

# 4-H

## Youth Development Programs

Make a  
difference in  
the lives of the  
youth in your family  
and your community.



**VOLUNTEER**

# Welcome to 4-H Youth Development Programs!

## ACKNOWLEDGMENTS

### Writers/Reviewers

Kathryn Jones, AmeriCorps  
Promise Fellow  
Carla Lee, State 4-H Activities  
Coordinator  
Ross Jacobson, State 4-H Livestock  
Specialist  
Deb Jones, Volunteer Development  
Specialist  
Craig Dart, Mentoring Specialist,  
Youth & Families with Promise

### Designer

LuAnn Heap, Administrative  
Secretary, Utah State University  
Extension 4-H

### Pilot Sites

Box Elder County  
Lyle Holmgren and Ann  
Henderson, Agents  
Sanpete County  
JoAnn Hermansen, Agent  
Tooele County  
Lee Sherry, Agent  
Weber County  
Darrell Rothlisberger, Agent  
Wendover  
Cynthia Zollinger, Coordinator

Thank You to all the staff in the pilot county offices for input during the pilot process, and the invaluable input from Kansas State University and the University of Wyoming in the preparation of this program.

Utah 4-H is dedicated to providing a safe place and a caring adult for youth enrolled in any of our 4-H programs. This document was designed to deliver basic information about the 4-H program to adult volunteers who are interested in providing a safe, educational and fun environment for our members.

Revised 01/2006

*Dear Volunteer,*

*Thank you for your interest in the 4-H Youth Development programs at USU Extension. We look forward to your joining our cadre of volunteers. 4-H is a great program that teaches youth leadership, citizenship and life skills. It is one of the most successful youth-development programs in existence. Since its inception about 100 years ago, 4-H has grown to become a leader in youth organizations, inspiring youth to become involved in their communities.*

*With our link to the USDA Land Grant University system, specifically Utah State University Extension, we offer youth a variety of programs with exceptional curricula, up-to-date information, and activities that are not only educational, but fun as well! We want youth to understand that learning is a lifelong endeavor we can all enjoy.*

*4-H programs help youth to explore their world, develop their talents and try new things, as well as encourage cooperation and community service. Through projects in 4-H, youth grow into responsible, caring adults.*

*With all this to offer, 4-H would not be the terrific program it is without our adult volunteers. Without you, we could not provide these opportunities for youth. We know you are one of the most important and valuable assets we have. We hope you will take advantage of some of the training opportunities that we provide our leaders.*

*Thank you for taking time from your busy schedule to help youth grow by experiencing the opportunities available through the Utah State 4-H Program. We look forward to a long and rewarding relationship with you and the youth you serve.*

*Sincerely,*



*Kevin C Kesler  
Director of 4-H and Youth Programs and  
Assistant Director for USU Extension*



# APPLICATION PROCESS

## 1. VOLUNTEER ENROLLMENT PACKET

- Please read the information presented in this packet.
- Make a note of any questions you wish to ask your County Extension Agent.
- Decide what type of volunteer you would like to be.
- Retain the welcome packet for future reference.

## 2. APPLICATION

- Complete the application form in its entirety.
- Sign the waivers for Criminal Background Check and Department of Child and Family Services (DCFS) child abuse registry.
- Call your County Extension Office to set up an interview/orientation time.

## 3. INTERVIEW AND ORIENTATION with County Extension Office.

4. After the application is reviewed, all references checked and the background check completed, **YOU WILL BE NOTIFIED BY THE COUNTY EXTENSION OFFICE** as to your volunteer status.

5. **AFTER BEING ACCEPTED** as a Registered Volunteer Leader **YOU MAY ENROLL A 4-H CLUB.**  
**AFTER A SUCCESSFUL BACKGROUND CHECK, YOU MAY ENROLL** as a 4-H Mentor (YFP and other mentoring roles).

## CONFIDENTIALITY STATEMENT AND INFORMATION WAIVER

I understand that:

In connection with my application for a volunteer position that involves care, custody, or control of children, I hereby authorize Utah State University Extension 4-H to verify the information that I have provided, and ascertain any and all information that may be pertinent to my volunteer position. This will be done by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check. I do hereby release and agree to hold harmless from liability all persons, organizations, or government agencies and the officers, employees, and volunteers thereof from any damages of, or resulting from, furnishing such information.

Information released to USU Extension 4-H will be handled as confidential material that is the property of USU Extension 4-H and the handling of this information will be in accordance with USU policy on access to records.



# WHAT TYPE OF VOLUNTEER WILL YOU BE?

## A 4-H VOLUNTEER'S JOB IS TO:

- Help 4-H members learn specific project skills.
- Teach 4-H members **how** to think, not **what** to think.
- Recognize and encourage each 4-H member to feel noticed and important.
- Identify, create and complete the goals of a club or an individual club member.
- Be the contact person between 4-H club members and the County Extension Office.



## 4-H IS DELIVERED THROUGH A VARIETY OF MODES INCLUDING:

Community Based

School Based

Afterschool Based

Site Based within the Community

## LEADERSHIP ROLES

### 1. GENERAL/ORGANIZATIONAL LEADERS

- a) General Leaders serve as a club leader by organizing, enrolling and leading youth involved in the 4-H program.
- b) Volunteers may choose to lead a Community Club, which offers a variety of projects, and tends to have members of various ages, and several project leaders. Community club members come together for activities, service projects and leadership training, but they may also meet separately in different project clubs or complete individual projects. These clubs also offer opportunities for older 4-H members to mentor and/or teach the younger member.

### 2. PROJECT LEADERS

- a) Volunteers may choose to lead a group that focuses on one specific project, or is organized around a specific activity or need. Your County Extension Office has a list of projects and available materials.
- b) Project Leaders provide leadership for a specific project area. Project Leaders use their expertise, to teach young people in a variety of settings - clubs, in-school enrichment, afterschool clubs, camps, etc. If they work with a General/Organizational Leader, a Project Leader's time commitment is for preparation and time spent teaching the project.

### 3. ACTIVITY LEADERS

Activity Leaders volunteer to organize a 4-H activity or event for young people. Activities and events may include camp, a fashion revue, a community service project, a hiking trip, a showmanship clinic, a talent show, a shooting sports shoot or even a fund-raising activity! Activity Leaders may serve a short-term role for a specific activity.

### 4. RESOURCE VOLUNTEERS

Resource Leaders provide resources for the 4-H program, such as:

- a) Judges — Serve as an evaluator of 4-H members' accomplishments at contests and county fairs.
- b) Chaperones/Drivers — Take groups of 4-H members to county and/or state events and participate with them.

- c) Business Owners — Open their business to 4-H members to explore and learn about a business or industry. For example, veterinary clinics, restaurants, factories and farms all serve as valuable learning environments.
- d) Council Members — Serve to oversee certain aspects of the 4-H programs, e.g., fair boards, advisory boards, fund-raising boards, scholarship boards, 4-H/YFP Mentoring, etc.
- e) Board Members — Advisory Board members are professional and lay citizens asked to take part in the process of developing and running a solid program for youth and their families in their county.

## 5. JUNIOR LEADERS

Junior Leaders are young people in 7<sup>th</sup>–8<sup>th</sup> grades who volunteer to assist adult leaders in leading a club or activity.

## 6. TEEN LEADERS

Teens may serve as a club leader of their own club! An adult must be willing to assist the teen in enrolling and leading the club. Teen Leaders must be in the 9<sup>th</sup>–12<sup>th</sup> grades.

## 7. COLLEGIATE LEADERS

USU students may join the Collegiate 4-H Club. The members of this organization serve in a variety of roles, e.g., club leaders, mentors, activity and resource leaders.

## 8. 4-H MENTORS (YFP, one to one, or team mentoring)

Mentors establish caring relationships with identified youth and their families through long term weekly meetings, provide support, encouragement, and motivation in reading and academic skills, and by participating with them in structured recreation, community service, and community club settings.

# EXPECTATIONS

## WHAT YOU CAN EXPECT FROM USU EXTENSION

- Educational materials for use in 4-H youth projects (fees may be associated with these materials).
- Training for new volunteers.
- Training on educational materials and project updates.
- State-wide training opportunities (Leadermete).
- Opportunities to network with other volunteers.
- Involvement of USU Extension in overseeing the 4-H youth programs.
- Your volunteer enrollment information to be kept on file until you notify the USU Extension Service Office that you are no longer a volunteer leader.
- Annual evaluation of your program.
- Opportunities for volunteer recognition.
- Updates and information on scholarship opportunities, events, trips, camps and field trips.
- A sounding board for new ideas, questions and concerns you may have.
- To periodically (approximately every 5 years) verify your enrollment information.
- To be covered at 4-H youth activities by the Utah Volunteer Government Workers Act 67-20 of the Utah Code pertaining to workers' compensation medical benefits, operation of motor vehicles, liability protection and indemnification for damages filed in a civil lawsuit against you.
- That records will be handled as confidential material that is the property of USU Extension and the handling of this information will be in accordance with USU policy on access to records and GRAMA Act 63-2-101.

## WHAT USU EXTENSION EXPECTS FROM YOU

- To treat people associated with 4-H youth programs with fairness and respect.
- To value youth development as the most important aspect of 4-H.
- To be accepting of the diversity of youth, regardless of race, religion, cultural background, age or sex.
- To contact the County Extension Office with any ideas, questions or concerns that need to be addressed.
- To provide the County Extension Office with a summary of the achievements of your 4-H club/ Mentoring experience once a year.
- To inform County Extension Office of any training or materials that are needed.
- To inform County Extension Office of the special events, field trips and activities you are involved with in 4-H.
- To work with your county office in enrolling new volunteers interested in working with your group.
- To always have a Registered Volunteer Leader in attendance at your club meetings.
- To notify your County Extension Office of any changes in your status as indicated on the application form (e.g. change in contact information, your volunteer role or decide to terminate your volunteer involvement.).
- Attend at least one volunteer leader educational opportunity each year.
- Each year to invite at least one child who needs positive youth development in his/her life to participate in 4-H.
- Honor your volunteer commitment; strive to fulfill the role you have accepted.
- Keep any records required and turn them in on time; distribute materials and support the overall 4-H program.
- Provide a safe environment; not harm people in any way.
- Not use tobacco, alcohol, or illegal substances while working with or being responsible for youth, and not allow youth to do so while under your supervision.
- Operate machinery, vehicles and other equipment in a safe and responsible manner.
- To immediately notify your County Extension Office of any lawsuit against you resulting from a volunteer act.
- To notify your County Extension Office of any injury to yourself or youth that occurred during 4-H activities.



# POSITION DESCRIPTION



**TITLE: 4-H ADULT VOLUNTEER**

## PURPOSE

A 4-H Volunteer provides leadership and guidance for a group of youth and serves as a contact person between the county Extension staff and club member. A 4-H Volunteer may choose to teach interested youth in a specific subject area or teach a variety of topics. You may also utilize other qualified instructors for topics of interest to youth.

## DUTIES AND RESPONSIBILITIES

1. Complete the application, enrollment forms and screening/training process through the County Extension Office.
2. Obtain all necessary adult volunteer training, and participate in at least one leader development opportunity each calendar year.
3. Enroll a 4-H club with the County Extension Office, or participate in an existing group or mentoring role.
4. Follow 4-H guidelines, policies and procedures.
5. Hold or participate in meetings at regular intervals as appropriate for your group.
6. Encourage 4-H parents and youth to participate in 4-H activities.
7. Inform 4-H parents and participants about upcoming activities and events relating to 4-H.
8. Provide a positive learning environment for 4-H members and volunteers.
9. Encourage and provide opportunities for 4-H'ers to:
  - present a demonstration or speech
  - participate in community service, county field days, field trips, workshops, camps and contests
  - exhibit in the county fair
  - complete a portfolio
10. Identify interests of youth and help them select appropriate projects and goals.
11. Lead the program through completion of goals or project.
12. Assist in obtaining assistant leaders and club members as appropriate.

## TIME REQUIRED

Depending on the type of 4-H Volunteer, time required will vary. The 4-H year is October – September. Some volunteers for camps and events will spend 2-10 hours to complete their obligations for the year. The average Community Club Leader may spend 1-2 hours per week with 4-H club meeting and preparation. Each project area involves at least 6-8 hours to complete. Mentoring is long term, covering an academic school year or longer whether in a club setting, afterschool or other community based program. Check with your County Extension Agent to clarify hours expected of your position.

## QUALIFICATIONS

- Enjoys working with youth in an informal setting.
- Relates and communicates well with youth and adults.
- Desires to teach participants in a “learn by doing” atmosphere.
- Knowledge or willingness to develop project skills.
- Ethical behavior – Do the right thing.
- Organizational skills.
- Enthusiasm.
- Patience.
- Willing to provide or help find answers for youth and parents.

## TRAINING

- Orientation
- Volunteer Training
- Leadership Development/Project specific Workshops



## EVALUATION/SUPPORT

- Yearly self-evaluation and update.
- Extension staff may periodically attend meetings.
- Directly responsible to County Extension 4-H Agent.

## BENEFITS

- Training in youth development, leadership development, and specific project areas.
- Satisfaction of making a positive contribution to youth and the community.
- Personal development of project, leadership, teaching, and organizational skills.
- Opportunity to receive recognition for your time and efforts.
- Resources available from County Extension Office.
- Access to a variety of opportunities to network with others who share similar interests.

## OTHER

**Meeting Place:** You may meet in your home, or obtain permission from necessary sources to meet in other places. (e.g., schools, auditoriums, city property, etc.)



# VOLUNTEERS . . . THE HEART OF 4-H

## 4-H Volunteers

work with and support youth in their development of leadership, citizenship, and life skills enabling them to reach their fullest potential and lead productive lives in a safe environment.

## The Mission of 4-H

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

## Why Volunteer?

- 4-H is FUN!
- Discover new capabilities and skills of yourself while helping others succeed.
- See direct results of your efforts.
- Share in the accomplishments of youth as they learn new skills.
- You can involve the whole family in volunteering with 4-H.
- Be a part of making positive things happen in the lives of young people and the community.

## 4-H Ethics Statement

I will be worthy of trust, honor and confidence.

I will respect all people, including myself.

I will be responsible, accountable and self disciplined (in pursuit of excellence.)

I will be just, fair and open.

I will be caring in my relationships with others.

I will be a contributing and law abiding citizen.

I understand that **all** my choices and decisions affect others.



## Equal Opportunity

Utah State University Extension is an affirmative action/equal employment opportunity employer and educational organization. We offer our programs to persons regardless of age, color, national origin, sex, religion, age or disability.



Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jack M. Payne, Vice-President and Director, Cooperative Extension Service, Utah State University, Logan, Utah, 84322-4900.

# REMEMBER ...

No previous experience is necessary, just the desire to have fun and learn together as a club.

## 4-H ... AS EASY AS

<p style="text-align: center;"><b>1</b></p> <p style="text-align: center;"><b>BRING TOGETHER</b></p> <p>a group of young people with similar interests and an adult leader to guide the club. Teens are encouraged to become leaders.</p> <p>No previous experience is necessary, just the desire to have fun and learn together as a club.</p> 	<p style="text-align: center;"><b>2</b></p> <p style="text-align: center;"><b>CHOOSE A PROJECT</b></p> <p>of interest to your group. There are over 100 projects to choose from, or create your own.</p>  <p>Contact the 4-H office if you need project ideas. Decide on a name for your club. Choose a day and time to meet that fits the needs of the group.</p>	<p style="text-align: center;"><b>3</b></p> <p style="text-align: center;"><b>ENROLL A GROUP</b></p> <p>at your Utah State University County Extension Office by completing an enrollment sheet, paying fees, and picking up club project materials.</p> 	<p style="text-align: center;"><b>4</b></p> <p style="text-align: center;"><b>MEET &amp; LEARN</b></p> <p>together to complete selected projects. Enter members' finished projects in the County Fair. Learning will be enhanced by including community service projects. Explore other 4-H events, activities and trips.</p> <p style="text-align: center;"><b>Remember, 4-H takes you as far as you want to go.</b></p>
---	--	---	---



"Utah State University Extension is an affirmative action/equal opportunity employer."