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# Volunteer Handbook



## GENERAL 4-H YOUTH DEVELOPMENT INFORMATION

### THE 4-H VISION

*4-H* is dedicated to becoming a world leader in developing youth to become productive citizens and catalysts for positive change to meet the needs of a diverse and changing society.

### THE 4-H MISSION

**The *mission* of Arizona 4-H Youth Development is to provide educational opportunities for youth to become capable and contributing members of a global society.** In support of this mission, we will:

- ▶ provide formal and nonformal community-focused experiential learning,
- ▶ develop skills that benefit youth throughout life, project work, personal development opportunities, leadership and citizenship,
- ▶ foster leadership and volunteerism in youth and adults.

### WHAT IS 4-H YOUTH DEVELOPMENT?

In Arizona, whenever any Cooperative Extension salaried or authorized volunteer personnel work with young people in an educational program or activity, it is called 4-H Youth Development.

Your leadership as a volunteer with The University of Arizona Cooperative Extension is critical to the success of the mission. It is through your leadership and encouragement that young people will develop meaningful relationships with adults and other youth, build self-esteem and self-confidence, acquire subject matter knowledge and physical skills, develop decision-making abilities, and develop wholesome attitudes toward self and others.

4-H is a "family affair", realizing that we must consider a very diverse definition of family. Therefore, one of the volunteer's prime goals is to promote the understanding of human development through nonformal education by:

- ▶ interpreting 4-H Youth Development to all families of 4-H members

- ▶ helping each family to feel a part of the group
- ▶ interpreting the need for volunteer leaders
- ▶ interpreting the 4-H Youth Development Program to the local community.

4-H uses learning-by-doing projects, meetings, community services, and a variety of educational experiences to teach five basic life skills:

## LIFE SKILLS

- ▶ Build Self-Confidence
- ▶ Learn to Make Decisions
- ▶ Develop an Inquiring Mind
- ▶ Relate to Others
- ▶ Develop Concern for the Community

## THE 4-H EMBLEM, PLEDGE, MOTTO, COLORS AND SLOGAN

The **4-H emblem** is the four-leaf clover with the bold letter "H" on each leaf representing head, heart, hands, and health. The goals of 4-H Youth Development are expressed through the **4-H emblem**, the **4-H pledge**, the **4-H motto**, and the **4-H slogan**.

### *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."

**4-H COLORS:** The 4-H colors are green and white. Green is nature's most common color and symbolizes youth, life, and growth; white is for purity.

**4-H SLOGAN:** "Learning by Doing," emphasize the goal of 4-H members to improve themselves, their work, and their communities.

The following statements reflect the philosophy and beliefs of the Arizona 4-H Youth Development Program :

- ▶ *Primary concern is to enhance human development of all those involved.*
- ▶ *4-H Youth Development includes any youth educational program supported by Extension personnel. These programs use a variety of delivery methods such as clubs, camps, nonformal groups, school enrichment programs, and special interest programs.*
- ▶ *All youth are eligible to participate in any 4-H program. [Exceptions are appropriate for CloverKids.]*

- ▶ *Programs designed to fit the specific needs of the youth involved are determined at the state and county level.*
- ▶ *The role of the Cooperative Extension 4-H Youth Development Agent is to develop and manage a system that provides opportunities for volunteers to work more effectively with youth as well as develop individually.*
- ▶ *Volunteers provide direct contact and support of youth on a continuing basis.*
- ▶ *As a family-centered program, 4-H encourages parents to work with their own children as well as others.*

## CHARACTER COUNTS

The Arizona 4-H Youth Development Program has incorporated Character Counts! as a key program component. Character Counts! is a character education framework that emphasizes that people of character live by the “Six Pillars of Character,” universal values that can be used to define a good person: *trustworthiness, respect, responsibility, fairness, caring and citizenship.*

### The Six Pillars

**TRUSTWORTHINESS:** Always pursue victory with honor • Demonstrate and demand scrupulous integrity • Observe and enforce the spirit and letter of rules • Don’t compromise education and character-development goals • Don’t engage in or tolerate dishonesty, cheating or dishonorable conduct

**RESPECT:** Treat the traditions of the competitive event and other participants with respect • Don’t engage in or tolerate disrespectful conduct including verbal abuse, profane or belligerent “trash talking”, taunting and unseemly celebrations • Win with grace and lose with dignity

**RESPONSIBILITY:** Be a positive role model during competitive events and require the same of all participants • Further the mental, social and moral development of young people and teach life skills that enhance personal success and social responsibility • Maintain competence including basic knowledge of: 1) character building; 2) first aid and safety; and 3) coaching principles, rules and strategies

**FAIRNESS:** Adhere to high standards of fair play • Treat participant fairly according to their abilities • Never take unfair advantage • Be open-minded

**CARING:** Assure that the academic, emotional, physical and moral well-being of young people is always placed above desires and pressures to win • Do not permit reckless or potentially unsafe behavior of participants

**CITIZENSHIP:** Avoid gamesmanship and promote sportsmanship by honoring the rules and goals of the sport • Establish codes of conduct for adult volunteers, youth participants, parents and spectators • Safeguard the health of young people and the integrity of the competitive event by prohibiting the use of alcohol and tobacco • Demand compliance with all laws and regulations, including those relating to gambling and the use of drugs

## **Sportsmanship Philosophy**

Sportsmanship is character displayed through all kinds of competition. Character Counts! has a sportsmanship philosophy based on the “Six Pillars of Character.” 4-H endorses the sportsmanship philosophy versus the definition of gamesmanship.

**Sportsmanship:** It’s how one plays the game is central. “Winning without honor is not a true victory. Glory is found in honorable competition in pursuit of victory.”

**Gamesmanship:** Encourage and sanction clever and effective ways of bending, evading and breaking rules to gain a competitive advantage - it’s part of the game. The operating standard is “If it works it’s right and it’s only cheating if you get caught”.

## **ORGANIZATIONAL STRUCTURE OF 4-H**

Cooperative Extension was established to educate, to interpret and to encourage the practical use of knowledge that comes from scientific research. The name Extension, comes from the mission of the agency to "extend knowledge to the public". 4-H Youth Development has a unique link with a variety of resources from The University of Arizona.

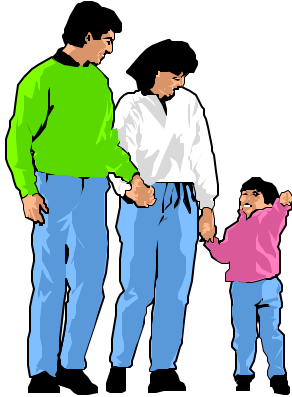
4-H is the youth education component of Cooperative Extension, which is conducted jointly by the U. S. Department of Agriculture, the state land grant university (The University of Arizona), and your county government.

The volunteer leader is the backbone of 4-H Youth Development in Arizona. This volunteer leadership, under the guidance and direction of professional 4-H Youth Development personnel, allows 4-H to reach a large number of young people in Arizona. This partnership of 4-H Youth Development personnel working cooperatively with authorized volunteer leaders provides nonformal educational programs and experiences for thousands of youth in Arizona.

## **THE VOLUNTEER LEADER**

4-H Youth Development volunteers are valued by The University of Arizona, Cooperative Extension and the 4-H Youth Development Program. They support the mission of 4-H Youth Development to help or teach others and to enhance personal growth. There are many ways that volunteers can be involved in the program, such as providing leadership for projects or clubs, managing county or state events or activities, taking a program into the traditional school setting, and assisting with special interest activities, to name just a few.

## **VOLUNTEER ROLES and RESPONSIBILITIES**



*The volunteer brings to the 4-H Youth Development Program these qualities:*

- ▶ belief that as a human being each youth has basic worth,
- ▶ commitment to the personal development of all youth,
- ▶ ability to relate to and communicate with youth, parents, and other volunteers
- ▶ understanding that leadership can be rewarding to both adults and youth

*It is the responsibility of all leaders to:*

- ▶ keep abreast of the local, county, regional, and state opportunities for youth
- ▶ encourage and motivate members to learn and grow personally and teach them to evaluate their own performances so that they learn from their own experiences
- ▶ involve parents in the group framework
- ▶ involve members in planning
- ▶ teach members to keep records of their achievements and progress
- ▶ teach members to set goals
- ▶ maintain communications with the county staff and other county groups
- ▶ report enrollment and finances to the county staff annually

## **VOLUNTEER POSITIONS**

*“Serving as a volunteer is a privilege. It is not a right.”*

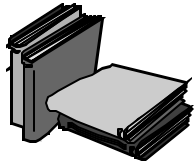
An authorized volunteer is a person who, under the supervision of Cooperative Extension personnel, offers a service of time and expertise of his/her own free will without expecting or receiving pay. Youth and adults may serve as volunteers.

## **BENEFITS OF VOLUNTEERING**

Volunteering offers a chance to share one’s self, one’s talents, skills and time with others. This selfless act is not strictly one-sided and offers benefits for those who choose to serve in this privileged role as a volunteer.



***Educational Opportunities:***



Educational opportunities are provided so that volunteers have the necessary information and skills to be successful youth development educators. Once an applicant has been approved as a volunteer, the volunteer will participate in an orientation program. Both new and experienced volunteers should take advantage of local, county, regional, and state training workshops. All volunteers will receive annual program updating and should partake of refresher courses (e.g. teaching methods, stress management, etc.) Volunteer leaders working with youth must abide by the provisions of the Arizona 4-H Youth Development Program Policies.

***Personal Growth***

Volunteers gain personal satisfaction from making a difference in the lives of today's youth. The respect and gratitude of members, their families, and the community will serve to enhance a volunteer's self-esteem and self-confidence. Lasting friendships also develop.

***Other Leadership Roles***

Opportunities for increasingly responsible leadership roles are available as a volunteer progresses and wishes to assume other duties.

***Recognition***

The club, county, and state have occasion to extend recognition to volunteers.

***Income Tax Deduction***

Out-of-pocket expenses as well as mileage incurred during the performance of 4-H leadership activities are deductible from income tax.

**ARIZONA 4-H YOUTH DEVELOPMENT PROGRAM POLICY**

In fulfilling the mission of Arizona 4-H Youth Development, certain policies shall direct it. The following policy statements shall henceforth constitute the conditions under which the 4-H Youth Development program is operated in Arizona and is in effect for all persons associated with The University of Arizona Cooperative Extension 4-H Youth Development Program.

**What is Policy?**

Policies or guidelines provide structure for positive youth development. Policies and guidelines focus on the entire program while rules are specific in nature. Policies and guidelines incorporate the vision and mission of the Arizona 4-H Youth Development Program, are broad in scope and design, and provide a working framework for program issues and concerns.

**What is a Rule?**

Rules are specific, reasonable, and provide logical consequences. They are brief and clear, are easily accessible in a written format and should involve youth in their development. By involving youth, then ownership, acceptance and insight from the youth are gained. There are two types of rules:

*educational rules* which serve a developmental purpose  
an example is “the junior division is for ages 9 to 13 year of age”  
*management rules* which help to coordinate activities and events  
an example is “November 1<sup>st</sup> is the deadline for an award application”

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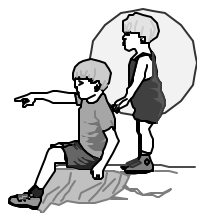
## PROGRAM PARTICIPATION POLICY STATEMENTS

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### **VARIOUS AVENUES OF PARTICIPATION**

There are different levels of 4-H Youth Development participation and involvement, all of which can be beneficial to the individual. In Arizona, youth can participate in 4-H Youth Development in an organized 4-H club/group, short term interest groups, school enrichment programs, family clubs, instructional T.V., self-determined projects or through collaborative activities with other youth organizations.

### **YOUTH INVOLVEMENT**



To keep youth focused on the Arizona 4-H Youth Development program and to assure that 4-H members have an active voice in program development, 4-H youth will be members of all program advisory committees at the state and local levels. One third of the membership of all such committees should be 4-H youth, actively recruited to represent the membership at large. Youth members will have decision-making powers and voting rights, unless prohibited by state law.

#### *Age*

Youth (other than CloverKids participants) must have reached their 9<sup>th</sup> birthday and not be 19 years old by January 1<sup>st</sup> of the current year to be considered participants of the Arizona 4-H Youth Development Program.

#### *CloverKids Age*

Participation in CloverKids is limited to youth who will be 5 years old by January 1<sup>st</sup> of the current 4-H Program and have not reached their 9<sup>th</sup> birthday before January 1<sup>st</sup> of the current 4-H Year. When the age 9 is reached of the current program year, youth may enroll in the Junior Division of 4-H and have access to many project areas.

#### *4-H Year*

The 4-H Youth Development Program year is October 1<sup>st</sup> through September 30<sup>th</sup>. National 4-H Week is the first full week in October.

#### *Special Needs*

Special needs youth who are older than 19 may be enrolled with approval of the county 4-H Youth Development Agent.

#### *Discrimination*

All youth, regardless of race, color, religion, national origin, sex, age, Vietnam Era Veteran’s status or disability will be allowed to participate in 4-H.

#### *Communicable Diseases*

Likewise the existence of AIDS, or a positive HIV antibody test will not be a consideration in determining admission, membership or participation in the Arizona



4-H Youth Development Program.

***Marital Status/Parenthood***

Marriage and/or parenthood will not be a barrier to Arizona 4-H Youth Development membership or participation provided other requirements are met.

***Residence Requirement***

Youth should enroll in the county in which they reside. The county of residence is the primary county for 4-H enrollment. Exceptions in which a youth member wishes to enroll in a county/state other than that of primary residence are handled on a case by case basis by the agents in the affected counties/states.

***County Fair Participation***

Individuals enrolled in multiple counties/states may enroll in a specific project in only one county/state; may exhibit market animals in only one county fair and participate in only one 4-H related county fair auction during a 4-H year and must abide by the 4-H program requirements for each county/state.

***Transferring Membership***

Youth transferring from one county or state to another are accepted by that county and given full credit for their past 4-H work or achievements.

***College Eligibility***

Youth who are enrolled in college are eligible to participate in state contest if they are actively enrolled in a 4-H Youth Development Program and meet eligibility requirements for the contest or event. Eligibility for regional and national contests and events may vary in regards to college students. Participation in Collegiate 4-H Club does not constitute active enrollment in a 4-H program.

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**VOLUNTEER POLICY STATEMENTS**

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**VOLUNTEER  
DESCRIPTIONS**

Volunteers include adults and youth in leadership and support roles. All volunteers (adults and youth) working directly with children must be certified. All other youth volunteers in the program are to be mentored by a certified adult volunteer leader.

***Certified Leader***

Works directly with children or supervises or coordinates with other volunteers, has completed the volunteer application/screening process, participated in the official 4-H Orientation Program, and signed the Behavioral Guidelines. All youth volunteers must have parental permission to be certified. In order for a youth under the age of 18 to be a certified volunteer, a parent/guardian must sign the application. Other youth volunteers in the program are mentored by certified volunteer leaders.

The two most common certified volunteer roles are the ***Project Leader*** and the ***Community Leader or Organizational Leader***.

The ***Project Leader*** is the primary educator responsible for teaching skills and knowledge associate with subject matter to a specific group be it animal or life-enrichment related.

The ***Community/Organizational Leader*** provides support, guidance, leadership, and direction to 4-H members and leaders.

***Collaborator Volunteer*** A person who is working/volunteering for another agency, screened by the participating organization and utilizing 4-H Youth Development Curriculum. Examples: School teacher, after-school program leader, pre-school teacher/aide, Parks and Recreation employee, Girl Scout leader.

***Resource Volunteer*** A volunteer who either a) works with young people in the presence of a certified volunteer and/or Extension employee or b) shares time and expertise and provides services working with other volunteers and/or Extension personnel and has a signed Behavioral Guidelines form on file.

## **CERTIFICATION PROCESS**

It is Arizona 4-H Youth Development policy that all certified volunteers must complete the application/screening process before beginning to work with young people. The goals of this process are to provide a safe learning environment for all young people, to assure that volunteers have the necessary skills and "job fit" for successfully executing the various tasks of the 4-H Volunteer Leader, and to provide a satisfying experience for the leader. Before approval by the 4-H Agent, a volunteer must have on file in the county office a confidential application, signed Behavioral Guidelines, a minimum of three completed character reference forms, and an interview report form. The volunteer must complete the New Volunteer Orientation Training and the Youth Protection Training. It is the responsibility of the agent to review these documents and approve or deny an applicant for a volunteer 4-H position.



The primary purpose of certification is to conduct a youth development program that will provide a safe learning environment with volunteers who model appropriate behaviors. In order to maintain their certification as a 4-H leader, a volunteer must enroll annually to maintain their active status. A 4-H volunteer who does not enroll for three consecutive years must complete the entire certification process prior to enrolling again. All of these documents shall be maintained in a confidential file in the county Cooperative Extension office. A certification checklist is found within the Volunteer Leader Handbook.

Once volunteers are certified, they are recognized by all Arizona 4-H Youth Development programs and leader certification files may be transferred from county to county. Resource volunteers do not complete a screening process but must be authorized by Cooperative Extension.

## BEHAVIORAL GUIDELINES

Arizona 4-H Youth Development prides itself on providing quality personal experiential growth opportunities for youth. Its policy is to ensure the safety and well-being of youth in a positive learning environment. Volunteers are expected to conduct themselves in a professional manner reflecting the integrity of Arizona 4-H Youth Development. All volunteers are expected to sign a form agreeing to this set of guidelines. The following points summarize the Behavioral Guidelines:

- ▶ Work cooperatively
- ▶ Be courteous and respectful
- ▶ No harassment or hazing
- ▶ Show pride and dignity
- ▶ Obey laws
- ▶ Make programs accessible to youth without discrimination
- ▶ No physical or verbal abuse
- ▶ Treat animals humanely
- ▶ Operate vehicles, machines and equipment safely
- ▶ Never use alcohol, tobacco or drugs at youth functions

## YOUTH PROTECTION POLICY

Any child who participates in educational programs conducted under the auspices of Arizona Cooperative Extension is entitled to a safe environment. In addition, employees and volunteers are entitled to information related to the laws pertaining to child abuse and neglect and sexual offenses. All employees and certified volunteers will receive training in order to take steps to ensure that neither they nor children are in situations which place them at risk under various Arizona Statutes related to child and sexual abuse.



Arizona Revised Statutes require any person who has reasonable cause to believe that a child is being abused or neglected must report to Child Protective Services (CPS). The following persons are required by law to report: any physician, hospital intern or resident, surgeon, dentist, osteopath, chiropractors, podiatrist, county medical examiner, nurse, psychologist, school personnel, social worker, peace officer, parent, counselor or **any other person having responsibility for the care and treatment of children. This includes volunteers in the 4-H Youth Development Program.**

## USE OF ALCOHOL, TOBACCO, OR ILLEGAL DRUGS/ SUBSTANCES

There shall be no alcohol, tobacco products, or illegal drugs/substances at any 4-H function when youth are present nor shall the aforementioned substances be provided by, nor sold by, any affiliated 4-H Youth Development organization for any official 4-H function.

## USE OF CORPORAL PUNISHMENT

Corporal punishment is not consistent with the mission nor in the best interest of young people. Corporal punishment will not be used by 4-H Youth Development faculty, volunteers, or any persons responsible for the care and supervision of young people at 4-H events.

**COOPERATIVE  
EXTENSION VOLUNTEER  
POLICY**

Serving as a volunteer is a privilege. It is not a right. The Cooperative Extension Agents are responsible for supervision of the 4-H Youth Development Program including the review and assessment of volunteer behavior. Volunteers work at the direction of Cooperative Extension personnel to make better use of limited resources and reach more youth and adults. Selection and retention of volunteers is based on the interest, skills and talents of the individual and the needs of the program at the time. While Arizona Cooperative Extension depends upon and appreciates the valuable services of volunteers, the needs of the program vary from time to time and place to place. It is the program's goal to effectively utilize available resources including volunteers.

*Volunteer Termination*

Volunteers serve at the invitation of the University of Arizona and their participation in Cooperative Extension programs may be discontinued at any time by the County Extension employee responsible for the program. Before discontinuing an individual's volunteer status, the responsible employee shall obtain approval from his/her supervisor. The volunteer will be notified in writing and the decision regarding the volunteer's participation is final.

**DISPUTE RESOLUTION  
BETWEEN VOLUNTEERS/  
MEMBERS/PARENTS:**

*Policy*

It is the policy of the University of Arizona Cooperative Extension to ensure that all 4-H Youth Development volunteer leaders, parents and members have a known and effective forum to air and examine complaints.

*Procedure*

Complaints of 4-H members, parents, and volunteer leaders are first to be handled by conciliation directed by the Cooperative Extension faculty in the county. A grievance must be made in writing to the county Cooperative Extension office and must give an accurate, detailed statement of the complaint. Problems arising between/among leaders, parents, and/or members that cannot be resolved through conciliation by the county Extension faculty will be referred to a Grievance Hearing. (Please contact the Extension office for more details).

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**PROGRAM MANAGEMENT POLICIES**

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**LEGAL/LIABILITY ISSUES**

The Arizona 4-H Youth Development Program is continually examining policies with regard to legal matters or issues of liability. Here are the current program management policies in these particular areas.

*Liability Insurance*

All authorized volunteers are covered by University liability insurance when in pursuance of their duties of a volunteer leader. To be covered, volunteers must

submit to the county office (prior to the event) a summary of their activities. This information needs to include: a) **name** of the event, b) **date** of the event, c) **club name**, d) **names of leaders/coordinators**, e) **location** of the event, and f) estimated **number** of participants. University liability insurance only covers negligent acts, not accidents.

### *Contracts*

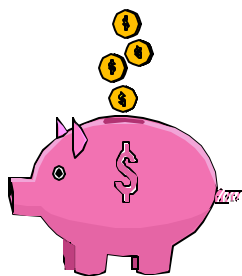
4-H volunteers need to be aware that they are not to sign anything on behalf of The University of Arizona that would obligate the University.

### *Club Insurance*

Accident insurance is recommended for all 4-H clubs. High liability projects such as Horse Gymkhana are advised to obtain additional coverage. Check with the County 4-H Office for county policy on insurance. Youth and adult participants can receive coverage.

## **FUND-RAISING**

### *Approval*



Fund-raising programs using the 4-H name or emblem or involving 4-H participants and leaders must be carried out for specific educational purposes. Such fund-raising programs must have the written approval of the appropriate Cooperative Extension office as follows:

- (1) Approval of the County Extension office, if the fund-raising program is confined to a county or
- (2) Approval of the State Cooperative Extension 4-H Youth Development office, if the fund-raising program is multi-county or statewide.

### *Games of Chance*

4-H fund-raising programs may be carried out so long as the products and services sold do not bear the 4-H Club Name or Emblem and are not themselves labeled as 4-H products or 4-H services unless prior written permission is granted. Such fund-raising activities such as games of chance, raffles, or bingo type games must meet the guidelines as determined by the Arizona Revised Statutes. Consult with your agent before conducting these type of fund-raisers.

### *Donors*

Cooperative Extension in Arizona will cooperate with donors on a local, county, district, and state basis providing their support is offered without restrictive criteria and is consistent with the purposes of the 4-H Youth Development Program. Restrictive criteria would include use of mandatory products, trade names, breed association requirements, etc.

## **OWNERSHIP OF PROPERTY**

4-H clubs are not to own property. 4-H clubs cannot become involved in purchasing real property or in building club houses, etc. This does not include

items such as meeting flags sets and routine consumable supplies essential for operating a club. Items used for instructional purposes such as a portable sewing machine are also acceptable.

## **ACCOUNTABILITY OF FUNDS**

The County Extension Director or their representative (recommended to be the Extension agent with 4-H responsibility) is responsible and accountable for all funds raised in the name of 4-H.

Responsibility and accountability is achieved in partnership with the officers of the 4-H Council. The Extension agent must be part of the process of establishing the budget and expending funds on behalf of the 4-H program.

Funds raised by a 4-H club or group must be carefully accounted for and used only in direct support of the 4-H Youth Development Program. All such clubs or groups must provide a yearly accounting of finances to the County Extension office. Check with your County 4-H office for local rules and regulations.

## **USE OF THE 4-H NAME AND EMBLEM**



Use of the 4-H name and emblem is governed by congressional action and supplemental administrative policy. Use of the 4-H name and emblem within a county is subject to approval by the county Extension office. Use on a multi-county or state basis shall be approved by the Assistant Director, Cooperative Extension, 4-H Youth Development. In all instances, such use shall conform to state and national policy and be for the furtherance of the 4-H Youth Development educational program rather than for the benefit of private individuals, donors, or others.

## **TAX EXEMPTION STATUS**

Federal income tax exemption status for 4-H organizations is a privilege. It provides opportunities to expand 4-H programs to serve important needs of youth by enabling tax payers - individuals and businesses - to claim deductions for contributions to 4-H that are educational in nature.

The Internal Revenue Service recognizes the tax exemption status of 4-H Clubs and affiliated 4-H organizations which are organized and operated under the guidance and control of the Cooperative Extension System.

Further information regarding the use of the 4-H name and emblem or tax exemption can be obtained from the county or state 4-H Youth Development office.

## **PROGRAM RESPONSIBILITY AND RELATIONSHIPS**

Program responsibility is outlined below with The University of Arizona faculty member, yet there are relationships between and with youth and adult volunteers that are important in extending the Arizona 4-H Youth Development Program.

County Extension Agents, faculty members of The University of Arizona, provide

**COUNTY EXTENSION AGENTS, 4-H YOUTH DEVELOPMENT**

educational leadership and have responsibility for the management of the 4-H Youth Development Program in their respective counties. This responsibility has been given by law (Section 707-Public Law 772-80th Congress-Chapter 645, 2nd Session, HR 3190). This responsibility can be shared and delegated, but the agents are accountable for the county 4-H Youth Development Program.

**COUNTY 4-H YOUTH DEVELOPMENT VOLUNTEER LEADERS' ORGANIZATIONS**

Each county may have a County 4-H Youth Development Volunteer Leaders' Organization. This Leaders' organization supports, advises and cooperates in the implementation of the County 4-H Youth Development Program. These Volunteer Leaders' Organizations are governed by the Arizona 4-H Youth Development Program policies.

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**CLOVERKIDS POLICIES - A PROGRAM DESIGNED FOR THE 5 TO 8 YEAR OLDS**

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Children who are five but not older than eight years of age by January 1<sup>st</sup> of the current year may participate in the Arizona 4-H Youth Development Program called **CloverKids**. In general, policies that apply to the 4-H membership program, ages 9 to 19, also apply to children in the **CloverKids** program.

***Starting CloverKids***

CloverKids Programs may be clubs, special interest groups, school enrichment, etc. and must be officially established with the Cooperative Extension office. Children involved must be enrolled with the Extension Office. Consult the Extension Agent for procedures.

***CloverKids Leaders***

CloverKids' leaders are to be certified by the Extension Office. Parents and teens who regularly assist or conduct activities also require certification. It is strongly recommended that there always be at least two adult leaders with the group. This is a personal safety precaution for both children and adults. CloverKids group leaders are responsible to the Extension agent.

***Competition***

Competitive activities are not developmentally appropriate for children of this age range and are strictly prohibited. CloverKids emphasizes a cooperative approach where children develop social skills; provided freedom to explore and experiment with new skills.

***Use of Animals***

For reasons of safety and to remove any perception of competition, the handling of large and small livestock by Clover Kids is strictly prohibited. Reptiles are also not allowed since they are known to carry salmonella.

***CloverKids Curriculum***

CloverKids has specific curriculum which is different than that for the youth ages 9-19. Consult the Arizona 4-H Publication Catalog.



## LEARNING OPPORTUNITIES FOR YOUTH AND VOLUNTEER LEADERS

4-H Youth Development is a "doing" experience for young people and for volunteers. The program is flexible enough for anyone to find a desired project. The only limitations are discovering needed background information and someone to help develop the necessary skills.

"Learning by doing" includes a wide variety of experiences that contribute to an individual's personal growth and development. Educational experiences may be at local, county, state or national levels, in structured learning situations such as educational tours, field trips, competitions, and community projects.

A 4-H group is not limited to monthly meetings and project work. Special events help supplement projects and community club programs. They stimulate interest, add zest and fun, and can help groups meet their goals.

Involve members in planning, executing and evaluating projects, meetings, and events. They'll feel a sense of ownership of their programs, they'll feel as though they really belong to a group. To get ideas about planning educational events, you can read your county 4-H newsletter or talk with others involved in your project area.

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### EVENTS

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The events or educational experiences you plan will be unique because each club is unique. Each has different young people with differing needs and interests. Their volunteer leadership is unique. A variation in community resources is inevitable, traditions vary and so does the creativity of everyone involved.

#### **LOCAL EVENTS**

Local events related to projects often include demonstrations, illustrated talks, judging, and other project-related topics. You can develop additional activities to target a specific group or suit a particular need.

#### ***Showmanship***

Members enrolled in animal-related projects take part in showmanship events at different levels. For members, showmanship offers additional opportunities to give public presentations or to exhibit their skill in handling their animals before judges.

#### ***Public Presentations***

Demonstrations or "showing HOW to do", illustrated talks or "telling HOW to



do”, project talks or “telling ABOUT”, public speaking, modeling, skits, plays, being a master/mistress of ceremonies, and other opportunities to present publicly are all examples for youth to develop poise and self-confidence regardless of the project.

### ***Tours***

Tours of places such as manufacturing and processing plants, supermarkets, bakeries, laboratories, design centers, etc. are learning experiences for youth to develop an awareness for career or workforce possibilities.

### ***Judging Contests, Skillathons, Quadrathelons, Challenges***

Events which allow youth to develop critical thinking skills, make choices, and discuss their reasons why, include various types of events such as the ones listed at the left.

### ***Community Service***

Every group can find something to do that will improve their local community. Members take pride in doing something for others, practicing good citizenship. The benefits of Community Service projects are three-fold: the community improves, 4-H'ers take part in a learning experience, and all members have the opportunity to participate.

### ***Health and Safety***

Stress health and safety throughout your 4-H program. You can teach learning experiences that target health and safety in every project and group event.

### ***Recreation***

Plan to have fun at every meeting. Opportunities to share, laugh, enjoy games, music, parties and crafts make 4-H more attractive to young people.

### ***National 4-H Week***

The first full week of October each year is designated as National 4-H Week. It usually coincides with the beginning of the 4-H year.

Use the week to call public attention to the 4-H Youth Development Program at your local level. Plan such activities as window displays, special public presentations, media coverage, etc. to spotlight the observance of 4-H Week in your own community.

### ***Awards Programs***

Many local or county groups have an annual event to recognize the achievements of their members and volunteers. Open the event to the public so it can serve as a showcase for your program.

## **COUNTY AND STATE EVENTS**

Planned by 4-H members, volunteers and county Extension faculty, county events are often carried out by committees. Usually each 4-H group and family receive a county 4-H Youth Development calendar.



Study the county calendar so you'll know about upcoming events--such things as public speaking contests, demonstration and judging days, clinics, leaders' training sessions, the county fair and 4-H camp.

The State 4-H Youth Development Office prepares a calendar of state and national events for each county office. Many of these programs occur each year at approximately the same time.

### *State Fair*



The Arizona State Fair usually begins in mid-October and goes on for two and a half weeks. Department "O", 4-H Youth Development, gives members a chance to display agricultural, family and consumer science, photography and other educational exhibits. Members involved in animal projects can take part in the Junior Livestock Division.

Certain 4-H statewide activities may be held in conjunction with the Fair--State Horse Show, Plant Judging Contest, Egg Cooking Contest, State Clogging Contest, and the Small Stock Judging and Showmanship Contest. See the State Fair Premium Book for details.

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## **VOLUNTEER LEADERSHIP OPPORTUNITIES**

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### **Project-Related Events**

For some 4-H projects, specific events and contests are scheduled.

### **REGIONAL AND NATIONAL EVENTS**

#### *Regional Western 4-H Horse Classic*

This competition encourages young people to share their horse industry knowledge and skills through judging, quiz bowl, public speaking and demonstrations. This event is generally held in January in Denver, Colorado.

#### *National 4-H Youth Congress*

Delegates to Congress are selected for their excellence in leadership, citizenship, and/or various subject matter areas. They participate in this event and are recognized with outstanding 4-H'ers from across the nation. Trips to Congress are sponsored by the Arizona 4-H Youth Foundation, plus local and county donors. The 4-H members apply and are evaluated at the county and state levels to receive this honor. A member may be awarded this trip only once.

### ***National 4-H Conference***

The Conference takes place annually in April near Washington, DC, at the National 4-H Center. Up to six young people are selected to represent Arizona at this working conference and to become State 4-H Ambassadors for the following year. Interested members fill out applications and are chosen through interviews.

### ***North American Livestock International Exposition***

This annual judging event is scheduled in mid-November in Louisville, KY. Arizona may send one, four-member team, selected because they earned the highest composite score in the Arizona National Judging Contest.



### **OPPORTUNITIES FOR ADULTS:**

Leadership is learned and practiced at all levels of the 4-H Youth Development Program. You need to be constantly alert and creative to identify ways you can offer leadership possibilities. The listed events and activities are some of the opportunities already available.

### ***Leader Organizations***

They develop cooperative efforts within county programs and provide support for those programs. All county leaders and volunteers are members of these organizations.

### ***Leader Education***

A variety of forms are utilized for leader education. Examples include County Leaders' Forums, educational sessions held at leaders' organization meetings, training specific to a particular project or to general leadership, and workshops that provide new information, updated schedules and research.

### ***Advisory Committees***

Advisory groups at various levels give youth and adults opportunities to share ideas, help plan and conduct educational events.

### ***Chaperoning***

Many of the state and national programs need adult chaperons to accompany delegates to events. This is a great opportunity to see another part of the state, nation, or another country.

### ***Leaders' Forum***

Forums give adults a chance to share ideas and knowledge, learn about new projects and materials, and develop a network of friends across the state. May be county, regional, or statewide.

### ***Western Regional Leaders' Forum***

An educational program emphasizing leadership skills, sharing ideas and learning new skills to work with young people is held yearly rotating throughout the 13 western states. A limited number of travel grants are awarded which are funded by the National 4-H Council and the Arizona 4-H Youth Foundation. Adults who

attend are expected to share what they learned with other leaders.

## **OPPORTUNITIES FOR TEENS:**

### ***Teen Councils***

Open to senior members (14 years of age or older), these councils are organized at the county and state level to offer educational, leadership and community service programs.

State 4-H Teen Council has representation of at least two senior youth members per county to plan and facilitate state leadership activities and includes coordination of State 4-H Teen Congress.

### ***County Ambassadors***

Senior members are chosen to represent 4-H Youth Development at county level and state activities. Their promotional duties change from location to location and year to year.

### ***State Ambassadors***

4-H'ers are chosen to attend the National 4-H Conference where they learn to plan and conduct leadership activities and represent 4-H in a variety of ways.

***Ambassador*** applicants must be between 15 and 18 years of age (as of January 1 of the current year), must be currently enrolled in 4-H and have completed at least one year. Ambassadors are selected in the fall through application and interviews.

### ***Curriculum Committees***

Task Forces serve at the county and state level, offering young people the opportunity to give input to making curriculum changes and to practice leadership.

### ***Citizenship Trips***

Trips to Washington, DC are available to members and volunteers. A week-long course aimed at older 4-H'ers helps them develop skills, practice and learn to teach citizenship. The individual members pay for their own trips. They're expected to report on their trips to local groups and to promote citizenship within county programs.

### ***JOLT: Journey into Opportunities for Leaders of Tomorrow (JOLT)***

**JOLT** is an annual leadership conference for teens held every June. Workshops, recreation, social interaction and team building activities help develop members' skills for work, school and community.

### ***Arizona 4-H Teen Congress***

Arizona 4-H Teen Congress is developed, organized and operated by State 4-H Teen Council Members for teens all across the state. During the event at the University of Arizona Campus, teens learn leadership skills, teamwork, patience, creativity, self-esteem and experience campus life while developing will power in a non-judgmental environment.

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## EXCHANGE PROGRAMS

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### *4-H Interstate Exchanges*

Exchange programs for senior members (14 years of age or older), may be arranged by your club, group or county and can exist in many forms such as county-to-county, state-to-state and nation-to-nation exchanges. One year, for example, Arizona 4-H'ers will visit and the next year, they serve as hosts to the visitors. Members pay for their trips and costs vary depending on the place involved.

### *International 4-H Youth Exchange (IFYE)*



**IFYE** exchange programs provide an educational cross-cultural experience, help increase international understanding, give emphasis to the value of 4-H, and similar programs, and often assist in the development of youth programs throughout the world. Participants live and work with host families, are involved with youth programs, and enjoy the sights and sounds of other lands. Different programs offer unique educational opportunities for young people to live and travel abroad through exchange programs between the U.S. and Europe (all destinations), Caribbean (Antigua, Jamaica, & St. Vincent), Central America (Costa Rica), and South Pacific (Australia), U.S. delegate assignments begin in January. Applicants are accepted as long as space available. Travel expenses are paid by the participant. Cost varies.

### *IFYE Ambassador*

The **IFYE Ambassador** group experience offers an opportunity to visit several countries, live with host families, become acquainted with other languages through a planned program led by qualified group leaders. Individuals are eligible during the year in which they complete their freshman year in high school through the year in which they complete their senior year in high school. (Approximately 15-19 years of age).

### *IFYE Representative*

The **IFYE Representative** program offers an in-depth experience in one country with an optional personal-expense travel period. Representatives live and work with host families at schools, training centers, or with youth leaders. Many work with the youth program. They improve language skills and have an opportunity to pursue special interests. University credits can be arranged and individuals 19-25 years of age on date of departure are eligible. Three or six month programs are available, with departures in the summer and fall.

### *UTREK*



**UTREK** is an international cultural exchange program with Japan. As a **UTREK** participant, a Japanese youth lives with an Arizona 4-H family for a month during the late summer. Arizona 4-H'ers may arrange a similar family stay with Japanese hosts. A second program is the year long exchange where Japanese youth of high school age stay with Arizona host families for one year.

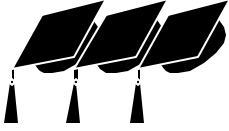
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## SCHOLARSHIPS

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Contact the county 4-H office for a complete listing and information about the many scholarships available and how to request applications.

*Arizona 4-H Youth  
Foundation Scholarships*



Scholarships are awarded to 4-H members who have college or university aptitude and capability. Applications for these scholarships are due in the state office usually in March. Members are required to be enrolled a minimum of two years in the 4-H program. Contact your county Extension office for more information.

# Checklist For New Certified Volunteer Leaders

## State Requirements:

- \_\_\_ Complete application form
- \_\_\_ Obtain references (need three).\*
- \_\_\_ Interview with Extension Agent, Staff or designated volunteer (personal or telephone)\*
- \_\_\_ Youth Protection Training\*
- \_\_\_ Sign Behavioral Guidelines Statement
- \_\_\_ Orientation to Leader Handbook and 4-H Program

\* Does not apply to Volunteers screened by other youth-serving agencies who will use 4-H Youth Development as part of their program. A verification

## Expectations for Continuing Leaders:

- \_\_\_ Complete Leader Enrollment Form at the beginning of each 4-H year (*See county specifics regarding additional enrollment forms IE: youth , summary and group.*) The Group Enrollment form is completed by those involved in school enrichment, special interest or other.
- \_\_\_ Complete Affirmative Action form
- \_\_\_ Submit for approval a list of club activities/events (for state liability insurance)
- \_\_\_ Annual Report form (due at end of each year)
- \_\_\_ County Specific \_\_\_\_\_

## Recommended:

- \_\_\_ Participate in subject matter training
- \_\_\_ Participate in leadership development training
- \_\_\_ Read the *4-H Youth Development Leader Handbook*
- \_\_\_ Review state 4-H Policy in *4-H Youth Development Leader Handbook*

# Checklist for Clubs

## Required:

- \_\_\_ Complete Leader Enrollment Form at the beginning of each 4-H year (*See county specifics regarding additional enrollment forms IE: youth , summary and group.*) The Group Enrollment form is completed by those involved in school enrichment, special interest or other.
- \_\_\_ Complete Affirmative Action form
- \_\_\_ Submit for approval a list of club activities/events (for state liability insurance)
- \_\_\_ County Specific \_\_\_\_\_
- \_\_\_ Annual Report form (due at end of each year)
- \_\_\_ Complete Financial Account Statement (end of year)

## Recommended:

- \_\_\_ Investigate club insurance option in the county
- \_\_\_ Keep calendar updated
- \_\_\_ Be aware of 4-H opportunities in the county
- \_\_\_ Read the county newsletter and pass information on to members and families