MSU Extension extends the educational resources and research-based information of Michigan State University to the local community. MSU Extension helps to strengthen families through research-based education and to build community capacity to support families through education, collaboration, and systems reform. The office and staff are sponsored by a unique partnership formed by the United States Department of Agriculture and the State of Michigan. MSU Extension offices are located in all 83 Michigan counties. In addition to 4-H programs, Extension offers educational support in the areas of agriculture and natural resources, parenting, family financial management, nutrition, food safety and preservation, community economic development, and home horticulture.

What is the “chain of command” within 4-H?
Any 4-H activity or event falls within the oversight of Michigan State University Extension. In Clare County, the Extension director has the overall responsibility for all Extension-related activity. All 4-H activities are under the guidance of one or more 4-H staff persons. As the paid staff of MSU Extension, these individuals have ultimate responsibility for the decisions, programs, and activities that occur under the 4-H name. It is the responsibility of paid staff to ensure that programs and activities operate within the guidelines, policies, and procedures of Michigan State University and MSU Extension. At times, it may be necessary for staff to deny a request made by volunteers for some type of program or overturn a decision made by volunteer advisory groups because the decision is not in compliance with a university or Extension policy.

How is MSU Extension and 4-H Funded?
The cost of operations is shared by Clare County, the State of Michigan, and the US Department of Agriculture. County activities for youth and leaders are funded by local fundraising under the direction of the Clare County 4-H Council or other 4-H associations. Project materials and supplies are paid for by the member.

What can the 4-H staff do for me?
A 4-H staff person’s responsibilities are divided into two main responsibility areas, education and program management.
**Education**
In this role, 4-H staff may lead workshops and trainings for club members, youth groups, volunteers and schools. We also meet one on one and in small groups to provide training and educational resources from MSU and other research-based universities and organizations. Areas in which staff can offer educational assistance include:
- Sharing ideas for community service projects.
- Advising clubs and groups about fund-raising.
- Providing and researching additional educational resources.
- Helping individuals design a new educational program for youth.
- Providing training to start a new 4-H club.

**Program management**
County 4-H staff are ultimately responsible for all 4-H programming that occurs in the county. We work with and through volunteers, community members, youth, teachers and others to develop and implement programs and activities that promote positive youth development. 4-H teen and adult volunteers evaluate the needs of their own clubs and groups, and they help carry out 4-H programs. Volunteers and community members also help identify new program needs within their communities that 4-H might address.

**When should I contact a 4-H staff person?**
The 4-H staff is always available and willing to talk with you about your volunteer role and about questions or concerns you may have regarding the work you are doing with 4-H members. Feel free to contact us any time you have questions or if you need suggestions and ideas for educational resources to use with programs. There are times, however, when it is necessary to contact a 4-H staff person immediately. These include when:
- Someone is injured while participating in a 4-H activity.
- Behavioral problems or discipline issues arise in your club or group.
- Concerns arise about discrimination.
- You or someone else raise concerns or questions about financial management or mismanagement of funds.
- You are having personality conflicts or disagreement with other volunteers in the club or group.
- There are parental-behavior concerns within your club or group.

**If a problem occurs, can I get help?**
4-H staff persons are always available to explore options and solutions to problems. This can be done by phone but is usually done best in a face-to-face meeting. A brief discussion can often provide several valuable alternatives to questions or problems. In the case of personality conflicts between adult and teen volunteers, the 4-H staff person encourages volunteers to sit down and discuss things with each other before contacting the Extension office. If this does not resolve the problem, do not hesitate to call the office.
What is the Clare County 4-H Council?
The 4-H Council is the main decision-making body for the county 4-H program. It is responsible for working with the Extension staff to support county 4-H program planning, administration and policy making. The council is charged with keeping track of “the big picture” for our county 4-H program. It assists with volunteer recruitment, 4-H awareness building, and it oversees things such as member and volunteer recognition and the county award program. The Clare County 4-H Council meets on the fourth Wednesday of every month, except November and December. These meetings are normally held at Mid Michigan Community College. Membership consists of all 4-H Leaders, 4-H Teens age 13 and older and Parents and/or guardians of 4-H members who are actively enrolled in the Clare County 4-H Youth Program. All 4-H Leaders, Teens, and Parents have a voice at 4-H Council Meetings. To ensure fairness in representation, a maximum of two votes per club is accepted at any 4-H Council meeting when making decisions.

The Clare County 4-H Council and all 4-H affiliated groups are recognized as charitable, nonprofit, tax exempt 501(c)3 organizations.

Mission of the 4-H Council:
- To assist MSU Extension in its efforts to follow the Michigan State 4-H and Clare County 4-H Program missions.
- To help develop and promote the 4-H Youth Program and make it available to youth and adults regardless of race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status and veteran status.
- To standardize the 4-H club program among the many clubs in the county and plan a County Club Program.
- To plan and conduct leader trainings and project trainings in cooperation with the county 4-H Staff.

How do I join the 4-H council?
Once you or your child is enrolled in to the Clare County 4-H Program you are part of the Clare County 4-H Council.

County committees
The Clare County 4-H Council has committees to help do great work for the Clare County 4-H Program. If you are interested in any of the following committees, please contact a 4-H staff member.

1. Budget Committee: Shall consist of the Executive Team and one representative from each of the 4-H animal associations with the 4-H staff in an advisory role. A proposed annual budget is to be presented annually at the November meeting to be approved by the membership.
2. Awards Committee: Shall consist of at least five members, with each animal association being represented, a food stand committee member, and a home arts representative from any club. The purpose of the committee is to aid in the selection of awards and award winners in the county.

3. Banquet Committee: Shall consist of three members, the Vice President, one representative from the foodstand committee and a volunteer. The purpose of the committee is to plan and organize the annual fall awards banquet which includes decorations, planning food arrangements, and a community service project. This committee should be formed in June.

4. Bylaw Committee: Shall consist of five members and shall be appointed, as needed, in order to review the Bylaw and to report any proposed changes and/or concerns.

5. Audit Committee: Shall consist of three members other than those serving on the budget committee. The purpose of the committee is to select an independent, certified auditor at the end of each fiscal year. The auditing report shall be presented to the Executive Team within 30 calendar days of the awarding of the audit.

6. Foodstand Committee: Shall consist of four members and the Vice President. The purpose of the committee is to annually review the guidelines and instructions and revise them as necessary. The committee will also:

   - Recommend a general manager for the food stand.
   - Work with the manager in deciding upon a menu, ordering and delivering of supplies.
   - Provide general maintenance for summer use as well as winterization.
   - Appoint a committee member to meet the Treasurer at the food stand at closing to collect and keep track of daily pulls and deposits from the food stand and to assist them with the deposit into the 4-H Council’s account.
   - Work with the Banquet committee to establish what overages can be supplied for the banquet and the Award Committee to help verify volunteers working in Foodstand.
   - Enforce the 4-H Foodstand guidelines and FDA Health Standards.

7. Nominating Committee: Shall consist of three members. The purpose of the committee is to recruit dedicated leaders to become Executive Team members. It will be the committee’s responsibility to follow up with all nominees for approval of nomination. The nominating committee report will be presented to the membership at the July meeting. This committee should be formed in May.

8. Milk Booth Committee: Shall consist of five members. The purpose of the committee is to annually order, set schedule, do general maintenance, run, and appoint a committee member to meet the Treasurer at closing to collect and keep track of daily pulls and deposits and to assist them with the deposit into the 4-H Council’s account.
9. Fundraising Committee: Shall consist of five people. The purpose of the committee is to organize and implement fundraising opportunities throughout the year.

10. Teen Leadership Committee: Shall consist of three to five teens and an adult to serve as mentor/advisor. The purpose of this committee would be to bring teen leaders together on a quarterly basis to organize, check progress and to follow up before fair. They would review guidelines and be in charge of the representative section (4-H Ambassadors).

**Animal associations and councils**

**Horse Leaders Association**: 4-H project key, assistant, and teen leaders are members of the association. Its objectives are to develop a county 4-H horse program based on the needs and interests of youth. The association meets the second Wednesday of each month.

**Livestock Council**: 4-H project members, leaders and parents with beef, sheep, swine, and dairy projects are members of the association. The council assumes the lead role in planning, organizing, conducting, and evaluating livestock educational experiences and opportunities for youth. They meet the third Tuesday of each month.

**Small Animal Association**: 4-H project members, leaders and parents with cats, cavy/pocket pets, dogs, goats, poultry, and rabbit projects are members of the association. The association meets the first Monday of each month, except when it falls on holidays.

**How can I financially support 4-H?**

Donations can be made directly to a specific 4-H club or to your county Extension office to support overall 4-H Youth Development programs. Donations can also be made to the Michigan 4-H Foundation to the Clare County 4-H Council endowment fund to help provide sustainability to the 4-H program in Clare County. To check out giving online, visit the Web site at [www.mi4hfdtn.org/givenow.html](http://www.mi4hfdtn.org/givenow.html).

**Do 4-H fund-raising activities pay for 4-H staff positions?**

All money raised through 4-H fund-raisers supports programs that benefit young people and volunteers. No staff salaries come out of the proceeds of 4-H fundraisers.

**What insurance coverage is available through 4-H?**

All registered 4-H volunteers are covered by Michigan State University liability insurance. Michigan State University’s general liability coverage protects employees and volunteers against claims of negligent acts that result in bodily injury to a third party, damage to the property of others or personal injury (e.g., libel or slander). MSUE employees and volunteers are covered while providing services on behalf of MSU under the direction of an MSU representative and while performing within the scope of their assigned duties. Unincorporated clubs, associations, advisory boards and the like, under the control of
MSU or MSUE, are also covered by general liability insurance. Negligence is the failure to exercise the care that a prudent person would exercise. Negligence implies inattention to one’s duty or business. A volunteer is considered to be anyone who is not paid by the University (or its representative) and who provides services to the University.

Applicable coverage provides payment of all sums including defense costs, for which the University and the covered persons become legally liable to pay because of bodily injury to a third person, personal injury (e.g., libel, slander or defamation of character), or damage to property of others arising out of the University’s operations.

As a condition of coverage, those covered by the University's insurance program are required to cooperate fully on a continuous basis with the University Risk Manager and attorneys in the management of claims.

Actions not covered by MSU general liability Insurance include intentional activities outside the scope of duties and criminal acts

4-H clubs and groups may wish to consider supplemental accident or medical insurance coverage for their members. Supplemental accident insurance can be obtained for all members and volunteers for a cost of about $1 per year per person. Contact a 4-H staff person for more information about this accident insurance coverage.

What are some ways to be involved in 4-H activities?

There are a number of ways to be involved 4-H activities. For example:

- **Volunteer leaders** can start 4-H clubs or integrate 4-H learning activities into ongoing youth activities in churches, after-school or community programs.
- **Teachers** can integrate 4-H hands-on learning and developmental activities into classroom or extracurricular youth activities.
- **Parents** can share many 4-H activities with kids from gardening and environmental awareness to family folklore and exploring diverse cultures.
- **Youth-development professionals** can be trained to use 4-H educational resources that help them work with youth on a variety of topics and developmental issues.
- **Risk-prevention specialists** can use 4-H activities that designed to help prevent young people from engaging in negative activities that place them at risk. 4-H activities can help develop young people’s self-esteem, communication and positive decision-making skills.

I've got a great idea for a 4-H activity or project. How do I make it happen?

Anyone who has a great idea that would help 4-H in general or make the club program even more appealing should contact a 4-H staff person. The 4-H staff can help volunteers, members and parents put new ideas into action. If an idea warrants further discussion, the concept may be brought before the 4-H council where a small group may be formed to make it all come together. An enthusiastic leader, member or parent can make a difference!
Section G: Awards and Recognition

Member recognition
If 4-H members decide to participate in any awards program, record-keeping will be an important part of their involvement. In and of itself, record-keeping is important because it helps young people learn to document their accomplishments, and develop skills in recording and summarizing their work.

One way to help youth keep records is to have them use the Member's 4-H Personal Record (4-H 1192) available at the county MSU Extension office (see page 7 Of this handbook for the telephone number to call in this county). Many groups regularly set aside some time every few meetings for members to keep their records updated. Another method is for 4-H members to keep index cards and a file box at home. Every time the member does a 4-H related activity, he or she puts put the information on the card and files it in the box. Information on the card may include: name of the activity, date, who the member worked with, the outcome or impact of the activity and so forth. When the time comes to compile the information for reports, it is much easier. For members who have access to a computer, 4-H records can be kept electronically. These methods usually require motivational support from parents and volunteers.

Clare County member award categories include:

ROOKIE AWARD
This is for outstanding first year members and will be judged in age divisions of 9-11, 12-14, and 15-19.
ELIGIBILITY REQUIREMENTS:
1. Completed only one year in 4-H.
2. Completed a 4-H project in one or more areas.
3. Deserves special recognition for qualities exhibited during the past year.
4. A member may win this award once.
5. One member per club per age division may be chosen to receive this award

ACCOMPLISHMENT AWARD
ELIGIBILITY REQUIREMENTS:
1. Reached 9-11 years of age as of December 31 of current year.
2. Completed two or more years in 4-H.
3. Completed 4-H projects in two or more areas.
4. The 4-H member deserves special recognition for the qualities he or she has exhibited during the last year (improvement in projects, social skills, working well with others, most conscientious, etc.)
5. A 4-H member can win this award once.
6. One member per club may be chosen to receive this award
OVERALL ACHIEVEMENT AWARD
ELIGIBILITY REQUIREMENTS:
1. Reached 12 -19 years of age by December 31 of current year.
2. Completed three or more years in 4-H.
3. Completed 4-H projects in three or more areas.
4. The 4-H member deserves recognition for initiative, special efforts, project improvement or enthusiasm within the 4-H club.
5. A 4-H member can win this award once.
6. Attended at least one overall 4-H Council meeting.
7. Attended at least one 4-H Association meeting, including those held at the fair.

SPECIALIST AWARD
ELIGIBILITY REQUIREMENTS:
1. Carried only one project for at least four years and completed four years in that project.
2. Participated in three multi-county or district events and two state events within four years.
3. Served as a Teen Leader of a 4-H club for at least one year.
4. Completed at least one 4-H community service project.
5. A 4-H member can win this award once.

DIVISION AWARD
ELIGIBILITY REQUIREMENTS:
1. Between the age of 9 - 19.
2. Within the divisions of the fair book, member completed projects in:
   a. Livestock 2 different species OR
   b. Small Animal 3 different species OR
   c. Horse 2 different styles of riding OR
   d. Home Arts 4 different projects
3. Submit a Poster and/or Scrap Book showing and describing projects completed.

I DARE YOU AWARD
ELIGIBILITY REQUIREMENTS:
1. Must be currently a junior or senior in high school at the time of the award.
2. Members may win this award once.
3. Member deserves recognition of excellence in character and well-balanced personal development, as well as demonstrated qualities of constructive leadership.
4. Must have completed five years of 4-H club work and completed at least three project areas.
5. Participated in three (3) different multi-county or district 4-H events and at two state events.
6. Served as a teen leader within their club.
7. Attended at least one 4-H association or council meeting, including those held at the fair.
4-H KEY CLUB AWARD
ELIGIBILITY REQUIREMENTS:
1. Must be 4-H age 15 - 19 years old.
2. Completed three or more years of 4-H club work.
   a. Completed 4-H projects in at least two project areas.
   b. Participated in three (3) district and/or state 4-H events within the three years.
   c. Completed a Teen Leadership project.
3. Be recommended by his/her 4-H leader.
4. Members may win this award once.
5. Attended at least one 4-H association or council meeting, including those held at the fair

SENIOR OF THE YEAR AWARD
ELIGIBILITY REQUIREMENTS:
1. Must have completed senior year of high school at the time of the award.
2. Members may win this award once.
3. Member deserves recognition of excellence in character and well-balanced personal development, as well as demonstrated qualities of constructive leadership.
4. Must have completed four years of 4-H club work and completed at least three project areas.
5. Participated in (1) one multi-county or district 4-H events and one state event with the 4-H career.
6. Attended at least one overall 4-H Council meeting during the senior year.
7. Attended at least one 4-H association meeting, including those held at the fair, during the senior year.

4-H DEDICATION AWARD
ELIGIBILITY REQUIREMENT:
1. This award is open to anyone who shows outstanding dedication as a 4-H Youth.
2. A 4-H leader letter of recommendation must be included with this nomination.
3. A 4-H member can win this award once.
4. Only one award may be given yearly.

IMAGE AWARD
The image award is given to 4-H’ers in the project area that exhibits friendliness, enthusiasm, knowledge of their animals, and a genuine pride for their project. The award is judged during fair week and is announced at the Fall Awards Banquet.

How do I get pins and certificates for members?
Certificates and year pins are available to all 4-H clubs at any time of the year by notifying the county MSU Extension office (see page 7 of this handbook for the telephone number to call). Most 4-H clubs provide their members with certificates and pins at a fall club meeting (October/November). The 4-H program year runs from September 1 through August 31.
Volunteer recognition
Volunteers are recognized for their Years of Service in 5 year increments. Volunteers are awarded pins, certificates, and gifts of appreciation for their dedication and service.

LEADER OF THE YEAR
ELIGIBILITY REQUIREMENTS:
1. Must be a 4-H Leader for five or more years.
2. Must be or have been an officer, superintendent, or active member of an association or council for at least one year during their experience.
3. Leaders may win this award once.
4. Up to two awards will be given yearly.

Parent recognition
ALUMNI OF THE YEAR
ELIGIBILITY REQUIREMENTS:
1. Need to be a current or past 4-H leader or volunteer.
2. Must be a former 4-H member.
3. This person is contributing to the county program as a leader, resource person, council member, committee member, or in some other way that makes a significant impact on a part of the county program.

PARENT OF THE YEAR
ELIGIBILITY REQUIREMENTS:
1. The nominee cannot be a 4-H leader.
2. Must be a parent or guardian of a 4-H member.
3. Must have helped at the fairgrounds in the Food Stand or Milk Booth during the current year.
4. Parent(s) or guardian(s) may win this award once.

Club recognition
POSTER CONTEST
The 4-H Council also sponsors a 4-H Poster contest at the Fair. This contest is open any 4-H Club. The club can submit a poster to the MSU Extension office the Monday of fair week. The posters are judged and recognized at the Fall Awards Banquet. First place receives $25, second place receives $15 and third place receives $10.

CLUB OF THE YEAR AWARD
ELIGIBILITY REQUIREMENTS:
1. Must currently be a Clare County 4-H club for at least two years.
2. Must have five or more members from three different families.
3. Must have held business meetings where officers run part or the entire meeting.
4. Some members of the club must have participated in a 4-H community service project.
5. The club must have participated in activities outside of the club related to 4-H.
6. The club must have helped at the fairgrounds and in the 4-H Food stand.
7. A club may not win this award two consecutive years.
What is the Michigan State 4-H Awards Program?
4-H members who are 14 years old and up are eligible to compete for a State award. The Michigan State 4-H Awards program offers members an opportunity for local and state recognition. This award is the highest honor given to youth for 4-H in the State of Michigan. 4-H’ers who have had a variety of 4-H experiences and achievements would be very qualified for this award. Members are nominated for this award and then are given the chance to complete the form and submit for competition at the Regional Level. Two awards per category per region are awarded and then advance to state competition. If members win the regional award, they may complete an in-depth booklet and compete in June at MSU for state award honors with other 4-H members from all over Michigan. State Award Nominees participate in an interview and in the Awards Ceremony on Thursday night. This is a very big event that allows 4-H to showcase it’s best youth. For more information, visit the Web site at http://web1.msue.msu.edu/cyf/youth/staward.html.

MARK OF EXCELLENCE AWARD
This is an essay contest for youth 12 to 13 years old. Each year a different theme is developed for youth to write an essay. Each county can submit 2 essays. These winners are recognized at the State level at 4-H Exploration Days in late June.

Are there local scholarships available?
4-H Council Higher Education Scholarship
This scholarship is sponsored by the 4-H Council and is open to any 4-H member enrolled in Clare County. Three scholarships are available each year and are announced at the schools Senior Honors Night and at the 4-H Fall Awards Banquet. The deadline for applying for this award is March 1.

4-H Explorations Days Scholarship
The Clare 4-H Council provides scholarships to any Clare County 4-H member. The scholarship usually is half the registration fee to attend 4-H Exploration Days in late June, which takes place in East Lansing on the MSU Campus.

Summer Camp Scholarship
The Clare County 4-H Council provides scholarships to any Clare County 4-H member to attend 4-H Camp in late June. Clare County participates with Midland and Gladwin County at Camp Neyati in Lake, MI. This camp is open to all youth in Clare County (4-H and non-4-H’ers). 4-H Council has a set an amount of scholarships for each age division.

Make-A-Wish Scholarship
This scholarship is open to any 4-H member or leader attending a 4-H workshop that needs help paying the registration fees to attend. An application must be filled out before the event and submitted to the 4-H Council.
Are any college scholarships available?
Currently, the following college scholarships are available to Michigan 4-H members in recognition of meritorious 4-H involvement. Applications for these scholarships are reviewed on a competitive basis and winners are selected on the basis of some or all of the following criteria:

- Current or former 4-H involvement
- Outstanding achievement in 4-H
- Scholastic excellence
- Broad 4-H experiences and project involvement
- 4-H involvement at county, regional, state and national levels
- Leadership and citizenship contributions within and outside of 4-H
- Years of 4-H involvement
- Financial need
- Thoroughness in completing application requirements
- Neatness of application

As a volunteer, you play an important role in helping young people know about these opportunities. For more information about these scholarships or for application forms, visit the Web site at http://web1.msue.msu.edu/cyf/youth/scholar.html.

Michigan State University 4-H Scholarship
Each year, Michigan State University offers scholarships to six Michigan residents who participated in 4-H and are applying as a freshman to a four-year degree program. This scholarship provides one-quarter of the annual tuition for four consecutive years of full-time study at MSU. To be eligible, applicants must:
- Meet MSU’s standard admissions requirements
- Apply for admission to MSU by November 1 of their senior year in high school for enrollment the following fall. (Applicants should give the MSU Admissions Application to their high school counselor for processing. http://admissions.msu.edu/documents/UndergraduateApplication2005-06.pdf)
- Submit the 4-H scholarship application to their county 4-H staff person for completion of the staff section.

Michigan 4-H Foundation Scholarship
The Michigan 4-H Foundation offers smaller MSU 4-H scholarship awards to attend Michigan State University. There is no separate application process for these awards. Recipients are selected from the MSU 4-H Scholarship applicant pool.

John J. Schunk Memorial 4-H Beef Scholarship
Youth who have participated in the 4-H beef project for three or more years (and who have financial need) may apply for this scholarship which provides $1000 to a freshman attending any college or university, and pursuing study in any field.
Alpha Gamma Rho (AGR) 4-H Scholarship
High school seniors – or current MSU undergraduate students who have completed at least one year in the 4-H program – may apply for this scholarship which provides $400 to one individual to pursue study at MSU in a College of Agriculture and Natural Resources major or a related college major.

Michigan Rabbit and Cavy 4-H Scholarship
Youth who have participated in the 4-H rabbit or cavy project (and who have financial need) may apply for this scholarship which provides $400 to $500 to a freshman attending any college or university, and pursuing study in any field.

Michigan Farm and Garden 4-H Scholarship
These scholarships – which range in value from $360 to $1000 – are available to individuals who:
- Are college undergraduates (freshmen, sophomores, juniors and seniors).
- Were 4-H members.
- Are enrolled in a college program in the areas of horticulture, floriculture, conservation, forestry, aquatic ecology, child and family studies, food and nutritional science, textiles and design, or in another closely related area of study.
- Have financial need.

MSU Pre-College Program Scholarship (PAS) for 8th Graders
This is an MSU-wide scholarship, not a 4-H scholarship. Each year, 61 one-time $2000 PAS are awarded to rising eighth-graders who have attended a precollege program at MSU. Scholarship recipients are not guaranteed admission to MSU and are expected to meet admission requirements upon MSU application following their junior year of high school. If an eligible PAS recipient is accepted at MSU, the scholarship will be applied toward the student's first year as a degree-seeking student.

4-H'ers who attend an MSU precollege program (such as 4-H Exploration Days or 4-H Great Lakes and Natural Resources Camp) and are entering eighth grade are eligible to apply for a PAS. Because this is a competitive application process for eighth-graders from all of MSU's precollege programs, each county is limited to no more than three nominees from their Exploration Days participants.

To apply, students must:
- Complete a Nominee Data Form.
- Complete a Nominee's Personal Essay Form.
- Submit a teacher letter of recommendation form.
- Submit an academic release form.
- Submit a seventh-grade transcript or report card.
- Have the county 4-H staff member or program director nomination form submitted on their behalf.
Section H: County Events and Programs

What are some local 4-H events held every year?
Some annual Clare County 4-H events open to all 4-H families are:

**February**
- 4-H Tubing Party at Snowsnake Ski & Golf
- Heartland Rabbit Show

**March**
- St. Patrick’s Day Parade
- Fairbook Cover Contest

**May**
- Heartland Dog Show
- 4-H Shooting Sports Competition

**June**
- 4-H Camp Counselor Training
- 4-H Camp at Camp Neyati

**July/August**
- 4-H Sawdust Days
- Clare County Fair

**November**
- 4-H Fall Awards Banquet

**December**
- 4-H Holiday Craft Day

For more information about these events, visit the Clare County Web site at [http://www.clareco.net/MSU_Extension/4H/4H_Yourth_Programs.htm](http://www.clareco.net/MSU_Extension/4H/4H_Yourth_Programs.htm).
Section I: State, National and International Events and Programs

What are some events held outside of our county?
The most current listing of state, national and international 4-H opportunities can be found in the current issue of “Michigan 4-H Today.” This newsletter is developed and distributed by the State 4-H Office each fall. Copies can also be downloaded at http://web1.msue.msu.edu/msue/cyf/youth/M4HTD/index.html.

Listed below are some common events and activities, by month. This list is provided to familiarize you with the scope of opportunities available to members and leaders through 4-H. Additional information about these opportunities are published in the monthly 4-H family newsletter as it becomes available. Be sure to check with the Extension office to confirm dates and times and for more information about any event you might be interested in attending.

September to May
Kettunen Center (Michigan 4-H's volunteer training center) workshops (Visit http://web1.msue.msu.edu/cyf/youth/4htrain.html for a listing of these training opportunities.)

January
4-H Horse Benefit Clinic at MSU
MQ/4-H Horse Judging Clinic at MSU

February
Michigan 4-H Communications Day at MSU
Southeast Regional Horse Bowl Contest
State 4-H Rabbit and Cavy Show at MSU

March
Agriculture and Natural Resources Week at MSU
4-H/AHAM Horse Clinic at MSU
4-H and FFA Crop-O-Rama at MSU
4-H Family Science Weekend at Kettunen Center (Michigan 4-H's volunteer training center)
4-H Capitol Experience in Lansing
North Regional 4-H Horse Bowl Contest
Southwest Regional Horse Bowl Contest
U.P. Regional Horse Bowl Contest

April
4-H Dairy Conference
4-H Horse Jamboree Hippology and Judging Contests at MSU
4-H State Horse Bowl Contest
Michigan Beef Expo at MSU
MSU Vet-a-Visit at MSU
Small Animals Day at Michigan State University
State 4-H Caprine Expo at MSU
Youth Livestock Judging Contest at MSU

May
June
4-H Exploration Days at MSU
4-H MMPA Milk Marketing Tour
4-H Summer Camps
Michigan Junior Beef Show and Beef Showcase at MSU
Michigan Junior Sheep Spectacular at MSU
Michigan Spartan Classic Junior Swine Show at MSU
National 4-H Shooting Sports Invitational
State 4-H Goat Show at MSU
State 4-H Horticulture Contest
State 4-H Trail Ride at Goose Creek

July
Ag Expo at MSU
Citizenship Washington Focus in Washington, D.C.
4-H Dairy Days at MSU and Michigan Dairy Expo
4-H Great Lakes and Natural Resources Camp
4-H Rabbit and Cavy Expo at MSU
State 4-H/FFA Livestock Judging Contest at MSU
WOW in Washington, D.C.

August
State 4-H Dog Show
State 4-H Horse Show
State 4-H Shooting Sports Tournament

September
4-H Standardbred Show and Sale
National Dairy Conference in Madison, Wisconsin

October
National 4-H Week
North Central Leaders Forum

November
National 4-H Congress in Atlanta, Georgia

Check the Web site at http://web1.msue.msu.edu/cyf/youth/member/cool.html and http://web1.msue.msu.edu/cyf/youth/M4HTD/2005-06/4HEvents.html for more information about these events

What international programs does 4-H have?
Michigan 4-H members and volunteers can participate in a wide variety of international educational programs, either by traveling as part of a Michigan 4-H delegation or by hosting visitors who come to Michigan as part of a 4-H exchange. Listed below are current international experience opportunities.

Exchanges
In addition to Michigan 4-H Exchanges to Belize, Jamaica, Japan and Poland (or multistate-exchange opportunities to visit Australia and Finland), Michigan 4-H offers young people the following opportunities.
IFYE (International 4-H Youth Exchange) ambassadors
IFYE Ambassadors are young people aged 15 to 19 who experience a six-week visit to other countries and learn about different cultures, skills and ways of life. IFYE Ambassadors can choose to visit one of two world regions. Arrangements are made with the host country. IFYE Ambassador delegations have group leaders.

IFYE representatives
This program offers 4-H alumni or young adults (aged 19 to 30) an in-depth, six-month, learning experience to live in another country with host families, and improve their language skills and pursue independent studies. IFYE Representatives from the United States can choose to visit one of the following countries: Australia, Austria, Belgium, Botswana, Costa Rica, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, India, Jamaica, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Paraguay, Poland and Portugal.

LABO interns
Young adults (aged 18 to 25) serve one-year internships with the Japan LABO program. The program runs from September to August.

Hosting
4-H families can host an international visitor from countries such as Australia, Belize, Finland, Jamaica, Japan, Norway and Poland. Host families typically include a young person of the same sex or general age as the visitor. International visitors usually stay with families from three to five weeks. Host families also have the opportunity to host students for a year from Japan and countries of the former Soviet Union.

To obtain more information about these programs, go to the Web site at http://web1.msue.msu.edu/cyf/youth/interex.html.
Section J: Resources in 4-H

What educational resources are available to help with 4-H projects?
Some project areas have age-appropriate, research-based bulletins and videos that help 4-H members and volunteers get started in a project area. To see if there are resources available about a project in which you are interested, check your county MSU Extension office. (See page 7 of this handbook for the name and telephone number of the person to call in this county.)

Club Educational Allowance:
Each October, the 4-H Council allows each club a $50 allowance for educational materials purchased through the MSU Extension Office. This money can be used all at once or slowly over a year.

What is The Guide to Michigan 4-H Youth Development?
This publication lists helpful, project-area printed bulletins, and addresses for resources and related groups. You can look through it at the MSU Extension office or it can be viewed on the Web at http://web1.msue.msu.edu/cyf/youth/guide4h/index.html.

What newsletters are available?
The Clare County 4-H newsletter “Clover Notes” comes out in September, December, March, May, and July. Leaders and families are encouraged submit information for the newsletter. All meeting reminders are located in the newsletter along with many other opportunities for 4-H Families.

In addition, 4-H families are placed on a mailing list to receive the “Michigan 4-H Today” newsletter that is published once a year, in September, by the State 4-H Office at Michigan State University. You can access current and past issues of “Michigan 4-H Today” on the Web at http://web1.msue.msu.edu/cyf/youth/M4HTD/index.html.

What is the Cooperative Curriculum System?
This is the nationwide curriculum development system of the Cooperative Extension Service. Its mission is to provide high-quality, experientially based curriculum products to 4-H and other nonformal youth-development organizations. Over 150 curriculum products are currently available. Some of these publications are available through the MSU Extension office. Clubs and groups can order others directly. For more information, visit the Cooperative Curriculum System’s Web site at www.n4hccs.org.
What is the National 4-H Council?
National 4-H Council is the private partner of 4-H Youth Development at the national level. Its mission is to advance the 4-H youth development movement to build a world in which youth and adults learn, grow and work together as catalysts for positive change. National Council partners with 4-H at all levels – national, state and local. It is governed by its own board of trustees and provides its annual report online. National 4-H Council is located at 7100 Connecticut Avenue Chevy Chase, MD 20815. Its phone is (301) 961-2800 and you may visit its Web site at www.fourhcouncil.edu.

What is the National 4-H Youth Conference Center?
The National 4-H Youth Conference Center offers conference facilities including 243 guestrooms and more than 30 meeting rooms. There is cafeteria-style, all-you-can-eat dining on campus. As a division of National 4-H Council, it supports 4-H programs of the Cooperative Extension Service of the State Land-Grant Universities and the United States Department of Agriculture. Funds generated by National 4-H Youth Conference Center go towards educational programs aiding youth. For more information about this facility, you may visit its Web site at www.4hcenter.org. The phone number is (301) 961-2991 and booking information is available at (800) 368-7432.

What is the National 4-H Supply Service?
The National 4-H Supply Service is a part of National 4-H Council. It is an excellent source of 4-H promotional items and gift ideas. You can view the resources available by visiting the link at www.4-Hmall.org/michigan. A portion of all purchases made through this Web site come back to Michigan to support 4-H programming. A catalog of available items and educational resources comes out every year in the fall. Catalogs are available at the county MSU Extension office. You may also contact National 4-H Supply directly by telephone at (301) 961-2934 or on the Web at www.4-Hmall.org. You may fax them at (301) 961-2937.

What is the Michigan 4-H Foundation?
The Michigan 4-H Foundation is the private, fund-raising partner of Michigan 4-H Youth Development. The Michigan 4-H Foundation was founded in 1952. It provides support for 4-H statewide by:
- Obtaining, managing and distributing private, charitable contributions and major grants to support 4-H youth development activities.
- Supporting ongoing development and educational programs of the Michigan 4-H Children’s Garden (for more information, visit the Web site at http://4hgarden.msu.edu/main.html) located on the campus of Michigan State University.
- Continuing ownership and management of Kettunen Center (Michigan 4-H’s volunteer training center), including its conference and educational program activities.
- Advocating for continued recognition of 4-H’s role in positive youth development and expanding its work to communities nationally and internationally.
The foundation is governed by a 27-member volunteer board of trustees and it maintains a membership of more than 2000 contributors. Visit the Michigan 4-H Foundation’s Web site at www.mi4hfdtn.org to find out how you can become a Michigan 4-H Foundation supporter.

What is Kettunen Center?

Kettunen Center is a 4-H volunteer-training facility owned and operated by the Michigan 4-H Foundation. The events held at Kettunen Center range from subject-matter specific 4-H project workshops to more general trainings that focus on youth and leadership development. These workshops are designed to build the skills and knowledge of adults and teen leaders (aged 13 and up) who volunteer or work with young people in nonformal educational settings. “Learning lab” workshops are occasionally offered for youth younger than 13. These learning labs are intended to provide participants, with hands-on developmental experiences, specifically designed for younger youth. To check the Kettunen Center workshop schedule for a complete listing of workshops for this year, go to the 4-H Web site at http://web1.msue.msu.edu/cyf/youth/4htrain.html.