



LEE COUNTY 4-H VOLUNTEER LEADER TRAINING



THANK YOU FOR YOUR SERVICE

Job Description: Coordinate the efforts of other leaders, parents and 4-H'ers to plan, conduct and evaluate 4-H club meetings, project groups and activities. Coordinator may want to find adults who would share this role rather than one person.



WHAT IS EXTENSION?

- North Carolina Cooperative Extension is a collaborative effort between the state's land-grant universities—North Carolina State University (NC State) and North Carolina A&T State University (NC A&T)—and county and tribal governments to bring research-based knowledge to citizens in communities throughout the state. The respective university Extension organizations—NC A&T's Cooperative Extension Program and NC State's Cooperative Extension Service—have partnered to serve the state since 1914.



YOUTH DEVELOPMENT

- Nationally recognized as an effective youth development organization
- Has a strong local, county, state and national infrastructure
- Provides outreach opportunities that support communities
- Provides research-based curriculum
- Staff are youth development professionals trained in adult education and youth programming and are accessible resources
- Has a record of successful partnerships with other youth-serving organizations including youth programs within the military

The Essential Elements of 4-H

Belonging

A positive relationship with a
caring adult

An inclusive environment

A safe environment

Mastery

Engagement in learning

Learn new skills

Independence

Opportunity to see oneself as
an active participant in the
future

Opportunity for self-
determination

Generosity

Opportunity to value and
practice service for others





4-H Colors

- **Green** represents nature's most common color and is emblematic of youth, life and growth.
- White symbolizes purity.














4-H Emblem

- Is the four-leaf clover.
- The four H's stand for Head, Heart, Hands and Health. The 4-H name and emblem are protected under federal statute Title 18, U.S. Code 707.
- The 4-H Name and Emblem is intended to represent the ideals of the program with its focus on serving educational needs and interests of 4-H youth.
- Permission for use of the name and emblem can be given by the 4-H Agent.
- Charters ensure that clubs/groups are functioning according to the rules and regulations of NC 4-H.
- <https://nifa.usda.gov/sites/default/files/resource/Professionals-Handbook-2017.pdf>



4-H is the correct way to write 4-H. Not 4H.

Graphic Use Examples

Description	Appropriate Use	Inappropriate Use
Use the whole Emblem. The 4-H Emblem should always appear in its entirety—meaning it should always appear as a whole and complete image.		
Do not remove any leaves. The leaves cannot be removed or have another image superimposed over the top of any of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem. This also means you should not “cut off” a leaf by running it off the edge of the paper in print media or other designs.	 	
Do not place text or other images over or on top of the 4-H Emblem. The 4-H Emblem should not appear screened or watermarked under words or graphics. No photo, drawing, symbol, word, or other figure or object may be placed on or obscure the 4-H Emblem.	4-H Kid's Club 	
Keep it upright. The 4-H Emblem should not be rotated or turned on its side. There are some exceptions, such as on fabric where the emblem is scattered randomly across the fabric or in other random designs. Any exceptions must be approved by the authorizing entity.		
Distortion and Proportion. The appearance, shape, and proportion of the 4-H Emblem should never be distorted to fit in an imprint space. Do not make the 4-H Emblem longer, taller, wider, angled, or squarer. Do not alter the shape in any way. The overall size of the 4-H Emblem may be changed, but the proportions must remain intact.		



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 Mission

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



4-H Vision

- A world in which youth and adults learn, grow and work together as catalysts for positive change.



4-H Motto

- To make the best better

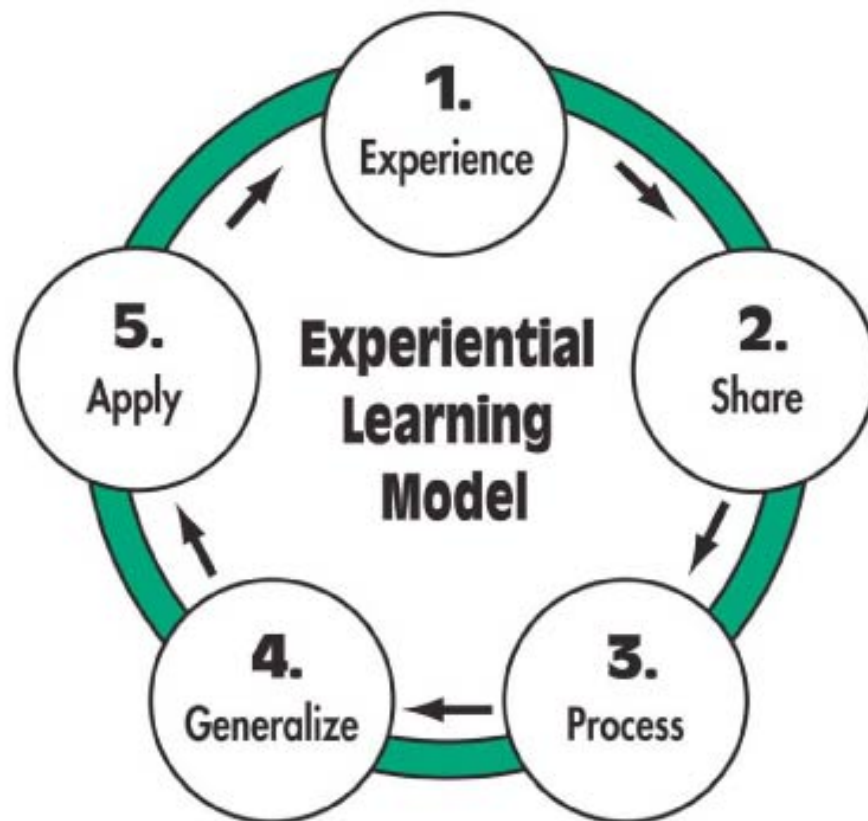




Educational philosophy of 4-H

- Learning by doing. Young people learn best when they are involved in their learning.





Pfeiffer, J.W., & Jones, J.E., "Reference Guide to Handbooks and Annuals"
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Tips for Successful use of the Experiential Learning Model

- Plan activities that relate to the learning goals or life skills.
- Plan for time to reflect on the experience.
- Ask the right questions. Prepare ahead of time as you are thinking through the learning activity.
- Listen carefully to the youth.
- Support each young person's unique learning style.





Tips (cont'd)

- Be aware of the Experiential Learning Model Step in which the group is working and be prepared to move the group to the next step when they are ready.
- Questions discussed in the processing and application steps provide feedback. Evaluation information also can be gathered by observing the group applying what was learned to another situation.





NC 4-H AWARDS PROGRAM



Components

- Presentations
- 4-H Achievement Plan (*County Only*)
- Scholarships
- Honor Club
- Project Records
- NC 4-H Portfolio
- Group Reports/Records
- AIRE – Application Interview Resume Essay



Purpose & Objectives of the Awards Program

- Provide youth an opportunity for rewards & recognition
- Build self confidence
- Inspire creative thinking
- Encourage discovery & development of talents & interests through learning life skill opportunities
- Opportunity to learn through self-assessment & reflection
- Prepare to face adversities that they will encounter
- Recognition helps to motivate some youth



Age Requirements

► 4-H Age

- The North Carolina 4-H Youth Development programs are open to young people aged 5 through 18 (Note: This is through their 18th year; if they are 19 years old on January 1, they cannot compete). 4-H age is determined by a young person's age on January 1 of the 4-H program year which runs (January 1 to December 31). This is consistent with National 4-H competitive guidelines. 4-H participation should involve age-appropriate experiences designed for youth aged 5 to 7 (Cloverbuds) and youth aged 8 through 18.
- Competition is only open to youth who are ages 8 as of Jan. 1 and not have past their 18th birthday on Jan. 1 of the year they are competing. This is for all 4-H Competitions unless National Rules say otherwise.



5-7 Year Old

- Extension Administrative has a no peer-to-peer competition for youth ages 5-7. Best program management practices for youth ages 5-7 do not involve peer-to-peer competition. Peer-to-peer competition is defined as head to head absolute ranking of youths 5-7.
- North Carolina 4-H's stance on competition is based on this policy and the National 4-H Recognition Model.



Age Categories

- Age Categories are listed below unless noted otherwise in specific competitions:
 - 8-10, 11-12, 13-15, 16-18 – Project Records
 - 13-15, 16-18 – Portfolios
 - 8-10, 11-13, 14-18 – Presentation



Membership Requirements

- Club member or Member at Large
- Completed 4HOnline Enrollment Form
 - <https://nc4h.ces.ncsu.edu/4honline/>
 - Media Release
 - Health History
 - 4-H Code of Conduct
- Approval from 4-H Agent/County 4-H Office



Enrollment

- 4HOnline Enrollment Required
- 4-H Program Year
 - The North Carolina 4-H Youth Development Program Year is January 1 - December 31. This is consistent with National 4-H competitive guidelines. All State Competitive Events and Activities operate on the 4-H Program Year.
- All competitive 4-H programs will be judged based on 4-H'ers work from January 1 – December 31.



4-H 2018 Project Records

- 643 4-H'ers participated project records on the district level.
- Total money awarded will be **\$7,450.00** - \$50 per gold winner
- Project Record Judging was held on April 20-22. 46 volunteers participated.



4-H 2018 Portfolios

- 93 4-H'ers participated
- Record of accomplishments for 3 years.
- Total money awarded will be \$4,600.00.
 - 13-15 – G-\$100, S-\$50, B-\$25; 16-18 – G-\$150, S-\$100, B-\$50
- Portfolio judges was held April 23-25. 10 volunteers participated.



4-H 2018 Scholarships

- 92 youth applied
- 821 4-H Scholarships
- 74 Scholarships were given out.
- Scholarships range from \$500 - \$2000
- Total awarded will be \$69,200.00



2018 Presentations

- District Activity Day
 - 764 total participants
- State Presentation Finals
 - 352 total participants



Money, Money, Money

- Estimated \$120,000 in awards money directly to 4-H'ers in 2018



Project Records

- Youth complete a record book outlining their participation in their programs, including establishing goals, creating a plan to achieve their goals, and reporting of activities completed to accomplish goal(s).
- Youth participate in four age levels.
 - 8-10
 - 11-12
 - 13-15
 - 16-18
- 9 Categories
- Competitive year is Jan – December (12 months of work)
- Due to State 4-H Office for District Competition – March 1
- Monetary incentives provided to Gold Winners in each of five North Carolina Cooperative Extension Districts. Awards are contingent upon funding at the time of the award.



Project Records

- Two (2) participants per age division per category
 - Two (2) 8-10 Citizenship & Civic Education
- 4-H'er can submit two (2) total
- A 4-H member can be named a district GOLD winner in a curriculum areas only one time for each age group.
- Postmarked by March 1



4-H Portfolio

- Youth complete a long-term (three years) record book outlining their participation in their programs, including establishing goals, creating a plan to achieve their goals, and reporting of activities completed to accomplish goal(s).
- Youth participate in two age levels.
 - 13-15
 - 16-18
- 22 Categories Currently
- Competitive year is Jan – December (12 months of work)
- Due to State 4-H Office for District & State Competition – March 1
- Monetary incentives provided to State Winners in each age category. Awards are contingent upon funding at the time of the award.



Portfolios

- A 4-H member may submit a Portfolio for district and state competition in no more than two program areas.
- Each county may enter as many Portfolio's as they wish.
- A member may be declared a state Gold winner in only one 4-H Portfolio area per year.
- A member may be declared a GOLD winner in a program areas only one time for each age category.
- Postmarked by March 1



4-H Presentations

- Youth prepare public speaking presentations and demonstrations based on topics related to an area of interest and compete against their peers in one of three age divisions.
- Competition on the County, District, and State Levels allow youth to refine their presentation and public speaking skills.
- District Gold Winners in each of 3 age divisions receive a stipend to attend State Presentation Finals at NC 4-H Congress to compete in the state-level competition.
- State Gold Winners in each age division receive monetary awards.
- Participants also receive medals and certificates to recognize their outstanding efforts.
- Youth participate in 3 age categories: 8-10, 11-13, & 14-18
- 33 Categories
- Awards are contingent upon funding at the time of the award.



Presentations

- Each county may enter two participants per age division per category for District Competition.
- A 4-H'er may only compete in one category per year.
- Once a 4-H'er is named Gold in a category for that age group, they may not compete in that Category same age division again. Example: Gold Winner in 9-10 Bugs and Bees. They can not compete in 9-10 Bugs and Bees until the move age groups but they can compete in 9-10 Science & Technology.



District Activity Day

- Youth compete in 4-H Presentations by District to select District Winners: Gold, Silver & Bronze.
- Gold Winners in all 3 age groups move on to State Finals
- Silver Winners in 11-13 & 14-18 are eligible to compete in State Finals
- District Gold Winners in each of 3 age divisions receive a stipend to attend State Presentation Finals at NC 4-H Congress to compete in the state-level competition.
- Youth participate in 3 age categories: 8-10, 11-13, & 14-18
- 33 Categories
- Hosted within each District but managed by the State 4-H Program

South Central – June 14 – Lincoln County



State Presentation Finals

- Youth compete in 4-H Presentations for State Awards: Gold, Silver & Bronze
- District Gold Winners in all 3 age groups move on to State Finals
- District Silver Winners in 11-13 & 14-18 are eligible to compete in State Finals
- Youth participate in 3 age categories: 8-10, 11-13, & 14-18
- 33 Categories
- Located on NC State's Campus
- July 20, 2019
- Registration Deadline is June 28, 2019



4-H Scholarships

- Senior 4-H'ers in North Carolina compete for academic scholarships annually to further their education.
- Current scholarships are funded through endowments or annual gifts, ranging in amounts based on funding. Awards are contingent upon funding at the time of the award.
- Each scholarship has specific application requirements based upon criteria set by the donor(s). Detailed in Scholarship Handbook.
- Many of these scholarships recognize excellence in 4-H program areas and are specific to degree programs based on knowledge learned through 4-H.
- Requirements: GPA, SAT/ACT, Transcript, Letters of Reference, Application, Resume, Essay
 - **One-half (50%) 4-H accomplishments (Resume)**
 - **One-fourth (25%) Scholastic Achievement (GPA/class rank)**
 - **One-fourth (25%) College Aptitude (SAT or ACT scores)**
- Due Feb. 1, 2019
- Amounts range from: \$500 - \$2000



- NC 4-H Scholarship Application Form
- Official High School Transcript
- Scholastic aptitude test scores (SAT or ACT)
- Letters of recommendation (One Academic, One 4-H achievement)
- Applicant's current resume
- Essay (required for NC 4-H Horse Program scholarships)
- Financial need statement (optional, confidential)



Scholarships

- A 4-H'er may apply for as many scholarships as they are eligible for.
- There is no limit to the number of scholarships a county may submit.
- For renewable scholarship recipients, you must register them online and they must meet the requirements for renewing:
 - LR Harrill, Rudolph Carl Ellis, Ed Gore General Hugh Shelton Leadership, Marshall K. Hill, Jack Parker, and Gary Stott
- Postmarked February 1



NC 4-H Honor Club



<http://www.nc4hhonorclub.org/>



- Membership in this organization shall be a reward for outstanding service to 4-H Club work as symbolized in the objectives of Article II of this Constitution.
- Before becoming a member of this organization, a member shall:
 - have actively engaged in and completed three (3) or more years of 4-H work and
 - shall be at least sixteen (16) years of age and not over twenty (20) years of age on January 1 of the year inducted regardless of marital status
 - shall be eligible for membership if he or she is still active in 4-H work and community activities.

NC 4-H Honor Club

What: $\frac{1}{2}$ of 1% of 4-H'ers inducted annually

Why: Service Organization

Who: 16-20 year olds

How: Application that is point-based

When: Applications due in Raleigh on
February 1

Award: Membership



Membership

- Attend Honor Club Conference
- Sponsored 4-H Events/Activities:
 - Achievement Hall in Leadership Award - presented at Leaders Conference each year
 - Community Service Group Awards Monetary Award
 - Candle lighting Ceremony at 4-H Congress
 - 4-H Congress Officer Elections
 - District Volunteer Leader Awards



Group Records



What are Group Awards

- **Community Service**
 - \$150 first place
 - \$100 second place
 - \$50 third place
- **Electric Group Award**
 - <http://www.nc4h.org/youth/awards.html>
- **Each county may submit one application per area**
- **Postmarked March 1**



4-H ACHIEVEMENT PLAN



- Designed to use on the county level only
- Begin developing life skills on record keeping, planning/organizing, goal setting, teamwork, sharing etc.
- Form
 - <https://lee.ces.ncsu.edu/achieve-forms/>
- One Level per year
- May take more than one year to complete a level
- Age Levels
 - Cloverbud
 - 9-18



Awards

- County Level Only
 - Cloverbud 5-6 Achievement Award
 - Cloverbud 7-8 Achievement Award
 - Green Clover
 - Bronze
 - Silver
 - Gold
 - Achievement Medal – must be purchased by county from National 4-H Supply (The 4-H Mall).



Online Entry

- **A must for everything – 4-H'er will not be considered for competition if not entered online.**
- **Must fill out all the information for each child using THEIR data.**



NC 4-H Calendar on NCSU Google

- You can search for the NC 4-H Calendar in your work google calendar
 - NC4H Portal Public Web Calendar



4-H Club/Member Year Re-Enrollment





4-H Club Year = 4-H Program Year

- January 1 – December 31
- Re-Enrollment needs to be done after Jan. 1 in 4HOnline
- County Deadline is Jan 15th for all paperwork.
- Get your meetings on Rhonda's calendar.



Re-Enrollment Steps

Guidelines for 4-H Club: Chartering/Re-Chartering/Seal

<https://lee.ces.ncsu.edu/lee-county-4-h-club-leader-paperwork-guide/>



Chartering Guidelines

- Chartering is required for new clubs.
- Only clubs who hold a charter can be considered a 4-H club and use the logo and emblem.
- Requirements include:
 - Membership of at least 5 -6 members from 3 different families
 - Trained adult leaders/parents or qualified teen leaders
 - A written program of work has been completed for the first 6 months and has been submitted to the 4-H Office.
 - A Nondiscrimination/ Civil Rights Statement Letter
 - A club is organized with appropriate youth leaders that are either rotated or elected.
 - A club roster is completed and submitted to the 4-H Office.



Before issuing a charter:

- A completed Charter/Seal Application Request Form
- Completed enrollment for each member/updated if renewing
- Name of the club
- Regular meeting time and location
- Written plan of work for club's first six months
- List of officer or rotation plan



4-H Club Charter Seal Renewal Requirements

- Minimum requirements: must re-charter on an annual basis in order to remain a 4-H Club and continue to use the 4-H Logo and Emblem.
- Re-Charter at the Gold Level
 - Regular Meetings
 - List of Club Officers on file with 4-H Office
 - Club completes at least one community service project during the year
 - Enrollment forms have been updated and submitted to 4-H Office
 - Annual Financial report including Audit
 - Club leader attends a minimum of two (2) volunteer trainings during the calendar year - Jan – Dec.



4-H Club Charter Seal Renewal Requirements

- If a club chooses to charter at the Emerald Seal. This is not a requirement but an option.
- Emerald Requirements
 - 50% of club youth will have been engaged in 4-H Life Skill development opportunities such as county/district/state/national activities, projects, presentations, or 4-H Camp
 - Clubs have completed a minimum of at least two (2) community service activities during the club year (Jan – Dec.)
 - Club youth have completed a minimum of one (1) citizenship activity
 - Club leader attends a minimum of two (2) volunteer trainings during the calendar year - Jan – Dec.
 - Club youth have participated in an annual achievement program



Club Members and Members at Large

- 4HOnline Enrollment
 - Media release
 - 4-H Medical Form
 - 4-H Code of Conduct & Disciplinary Procedure



4-H Club Enrollment/Re-Enrollment Forms

- Club Charter/Re-Charter
- 4-H Volunteer Applications in 4HOnline for all current leaders & adults serving as leaders
- 4-H Volunteer Standards of Behavior (adult leaders)
- Member forms: Medical, Updated Enrollment, Code of Conduct, Declaration of Intent to Compete in a County of Non-Residence
- 4-H Club Calendar
- 4-H Club Roster
- Nondiscrimination/Civic Rights Statement Letter
- Declaration of Intent to Compete in a County of Non Residence if applicable



4-H Club Reference Pages

- 4-H Club Basics
 - <https://nc4h.ces.ncsu.edu/4-h-professionals/delivery-systems/north-carolina-4-h-clubs/club-operations/4-h-club-basics/>
- 4-H Club Chartering
 - <https://nc4h.ces.ncsu.edu/4-h-professionals/delivery-systems/north-carolina-4-h-clubs/club-operations/chartering/>
- 4-H Club/Group Finances
 - <https://nc4h.ces.ncsu.edu/4-h-professionals/delivery-systems/north-carolina-4-h-clubs/club-operations/club-finances/>



Financial Forms needed for Re-Chartering



If Clubs handle money

- Financial Forms needed to re-enroll and re-charter are:
 - [Audit Form from Treasurer's Record Book](#) – can and upload electronically using the Google Drive – See instructions under submissions guidelines when it is sent out.
 - Maintain finances with Club Treasurers Guide – (Green Publication – on 4-H Website)
 - Uses 4-H Treasurers guide to record all deposits and expenditures.



If Clubs handle money and/or are part of our 4-H GEN

- Article of Organization NC 4-H Club or Group Form: depending on function of group completed. – Keep in Club/Group file in the county 4-H office.
- 4-H Financial Responsibility Leader Acknowledgement – Keep in Club/Group file the county 4-H office.
-
- North Carolina 4-H Name & Emblem Application – Keep in Club/Group file in the county 4-H office.



- 4-H Group Tax Exempt Authorization – Scan and upload electronically using the Google Drive – See instructions under Submission Guidelines when it has been sent out. Only if under the 4-H GEN.
- Individual Club/Group Document Sheet – Scan and upload electronically using the Google Drive – See instructions under Submission Guidelines when it has been sent out. You will need to input your county and the club or group name in the appropriate places and submit to state 4-H office using the Google Drive.
- Audit Form from Treasurer's Record Book – can and upload electronically using the Google Drive – See instructions under submissions guidelines when it is sent out.



- Maintain finances with Club Treasurers Guide – (Green Publication – on 4-H Website)
- Uses 4-H Treasurers guide to record all deposits and expenditures.
- File annually with IRS: Form 990
- Files each year with IRS using the electronic 990 postcard
- See the document - Applying/Maintaining and EIN



Updates to Club/Groups with Checking Accounts – **Tentative Changes**

- All correspondence for clubs will go to your county 4-H office.
- Use your County 4-H Office mailing address for all club/group checking accounts and IRS.
- Leaders' names will still be on the accounts
- We are creating email address for county 4-H Agent – this is for IRS purposes only for club/groups. They will be directed to the agents and CED's email address.
 - Example: Halifax4-H@ncsu.edu
 - This will be the email address you give to the IRS.



Resource Links

- 4-H Club Main site:
 - <https://nc4h.ces.ncsu.edu/4-h-professionals/delivery-systems/north-carolina-4-h-clubs/>
- 4-H Financial Forms
 - <https://nc4h.ces.ncsu.edu/4-h-professionals/delivery-systems/north-carolina-4-h-clubs/club-operations/club-finances/>
- 4-H Club Treasurers Guide
 - https://nc4h.ces.ncsu.edu/wp-content/uploads/2016/11/2016_NC4H-Treasurers-Record-Book-3.pdf?fwd=no

