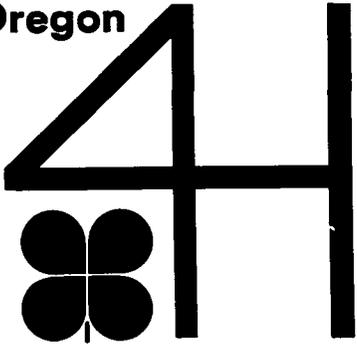


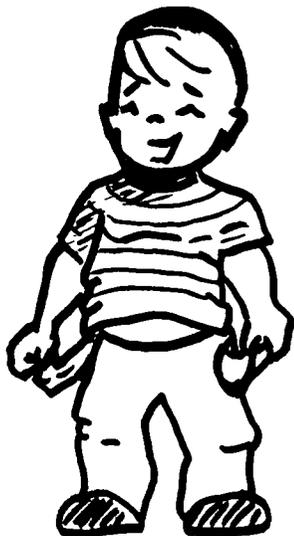
Oregon



Let's Organize a 4-H Club



1 for the money



4-H IS:

- For boys and girls who are nine years old and not nineteen before January 1 of the current 4-H year.
- For all boys and girls, from urban, suburban, and rural communities.
- A volunteer, skills-oriented, community-centered program.
- Public supported. There are no national, state, or county dues or uniforms.
- The youth education program of the Oregon State University Extension Service. Printed materials are provided through County Extension Offices.

2 for the show

4-H'ERS MAY:

- Learn to function in a group.
- Learn new skills.
- Go on tours.
- Participate in community activities.
- Participate in achievement and recognition programs.
- Attend 4-H summer camp.
- Participate in contests and training.
- Compare progress by exhibiting in 4-H classes at fairs.
- Have fun!



3 to get ready

A 4-H CLUB:

Is a group of boys and/or girls (usually 5 or more) of compatible age and interest who meet, do things, go places, and learn together under the direction of an adult or teen leader.

May be organized any time of year. Most clubs are organized in the fall or early spring and continue through the school year or summer. Some projects may be completed in 8 to 12 weeks. Animal clubs usually operate on a year-around basis.

May have only one or a variety of projects. More than 50 different projects with over 100 phases and divisions based on age and ability are available. Additional projects may be developed locally.

May be a small group with one leader or a large group with assistant and junior leaders. It may include all of the 4-H Youth in a community.



NOW:

----- Get 4-H Projects and Materials leaflets and sample project books from your community coordinator or County Extension Office.

----- Hold a meeting with the parents of the prospective members and:

1. Explain what 4-H is.
2. Explain the subject matter to be covered in the project.
3. Discuss equipment needed and probable cost of materials and supplies.
4. Discuss meeting time—dates and time meetings start and end.
5. Discuss meeting place—leader's home and/or rotate in members' homes. Other places such as schools may be available.
6. Discuss responsibility. Transportation to and from meetings should be the responsibility of the parents.
7. Urge parents to show interest in what their children are doing.

4 to go



BEFORE YOUR FIRST MEETING:

Get enrollment forms and sample project materials from your community coordinator or County Extension Office.

Review project materials and select an activity that your members can do at their first meeting. Every member should go home from each meeting with something he has made, done, or learned.

Study the enrollment forms and complete your own so you will be familiar with them.

Arrange for a Junior Leader, if one is available in your community, to help with the first meeting. He can teach the 4-H Pledge, explain the enrollment forms, and help with the election of officers.

YOUR FIRST MEETING:

If your members do not know each other, provide an activity to help them get acquainted.

Open with the Pledge of Allegiance, if you have an American flag.

Introduce 4-H Pledge (page 7) and repeat as a group.

Explain the project(s) and what the members will be doing and learning.

Get ideas from members on what should be included in the club program. Select a program planning committee if you have older members.

Discuss meeting times and places and the importance of regular attendance at each meeting.

Discuss election of officers. Explain the duties of each office and the importance of selecting capable officers. Decide which officers your club will have. Clubs usually have a president, vice-president, secretary, and song or recreation leader and may have a reporter and other officers. Proceed with election or if members are not acquainted the election may be postponed to the second or third meeting.

Select a name for the club.

Explain enrollment forms, then distribute pencils. Have members complete forms. A good technique is to have them exchange and check each other's forms to see that they are correctly filled out.

Assign responsibilities for next meeting—refreshments, games, presentations.

Close meeting with a game or song and refreshments if appropriate.

AFTER YOUR FIRST MEETING:

- Check and complete enrollment forms. Date born and project numbers must be complete and correct.
- Send or take them to County Extension Office with a list of materials needed.

Suggested Outline for a 4-H Club Meeting

Meetings should be flexible. NOT EVERY MEETING HAS TO INCLUDE ALL FIVE PARTS OR THE PARTS IN THIS ORDER!

OPENING: 5 to 10 minutes

This is often helpful to set a mood of relative quiet for the rest of the meeting.

- Pledge of Allegiance and 4-H Pledge
- Song (optional)
- Roll call

BUSINESS SESSION: 5 to 10 minutes

NOT NECESSARY AT EVERY MEETING. Have a business session only when you have some definite business to discuss.

- Minutes of last meeting (if any)
- Committee reports (if any)
- Unfinished business (if any)
- New business
- Adjournment

PROJECT WORK: 20 minutes to one hour

This is the real heart of the 4-H meeting! Project work may include any of the following:

- 4-H demonstrations (show and tell presentations).
- Guest speakers.
- Judging or identification sessions.
- Tours.
- Community service activities.
- Visual aid material (film, slides, etc.).
- Supervised work on project.

RECREATION: 10 to 15 minutes

Through recreation at club meetings, boys and girls can learn to create their own fun, to cooperate, to give and to follow directions, and to understand themselves and others better. Some leaders have a time for recreation while they are waiting for all the members to arrive. Others prefer having this at the end. It's up to you!

- May be simple action games to use excess energy.
- Remember, games can teach information or skills.

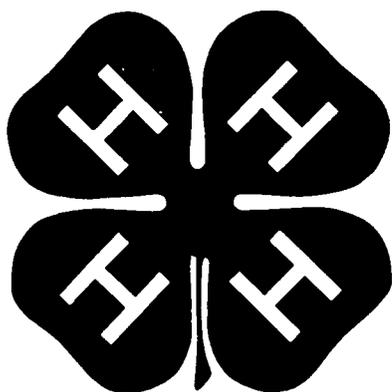
REFRESHMENTS:

Once again, it's up to you. If your meeting is right after school, you may want to start with a snack. A Saturday morning meeting might end with refreshments. Some meetings may not even need refreshments. Refreshments should not always be provided by the leader. Use this as an assignment to teach responsibility.

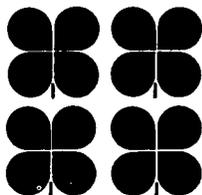
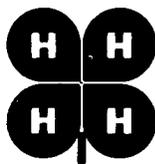
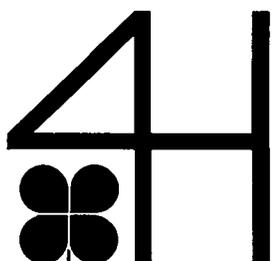
HELPFUL HINTS FOR A SUCCESSFUL CLUB

- Club meetings should usually last no more than two hours.
- A club should hold meetings frequently enough to assure continued member interest.
- Plan for enough meetings to cover the project material. For most projects, this will mean at least 10 meetings.
- Any assembly, held in the name of 4-H, is considered a meeting. (This might be a picnic, skating party, tour or training event.)
- Schedule all meetings for the year in advance and see that all members receive the schedule.
- Never cancel or postpone a meeting unless *absolutely* necessary, and then only after notifying all members.
- You need not have a business session at each meeting—you may wish to alternate with a work meeting.
- Project work sessions should be short enough to hold the member's interest. A member's "sitting still time" is usually about twice his age. For example, a nine-year-old can usually sit still for about 18 minutes.
- Develop a plan of work and follow it. It helps!
- Involve each member (every member should appear on the program at least twice during the year).
- Encourage members' demonstrations by scheduling them in advance for each meeting.
- Plan and execute a community service project each year.
- Involve parents by requiring their attendance at the first meeting and assigning duties to assist in the conduct of the club throughout the year. (Transportation, refreshments, meeting host, etc.)
- Use your imagination—project books are guides only. Try something new, get outside help and have FUN!
- Encourage each member to advance at his own speed rather than trying to keep all members together. This will help prevent boredom and discouragement of the 4-H'ers.
- Hand out only one piece of printed material at a meeting and be sure to take your members through it, explaining its use and content.





Some Modern 4-H Symbols



The 4-H Emblem

A green four-leaf clover with a white letter "H" on each leaflet, for the development of HEAD, HEART, HANDS, AND HEALTH.

The 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, and my country.

In repeating the pledge, a member raises his right hand to the side of his head when speaking line 1; lowers hand to heart when speaking line 2; extends hands, palms upward, when speaking line 3; and stands at attention when speaking lines 4 and 5.

The 4-H Motto

To Make the Best Better

The 4-H Colors

Green and White

The 4-H Creed

I believe in Boys' and Girls' 4-H club work for the opportunity it gives me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to THINK, PLAN AND REASON.

I believe in the training of my HEART for the nobleness it will give me to be KIND, SYMPATHETIC, and TRUE.

I believe in the training of my HANDS for the ability it will give me to be HELPFUL, SKILLFUL, and USEFUL.

I believe in the training of my HEALTH for the strength it will give me to ENJOY LIFE, RESIST DISEASE, and WORK EFFICIENTLY.

I believe in my country, my state, my community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.



Welcome to the 4-H Family!

As a 4-H leader, you join 6,500 other Oregon adult volunteer leaders in a program serving more than 50,000 young men and women.

This booklet was designed to answer some of your questions and help you organize your first 4-H Club. It has suggestions for your first meeting and some hints for a successful club.

An experienced junior leader can help you a great deal and you can help the junior leader develop leadership skills. Check with your community coordinator or county Extension office to see if one is available in your community.

4-H welcomes all youth regardless of race, color, creed, religion, national origin, financial situation, or where they live. If there are other youth in your community whom you feel could gain from participation in your club, please search them out and invite them to join. It can be an enlightening and rewarding experience for the members of your club to include, make welcome, and help youth from other groups.

If you need assistance at any time, please contact your community coordinator or county Extension office.



OREGON STATE UNIVERSITY

**EXTENSION
SERVICE**

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