



Community 4-H Club
Leaders Handbook

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Tribute to Leaders

Somewhere between the sternness of a parent and the comradeship of a pal is that mysterious creature we call a 4-H leader.

These leaders come in all shapes and sizes, and may be male or female. But they all have one thing in common—a glorious twinkle in their eyes!

The 4-H leaders are found everywhere—at judging contests, junior fairs, square dances, and talent shows. They always are preparing for, sitting through, participating in, or recuperating from a meeting of some kind.

They are tireless consumers of muffins, expert at taking knots out of thread, peerless coaches, and spend hours on the telephone.

A 4-H leader is many things—an artist making a float for the Fourth of July, a doctor prescribing for an underfed calf, a counselor at camp, a lawyer filling out reports, and a shoulder to cry on when that dress just won't fit.

Nobody else is so early to rise and so late to get home at night. Nobody else has so much fun with so many boys and girls.

We sometimes forget them, but we can't do without them. They receive no salary, but we never can repay them.

They are angels in aprons, saints in straw hats. Their only reward is the love of the kids and the respect of the community. But when they look around them at the skills they've taught, and the youth they've built, there's an inner voice from somewhere that says, "Well done."

—Bonnie Hill, Colorado

For You, the Community 4-H Leader

This is your handbook. It is written to you, for you and about your job. You will find the answers to many of your questions. It's your finger tip reference to help you provide leadership for your 4-H Club.

You are to be congratulated on being selected as one of the two leaders of your community 4-H Club. Several people from your community including parents, boys and girls, and also the Extension agents feel that you are a person who can help give the leadership and guidance needed for the development of boys and girls through 4-H.

Because of your experience, good common judgment, and your interest in young people, we feel that you can do the job. Other than the Extension agents, who will provide you with guidance and training, there is the 4-H Sponsoring Committee, 4-H Project Leaders, 4-H Junior Leaders, 4-H parents and other interested people who will work with you and lend support. So you see, you are a part of a team, working with the boys and girls of your community.

4-H Club Work

Four-H is a voluntary educational organization designed to meet the needs and interests of boys and girls, 9 to 19 years of age. Four-H club work is the youth part of the program of the Agricultural Extension Service of North Carolina State University working cooperatively with the U. S. Department of Agriculture and the counties.

Four-H club work in North Carolina is conducted

through clubs organized on a community or neighborhood level. Membership may be rural or urban or a combination of both. It may be composed of both boys and girls or it may be only boys or only girls—depending on the situation. The club member enrolls in a project(s), attends the club meetings and participates in 4-H activities such as camps, achievement days, tours, demonstrations and exhibits.

Objectives of 4-H

The purpose of 4-H is to provide boys and girls with opportunities to react with certain subject matter which will help them develop into useful citizens. Four-H emphasizes learning by doing. The term "4-H" refers to head, heart, hands and health. Around these four words, symbolized in the emblem, revolve the educational objectives of the 4-H program:

Health

- To help cultivate good health habits and intelligent use of leisure time that will lead members to satisfying and rewarding lives.

Heart

- To aid in the development of wholesome character and personality qualities, good citizenship, high ideals, and a sense of responsibility;
- To arouse worthy ambitions and a desire to continue to learn.

Hands

- To teach useful skills in agriculture, homemaking, crafts, mechanics, and vocational trades;
- To provide opportunities to learn by doing through 4-H projects and demonstrations.

Head

- To teach the value of applying the latest scientific knowledge to agriculture, home economics, and related projects;
- To provide young people with an intelligent understanding of natural phenomena in their environment;
- To help young people develop the thinking and reasoning habits they need to become capable individuals and useful members of society.

4-H Organization

4-H Club work is a part of the national program of the land-grant colleges and the Cooperative Extension Service. The U. S. Department of Agriculture, North Carolina State University and the 100

counties of North Carolina cooperate in this program. County Extension agents direct the program locally.

How 4-H Club Work Is Organized:

4-H CLUB MEMBERS
COMMUNITY 4-H CLUBS
CLUB OFFICERS
SPECIAL INTEREST GROUPS

COMMUNITY 4-H CLUB LEADERS
4-H PROJECT LEADERS
4-H JUNIOR LEADERS
4-H SPONSORING COMMITTEES

COUNTY EXTENSION OFFICE
AGRI. & HOME ECONOMICS AGENTS
ASSOCIATE & ASSISTANT AGENTS

NORTH CAROLINA STATE UNIVERSITY
DEAN, SCHOOL OF AGRICULTURE
DIRECTOR OF EXTENSION
ADMINISTRATIVE AND SUPERVISORY STAFF
4-H STAFF
SUBJECT MATTER SPECIALISTS

U. S. DEPARTMENT OF AGRICULTURE
COOPERATIVE EXTENSION WORK
IN AGRICULTURE AND HOME ECONOMICS
ADMINISTRATOR OF EXTENSION SERVICE
DIRECTOR OF 4-H AND YMW PROGRAMS
AND ASSOCIATES

I Community 4-H Clubs

Officers

President
Vice-President
Secretary-Treasurer
Reporter
Committees

Membership

All club members

II County 4-H Members' Council

Officers

President
Vice-President
Secretary-Treasurer
Reporter
Committees

Membership

Varies among counties. Your agents can tell you how membership is determined in your county

Executive Board Membership

Includes: President, Vice-President, Secretary-Treasurer, Reporter

Community 4-H Club

Ideally, the size of the club would vary from five to twenty members. This size group is most appropriate and manageable for meetings in homes, community buildings, or other neighborhood facilities. The geographic area from which members come should be relatively small for the convenience of members and leaders in attending the meetings and guiding members' 4-H work.

Each community 4-H Club elects its own officers. The 4-H Club president, aided by his community 4-H Club leaders, appoints various committees to assist with educational programs and the operation of the club. Officers serve from January 1 through December 31. It is recommended that officer positions be rotated each year, i.e., a boy officer one year should be followed in the same office next year by a girl.

The community 4-H Club will be represented on the county 4-H council. The council has the responsibility of helping to plan and direct the total county 4-H program.

Each boy and girl in the club is enrolled in one or more 4-H projects and is to keep a record on what he or she does in conducting the project. You can help the club member select the project best suited for him.

Most project work is carried on an individual basis with assistance from parents, older club members, project leaders and resource people. However, a club should also conduct several community service type projects during the year. This tends to make 4-H a doing club and is valuable public relations.

Each club has 4-H project leaders. These leaders meet and work with club members several times during the year in the project area in which the members are enrolled. For example: Several girls in

III District Organization

Officers

President
Vice-President
Secretary-Treasurer
Reporter
Committees

Membership

All club members in district

IV State 4-H Members' Council

Officers

President
Vice-President
Secretary-Treasurer
Reporter
Committees

Membership

County 4-H Members' Council Officers of each county

Executive Board Membership

Includes: President, Vice-President, Secretary-Treasurer, Reporter of each Extension district and officers of State 4-H Council

clothing would have a clothing project leader; several boys and girls in electric would have an electric leader. So a club may have several different project leaders who usually meet at a time other than the monthly club meeting.

The monthly 4-H Club meeting is the heart of 4-H work and is intended to give boys and girls many learning experiences they are not likely to get elsewhere. Members receive valuable experiences through:

- Belonging to an organized group.
- Serving as officers and on committees.
- Conducting business.
- Planning the club's yearly program.
- Participating in demonstrations, discussions and speaking before groups.
- Working together on club and group projects.
- Having fun, fellowship and recreation together.

Special Interest Groups

Although group experience through a community 4-H Club is the most desirable, there may be the need in some areas, especially urban and suburban, to provide for 4-H group experience through special interest groups. Members of such groups would study one subject matter area or project for a given length of time. Length of time would be determined by members and the special interest leader. Members of such groups may or may not be 4-H members.

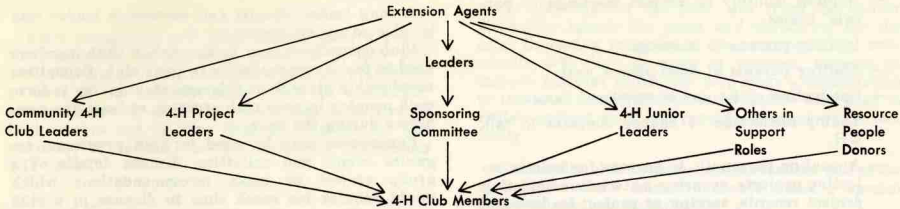
Leaders of these groups would be identified, selected and secured through the 4-H sponsoring committee just as you and other leaders were secured. For a fuller explanation see your Extension agent.

Leadership in the 4-H Club

4-H Leadership Team for Community Clubs

The following diagram shows the team of people in a given community working together for boys and girls through 4-H. Each of these leadership groups has specific responsibilities.

4-H LEADERSHIP TEAM IN YOUR COMMUNITY & COUNTY



The success of the 4-H Club depends largely on how you help involve the 4-H sponsoring committee,

4-H project leaders, 4-H junior leaders, parents and other resource people.

What a Community 4-H Leader Does

Your three major responsibilities are to guide the operation of your 4-H Club, to serve as contact person with the Extension agent, and to keep informed. As you perform your duties you will use information from the North Carolina Agricultural Extension Service obtained from your county Extension agents.

More specifically, you have the responsibility to:

- See that monthly 4-H Club meetings are successful
 - Train and counsel club officers and committees so they are aware of their responsibilities—guiding, but not dictating.
 - Help plan a yearly 4-H Club program for monthly and special activities.
- Assist with and encourage participation in local, county, district and state 4-H events and activities.
- Enroll 4-H Club members.
 - Assist older club members in recruiting new members.
 - Assist club members in maintaining enrollment list.
- Counsel with members on 4-H project selection.
- Distribute record books and manuals to 4-H members.
- Assist and encourage club members to keep records.
- Involve the 4-H sponsoring committee, 4-H project leaders, 4-H junior leaders and other resource people.
- Keep the Extension agents informed and request their assistance in informing you.

4-H Sponsoring Committee

This group of three or more persons is concerned with the promotion of 4-H Club work in the com-

munity. They help you identify, select, secure and replace community 4-H Club leaders, 4-H project leaders and resource people. You should seek the 4-H sponsoring committee's help in solving problems of the 4-H Club, for example, lack of attendance, need for parent support, transportation to 4-H activities and general club problems. (See, "4-H Sponsoring Committee in North Carolina Community 4-H Clubs," 4-H L-1-11.)

4-H Project Leader

The 4-H project leader works with 4-H Club members enrolled in a specific project. Your club membership may have several project leaders. The number of leaders will be based on the number of different projects in which your members are enrolled. You will provide each project leader with a list of club members enrolled in the 4-H projects he will supervise. Work closely with the project leaders to summarize yearly accomplishments of the members.

4-H Junior Leaders

One of the purposes of 4-H is to develop leadership abilities in young people. One of the best ways to do this is to let older members serve as junior leaders in worthwhile roles. A boy or girl should be 14 years of age and currently enrolled in or have had experience in the 4-H Junior Leadership project. It is important that you involve older members in leadership responsibilities, but be certain they understand what role they will play. (Use "4-H Junior Leadership Project Manual III," 4-H M-1-6, and "4-H Junior Leadership Project Record Book," 4-H R-1-5.)

4-H Parents

Good 4-H clubs need favorable parent attitude and interest and active parent cooperation. Boys and girls gain the most from 4-H Club work when their parents take an active part. Work closely with the 4-H sponsoring committee and 4-H project leaders to gain parent interest.

Activities which inform and interest parents are:

- Holding monthly or project meetings in parents' homes.
- Inviting parents to meetings.
- Visiting parents at least once a year.
- Conducting club tours to members' homes.
- Taking advantage of chance contacts to talk 4-H.
- Appealing personally to parents for help in selecting projects, securing materials, completing project records, serving as project leaders and resource people.
- Acquainting parents with versatility and wide scope of 4-H.
- Giving recognition and appreciation to parents.

Other Resource People

Most adults want to do things for young people. There are many people in your community and county who can help you with your ideas and advice. They will assist with your 4-H Club programs, provide materials for 4-H work, and assist with special 4-H activities, events and projects. Some of these people are teachers; librarians; industry representatives; professional workers in such areas as health, forestry and wildlife; retired people; and former 4-H'ers.

County Extension Agents

Extension agents are administrators of the total county 4-H program. They also train and service leaders to carry out their respective leadership roles. The agent through you and other leaders attempts to make 4-H available to a greater number of boys and girls.

Located in your county seat, the Extension agents can help you in these ways:

- Conduct leader training meetings for new and experienced leaders.
- Provide 4-H member records, 4-H manuals, 4-H leader guides and other materials.
- Assist with special requests.

Keep in constant touch with the agents through reports of monthly meetings held, providing enrollment list, requesting record books and manuals, and submitting completed project records.

Seek the advice of the agents through correspondence, telephone or office visits.

4-H Club Officers

The success of the club depends largely upon the leadership of the officers selected by the club members. The officers are:

- President
- Vice-President
- Secretary-Treasurer
- Reporter

A song leader, pianist and recreation leader may be elected or appointed.

Club committees may be appointed. Club members need to feel a responsibility to their club. Committee membership gives them this opportunity. Try to have each member in your club serve on at least one committee during the year.

Committees may be used to plan programs, organize events and activities, discuss details of a group project or make recommendations which might require too much time to discuss in a club meeting. The number of committees will vary depending on your club membership and program.

Committees often used in 4-H Clubs include:

- Standing committees, e.g. program.
- Special committees, e.g. club picnic.

Officers and committees can do a better job when their responsibilities are understood.

Some publications available through the county Extension office are:

- "North Carolina 4-H Club Officer's Guide," 4-H 0-1-3
- "4-H Secretary-Treasurer's Book," 4-H 0-1-2

The 4-H Club Meeting

Regular community 4-H Club meetings of the entire club membership are held once or more each month as part of the yearly program of work. The meeting place, date, and hour are arranged by club members and leaders with approval of parents. Well-planned monthly meetings beginning and ending on time make your club a lively and interesting organization. Four-H Club meetings consist of four main parts:

Opening

Business

Educational Program, approximately 30 minutes.

The educational program is an important part of the club meeting. Various methods may be used to present information to club members. Club members or resource people could make the presentation. Choose a topic interesting to all members. Educational program ideas are demonstrations, project talks, panel discussions, judging, illustrated lectures, tours, workshops, exhibits, guest speakers, and quizzes.

Recreation and Refreshments

Community 4-H Club's Plan for the Year

Each community 4-H Club should make a yearly plan of work for the club. Included in this plan would be the program features which the club plans to have at the 4-H meetings, plans for community service projects and 4-H events and activities. A book is provided by your Extension agents for this purpose: "Program Planning Guide for Community 4-H Clubs."

Value of Planning

A well-balanced program provides a solid foundation for success in 4-H Club work. If people have a part in planning they are more inclined to participate. The planning process offers an opportunity for the club to set objectives for the year in line with over-all county Extension objectives and allows club members, leaders, parents and others to participate in democratic action.

Procedure for Planning

The yearly 4-H plan is developed in the fall of the year by the 4-H Club members, 4-H leaders, parents

and one or more members of the sponsoring committee. The planned program should run from January 1 to December 31 of each year.

Before you as a 4-H Club leader attempt the program planning for the year, get from the county Extension agents the goals and objectives for the total Extension program of the county. As the community 4-H Club program is planned, attempt to include features which will help make a contribution to the total county Extension program. Also plan to review project work and records of members periodically.

Community club leaders, project leaders and sponsoring committee members should make a special effort to use resource people.

At the completion of the program planning meeting, Form C in the "Program Planning Guide for Community 4-H Clubs," should be detached and submitted to the Extension agents. This will allow the Extension agents to know what help will be needed. Your Extension agents may be of help in locating resource people and materials for your 4-H work.

The success or failure of your club will depend largely upon how well you have involved your club members, parents and other leaders in planning the program for the year and in how you use them in carrying out the program. Below is an example of one monthly program.

Example of Monthly Program

Our January Meeting

Date: January 14

Place: Home of David Snider

Hour: 7:30 p.m.

What to do

Opening: Pledge of Allegiance

4-H Pledge

Song: America the Beautiful

Devotional

Roll Call

Business: Old — none

New — Discuss plans for a 3 minute radio program over Station WKY

Educational Program: Citizenship—Know Your County Government

Who to do

May Spencer

Joe Long

Jane Gibson (song leader)

Jack Booker

Members answer with projects selected

Sue Gibbs (club reporter)

Mr. Ralph Green, County Commissioner

Recreation: Hot Handkerchief

Find The Leader

Give

Refreshments: Hot Chocolate, Cookies

Recreation Committee

Bill Goodson, In Charge

Mrs. Joe Snider (David's mother)

Community Service Project: Erect 4-H signs at community boundaries on Saturday, January 21

All club members and leaders.
George Low, club president,
in charge.

Projects: Importance and Selection

A 4-H project is a planned piece of educational work in some subject-matter area such as agriculture, home economics, resource development, communication, science and recreation. Projects form the basis for a variety of practical educational opportunities in real life situations.

Projects help the member understand the "why" as well as the "what" and "how" of using the best known information in the best known way. Carrying out a project and related activities will help a member:

- Develop mature citizenship and leadership abilities.
- Develop a deeper appreciation for ownership and management of property and for keeping records.
- Learn to assume and carry out responsibilities.
- Become better equipped for making wise decisions.
- Increase his concern for sharing what has been learned with others.
- Discover a possible life career.
- Increase knowledge, develop skills, acquire desirable attitudes and establish values.

In assisting 4-H members to choose projects, you should help each member make a choice according to:

- Member's needs and interests. Each member should compare what different projects can offer him with what he wants.
- Member's home situation. As far as practical the project should fit into goals, resources and program of the family.
- Member's maturity and ability to do requirements. Younger members may start with one or two simple projects which grow in number and complexity as members grow older and more experienced.
- Major projects he may already be carrying.

After the project(s) is chosen and planned, you should help the member put his project into action. Where a 4-H project leader is available, the member and the project leader should be introduced to each other.

For a listing and explanation of projects offered refer to, "Project Selection Guide for 4-H Club Members in North Carolina," 4-H 0-1-13, and "4-H Project Selection Sheet," 4-H 0-1-12.

Members may wish to plan and conduct a self-determined project. In the self-determined project the member decides upon the subject matter area to study, makes his plans, determines the methods to be used, the requirements to be reached, and the expected lessons to be learned.

Educational Events and Activities

Many 4-H events and activities are conducted on a local, county, district, state, and national level. Their purposes are to:

- Provide opportunity for 4-H members to have satisfaction of achievement.
- Recognize 4-H members' achievements.
- Motivate club members to improve their work.
- Publicize the values of 4-H.
- Train club members in sportsmanship.

Local: Community 4-H Club Achievement Program

A community 4-H Club achievement program is suggested to give recognition to club members for outstanding work at the end of the club year. Club members, parents, project leaders, sponsoring committees, outstanding community citizens and non-club members should be invited.

4-H Church Sunday

Spiritual development of the individual is essential to a full, well-rounded life. It is important for the club member to recognize that the church plays a large part in this development. Therefore, it seems appropriate that 4-H members set aside one Sunday during the year as 4-H Sunday. Your club or several clubs might join together and conduct a church service one Sunday in May.

National 4-H Club Week Observance

One week in late September is designated as National 4-H Club Week, a special time to salute the 4-H organization. Throughout the week young people are encouraged to join or form 4-H Clubs, public spirited adults are urged to volunteer as leaders, achievements of 4-H members are publicized and contributions by friends and donors are recognized. Your club will want to observe the week.

Other

Other activities which will be of interest to your members are demonstrations, dress revues, tractor operator contests, judging teams, Share the Fun and sheep shearing. These are activities which can be of great value to the individual members and your club.

County

County demonstration day provides an opportunity for your 4-H members to present a demonstration on their favorite subject. The booklet, "North Carolina Awards Handbook for Projects, Demonstrations, Scholarships, and Activities," 4-H 0-1-10, contains the regulations. Other helpful information is included in the publications, "Your 4-H Demonstrations," 4-H 0-1-7, and "Judging 4-H Demonstrations," 4-H 0-1-1.

Some other county 4-H events and activities are: county achievement day, 4-H camp, Share the Fun talent program, Dress Revue and dairy and livestock judging teams.

District

Club members who have been selected as county demonstration champions participate at District Demonstration Day. District winners then compete for state championship at State 4-H Club Week the last of July.

State

State 4-H Club Week—an educational event held on the campus of North Carolina State University for the most representative 4-H boy and girl in each community 4-H Club. Delegates must be 13 years of age or older.

State 4-H Wildlife Conservation Camp. This event honors county champions in the wildlife project.

State 4-H Forestry Camp. The most outstanding boy in the forestry project is awarded a trip to forestry camp.

State 4-H Electric Congress. This event recognizes and honors the county and territorial winners and the state winner in the electric project.

State 4-H Honor Club Conference. This is an annual event for Honor Club members.

National and International

Outstanding club members in North Carolina are selected to represent the state at four major national events: National 4-H Conference and National 4-H Citizenship Short Course held at the National 4-H Center in Washington, D. C.; National 4-H Club Congress in Chicago; and American Youth Foundation Camp (Danforth) at Stony Lake, Michigan.

Young men and women who are 20-30 years of age may apply for the International Farm Youth Exchange Program. Those selected represent the United States in another country for a period of 4 to 6 months.

Additional information on all the events is available from Extension agents.

Record Keeping

Values of Record Keeping

Record-keeping can be rewarding and meaningful parts of 4-H experiences.

A 4-H record is a measuring stick; its facts and figures keep the member, parents and leaders informed of work accomplished. Keeping accurate and complete records is important in the development of a 4-H member. Records help members plan projects from year to year. Recording work done and keeping an account of projects give members excellent training that will be helpful later in business and home enterprises. These also help them keep project goals and requirements in mind.

Project Records

At the 4-H Club meetings you will want to encourage members to study their project manuals and records carefully and to record their work as it is done. You may wish to check records periodically to see that members are keeping them up-to-date. Junior leaders can give valuable help with project records. Project leaders working with members of your club will also help with record keeping.

Project records will be due on the date specified by your county Extension agents. Your Extension agents may request a report on projects completed by members of your club at the end of the year. They will supply you with a form similar to the example on this page.

Long-Time Records

In addition to yearly project records, some members will wish to work on a 4-H long-time record. You can assist members with this record too. The long-time record gives a clear, concise picture of the member's achievements for all his years in 4-H Club work.

You may secure from your Extension agents copies of Form I, "4-H Record Form and Suggestions for Keeping and Assembling a 4-H Notebook." This form should be kept by members annually as it will be of great value when the member begins his long-time record. When members are ready to begin a long-time record secure Form II, "Suggested Guide for Assembling A Long-Time Record" and National 4-H Report Forms from your Extension agents.

Long-time records are due in the early spring each year. Agents will let you know when they are due in the county office. For rules, regulations and awards refer to, "North Carolina Awards Handbook for Projects, Demonstrations, Scholarships and Activities," 4-H 0-1-10.

A Record Workshop

A good way to teach long-time record keeping is through workshops. Workshops offer members an opportunity to learn by making and doing. Here again junior leaders are valuable assistance; be sure to call on them. Complete instructions on how to set up and conduct a workshop may be found in, "The 4-H Project Leader's Guide," Appendix I, p. 23.

North Carolina Community 4-H Club Completion Report

County _____ Name of Club _____

Community 4-H Leaders _____

Number of members enrolled in club _____

Number of members completing projects _____

Total number of projects completed _____

All club members in this club are listed below with their projects.

Name	Project Kind	Years in Project	What was made, produced or improved. List number of garments, quarts canned, number of animals, etc.
Example:			
Jane Smith	Clothing	3	5 garments made, or improved 5 remodeled Blue ribbon in dress revue
	Child Care	1	Taught songs and read stories to 8 children
John Brown	Electric	2	3 articles made 8 items repaired
	Photography	1	36 snapshots

Recognition and Awards

Everyone likes to get recognition for work well done. Recognition is a tool that 4-H leaders can use to help each club member have a satisfying experience in club work. However, if recognition is to mean real satisfaction, it should come as a result of sincere effort on the part of club members. It should be in proportion to the quality of the achievement. There are many ways of giving recognition. Some of them are: pat on the back; telephone calls; letters; publicity; pins; certificates; scholarships; ribbons; medals; trips; leadership responsibilities; opportunity to help plan; and appearance on special programs.

Day-by-day recognition of all club members is important to the development of each boy and girl. Be careful not to over-emphasize recognition and awards lest they, rather than club work, club activities, helping the club and sharing experiences, become the focal point of the 4-H member.

As a 4-H leader, you will want to help 4-H members go beyond certain awards to greater service.

Some ways of doing this are:

- Give a member a part in planning so his ideas and experiences may be used.
- See that the member is used on programs.
- Provide opportunities for the member to assist other 4-H members.
- In a personal visit, discuss the member's life career and point out opportunities available.

To be educational, a recognition and awards programs must:

- Provide possibilities of success for all participants.
- Have standards within reach of the members or they may feel they have failed.
- Have rules of procedure that are fair and understandable.
- Be judged on a fair and impartial basis.
- Have standards high enough to challenge participants to put forth effort.

Member Recognition

Various recognition programs are available to North Carolina 4-H members, provided by friends of 4-H. Many of these programs have local, county, district, state, and national awards. The "North Carolina Awards Handbook for Projects, Demonstrations, Scholarships and Activities," 4-H 0-1-10, and the "National 4-H Award Handbook for Local Leaders," provide specific information concerning these awards.

Certificates of achievement are available annually to all 4-H members who satisfactorily complete 4-H projects. These certificates are available from your Extension agent. For leaders wishing to present

special local awards in addition to those discussed above, the "National 4-H Supply Service Catalog," lists many inexpensive items which could be used for recognizing club members for their accomplishments.

Leader Recognition

In appreciation for the valuable service given by adult 4-H leaders, recognition through certificates, pins, and trips is provided leaders for their contribution toward the development of 4-H boys and girls.

Understanding Boys and Girls

Helping boys and girls become useful and desirable citizens is the main objective of 4-H Club work. Four-H Club work is based on the needs and interests of your club members. An understanding of the characteristics of age groups will help you manage a club program adapted to members' needs and interests.

All your members are different. They come from many types of homes and have parents with varying beliefs and values. Even young people with the same parents are different. But you will find that young people of the same age are alike in many ways.

Some characteristics of the 9 to 12 age group are: likes a special pal of own age and sex, enjoys physical skills and collecting things, wants to see and learn to do new activities, feels close to the family, and is very matter of fact about what is right and wrong.

The 15 to 19 year olds (for boys it is usually 16 and up) have "arrived." They are coming to terms with themselves as individuals and have some gen-

eral idea about where they want to go in life. They want to work as groups and make decisions about their activities. This group needs advisors, not leaders. They need challenges in intellectual skills, a chance to question tradition and to dare to be idealistic. Friends of the same and opposite sex are important, and they enjoy group recreation.

The 12 to 15 (or 16) year olds are traveling through "no-man's land" between the two stages described above. There is a greater variation among individuals within this age group and an unevenness in development within each person. A boy may be like the younger members physically and the older ones intellectually. Or, youth will act like an adult one day and a child the next. This transition group needs counselors—leaders who can accept young people's moody spells, ambivalence, and self-searching. The 12 to 15 age group are chiefly interested in themselves.

More information about young people is contained in Appendix A of "The 4-H Project Leader's Guide."

Teaching Methods

As a 4-H Club leader, you are also a teacher of boys and girls. You want them to develop new and useful practices, ideas, skills, habits, interests, attitudes, appreciation of values and understanding.

Learning by doing is the 4-H approach. Club members learn fast if you use and help them use simple methods. As a leader you will give them a chance to:

- Show and tell why.
- Try and practice.
- Show and explain again, if necessary.
- Use simple words, plus models, diagrams, pictures.
- Show how a plan originated.
- Try new ideas.
- Discover for themselves.

- Relate new ideas to general ones known by the members.
- Take it apart to show how it works.
- Point out their experiences.
- Explain technical terms in member's language.
- Do for themselves.

Learning increases as one moves from listening to seeing to doing. In your teaching of young people it is important to keep these facts in mind. Whatever you are teaching, if you can show and have the club member perform some skill relating to the subject being taught, he will learn much faster.

Members also learn differently. Therefore, it is important to use a variety of methods such as illustrated lectures, discussions, judging, tours, workshops, method demonstrations, result demonstrations and visits. Which ones will you use? The ones that will be interesting to the club members, meet their needs, and are suitable to the situation.

Special Training for Leaders

Here are some ways you can gain information for your work as a community 4-H Club leader.

- Attend area, county, and state leader conferences.
- Attend the National 4-H Leader Forum.
- Attend the county 4-H Camp as a counselor.
- Attend county, district, and state 4-H events and activities.
- Read the "National 4-H Club News," manuals, records, books and bulletins relating to 4-H.
- Study books, bulletins and current articles on

such subjects as human behavior, leadership, citizenship and learn how to make practical application of the material as it applies to 4-H Clubs and individual members.

- Exchange ideas with other leaders.
- Visit meetings of nearby clubs.
- Visit other leaders near you.
- Become aware of individual club members' abilities. Encourage members to become 4-H junior leaders.

As already indicated, 4-H record books and manuals for 4-H Club members, organizational materials for 4-H Clubs and leader publications are distributed by the county Extension office to community club leaders. You then distribute them to your club members for their use as needed. Most of this literature is furnished free by the North Carolina Agricultural Extension Service; however, it is costly to produce, so use literature wisely. In all cases where suitable keep bulletins for future use.

Four-H Club project materials are written on three levels so as to best meet the needs and skill levels of boys and girls. The three levels are for these age groups: 9-12, 12-14, and 14-19 years of age. (The ages are approximate and will vary from member to member.)

Some manuals and records are combined under one cover; in other cases manuals and records are separate. And while most project materials are written on three levels a few are not. These few may consist of projects to be taken in sequence; or one project book may cover all skill levels.

In addition to members' materials, project leaders' guides are provided in most subject-matter areas.

To help identify 4-H publications quickly, the following color code is used:

Color of Publication	Primary Use of Publication
Green	4-H organization and administration information
Ivory	4-H leader's guides
Blue	4-H Club members' manuals or records for skill level of age 9-12 (designated I)
Yellow	4-H Club members' manuals or records for skill level of age 12-14 (designated II)
Gray	4-H Club members' manuals or records for skill level of age 14-19 (designated III)
Buff	4-H Club members' manuals or records for any skill level or age

Understanding 4-H Club Work

The following publications in addition to this Handbook you are reading will help you to better understand the other people with whom you will be working in 4-H:

"This is 4-H," 4-H F-1-9

"You—A 4-H Parent"

"The 4-H Project Leader's Guide"

"4-H Sponsoring Committee" 4-H L-1-11

"The National 4-H Club News" (a monthly magazine obtainable by subscription from the National 4-H Service Committee, Inc., 59 E. Van Buren St., Chicago, Illinois 60605)

Literature and Aids

4-H Organizational Materials

Booklets and forms for selecting projects, enrolling in 4-H Club work, club officers' use and planning the yearly program are:

"Project Selection Guide for 4-H Club Members in North Carolina," 4-H O-1-13

"4-H Project Selection Sheet," 4-H O-1-12

"Enrollment Form for 4-H Membership and 4-H Permanent Record" (Card)

"North Carolina 4-H Club Officers' Guide," 4-H O-1-3

"Secretary-Treasurer's Book," 4-H O-1-2

"Program Planning Guide for Community 4-H Clubs"

"Recreation for Community 4-H Clubs"

"Card for Reporting the 4-H Meeting"

Guiding Club Members

These publications are used to help club members as individuals and as groups to keep records, present demonstrations, understand awards and scholarships, and to assist junior leaders:

"Junior Leadership Project Record III," 4-H R-1-5

"Junior Leadership Project Guide III," 4-H R-1-6

"North Carolina 4-H Awards Handbook," 4-H O-1-10

"4-H Record Form and Suggestions for Keeping and Assembling A 4-H Notebook," Form I

"Suggested Guide for Assembling A Long-Time Record," Form II

"Guide for Completing National Report Form"

"Your 4-H Demonstrations," 4-H O-1-7

"Judging 4-H Demonstrations," 4-H O-1-1

Visual Aids

Movies and slide sets with scripts may be obtained by the county Extension agents from the Visual Aids Section, Department of Agricultural Information, North Carolina State University, Raleigh 27607, on such subjects as:

"Opportunities in 4-H"

"State 4-H Club Week"

"Assembling 4-H Records"

"4-H Camp"

"National 4-H Club Congress"

4-H Supplies

The National 4-H Supply Service, 59 East Van Buren Street, Chicago, Illinois 60605, provides catalogs available through your county Extension office from which various supplies, such as 4-H record book covers, flag sets, party favors, jackets, jewelry and ribbons may be purchased.

"Songs for North Carolina 4-H Members," may be ordered by Extension agents from State 4-H Club Office, State College Station, Raleigh 27607, for 10 cents each.

Statement of Policy

To guide the operation and administration of a program as big and varied as 4-H, certain rules and regulations are necessary. The following statements of policies and rules have been developed out of experience in conducting 4-H Club work in North Carolina. They should be considered as accepted ways of doing things and observed as closely as possible by agents, leaders and club members.

Membership Eligibility

The official age limits for 4-H membership in North Carolina are 9 through 19. Every boy and girl in the state becomes eligible for membership immediately following his 9th birthday. A club member may not compete for 4-H awards if he is 19 years of age after January 1 of the current year.

4-H Club Year

The 4-H year begins on January 1 and ends on December 31 each year.

Enrollment of New Members

While a special effort should be made to enroll new members at the beginning of each 4-H Club year, recruitment should go on throughout the year. New members should be taken in and allowed to participate in club work and activities any time during the year.

Number of Projects To Carry

There is no limit in the number of projects a 4-H Club member may carry. He should be encouraged to take only as many projects as he can complete well. Every 4-H member is encouraged to carry the health project and at least one other 4-H project.

Relationships with Other Organizations

Four-H Club work is supported in part from public funds and is therefore open to all boys and girls in the community who wish to join even though they belong to other youth organizations. However, members of 4-H clubs who participate in other youth organizations should carry different projects in each of the organizations. It is not in the best interest of the development of the individual to receive credit in 4-H club work for project work done as a member of another organization.

Beginning and Completion of Projects

Four-H Club members should be permitted to begin new projects any time during the year.

Club members should be encouraged to complete projects as rapidly as possible and as time will permit. Do not insist that the project work be spread out over a year if it can be completed just as well by a concentrated effort during a shorter period of time.

Minimum project requirements are listed under each project. These represent the least amount of work to be done to complete the project. Encourage members to do additional work as they grow in experience, develop greater skill and gain confidence in themselves.

Eligibility To Participate in Special Programs

There are special eligibility requirements for 4-H Club members to participate in certain award programs, activities and events. There is sound reasoning behind each of the requirements. Eligibility requirements are listed in "North Carolina Awards Handbook for Projects, Demonstrations, Scholarships and Activities," 4-H O-1-10.

4-H Members Who Marry

When a 4-H Club member marries he or she is no longer eligible for membership. This does not have to mean the end of their association with 4-H, however. They should be encouraged to assume one of the many leadership roles available in the program.

Participation Beyond High School

Club members may continue to participate and qualify for 4-H awards following high school graduation provided they meet the maximum age requirement—must not have passed their 19th birthday as of January 1 of that year.

Use of 4-H Name and Emblem

The Secretary of Agriculture has the final authority in authorizing the use of the 4-H name and emblem. State and local organizations must operate within this authorization.

A general rule to follow in determining the proper use of these symbols of 4-H Club work is:

All uses of the 4-H Club name and emblem shall be consistent with the educational purposes, character-building objectives and dignity of the 4-H Club organization.

Particular care must be observed in money-raising activities where promotion of the sales of commercial articles is dependent upon the use of the 4-H name or emblem. You should consult your Extension agent if you have any questions regarding the use of the 4-H name and emblem.

Insurance Coverage

When 4-H Club members take a trip as a group or participate in any official 4-H activity or event you may obtain low cost sickness and accident insurance for them. The cost is approximately five cents per day of coverage for each member. Your local Extension agent can help you obtain this coverage through the State 4-H Club Office.

4-H Uniform

There are recognized 4-H uniforms for both boys and girls and adult leaders. You should encourage the wearing of the uniform at community club meetings and all official 4-H events and activities.

The uniform for boys and men consists of a white shirt with a 4-H emblem on the pocket, green pants and green tie.

The uniform for girls and women is the 4-H dress of green and white striped cotton corvorn. A 4-H emblem is worn on the dress six inches from the shoulder seam. Your local Extension agent can give you information concerning where the dress may be obtained ready made or where you may purchase patterns and material to make the dress.

Charters and Seals for Community 4-H Clubs

National 4-H Club charters and seals are presented in recognition of proper club organization and planning of yearly programs.

A club may make application to the county Extension office for a charter when it has:

- Five or more members enrolled
- One or more community 4-H Club leaders
- Elected club officers
- Submitted a written program of work for the year to the county Extension office

Each year the club meets the above requirements, application should be made for a gold seal to be attached to the charter.

The charter and seal application form may be obtained from the county Extension office.

4-H CLUB CHARTER

Presented by

UNITED STATES DEPARTMENT OF AGRICULTURE
and STATE COLLEGES OF AGRICULTURE cooperating

Date _____

To _____

in recognition of its organization as a STANDARD 4-H CLUB and its agreement to meet the requirements outlined by the Extension Service.

This Club is authorized to use the 4-H name and emblem for educational purposes within the community where its members live.

Secretary, U. S. Department of Agriculture

State Director of Extension

Administrator, Federal Extension Service

State 4-H Club Leader

National 4-H Service Committee

The National 4-H Service Committee, a voluntary nonprofit corporation, gives support and cooperation to Extension in furthering 4-H work through:

- Awards, educational materials, and events by enlisting the support of business and civic organizations throughout the country.
- Making available 4-H supplies. Among these are trophy and medal awards; flags and banners; clothing and jewelry items; recreational and party items; and pins, chevrons and other symbols of membership. A catalog is available in the county Extension office.
- "National 4-H News," a national magazine devoted exclusively to the 4-H program. It is an excellent source of 4-H information. It is published primarily as an aid to 4-H adult and junior leaders. Yearly subscriptions may be made.

Address any correspondence to The National 4-H

Service Committee, Inc., 59 East Van Buren St., Chicago, Illinois 60605.

National 4-H Foundation

The National 4-H Foundation is headquartered at the National 4-H Center, 7100 Connecticut Avenue, Washington, D. C. 20015. It gives support and cooperation to Extension in furthering 4-H work through:

- Citizenship and leadership opportunities, i.e., the 4-H Citizenship Short Courses and the Interstate 4-H Leader Forums.
- International Farm Youth Exchange program.
- Experimental projects, e.g. bringing more science in 4-H and 4-H in urban areas.
- Graduate level workshop in human development-human relations for Extension personnel.
- The National 4-H Center serving as a classroom in the Nation's Capitol for a wide variety of educational programs such as National 4-H Club Conference.

Symbols

4-H Club Creed

As 4-H Club work grew through the years, symbols which expressed the spirit and ideals of the organization developed. Every club member and leader should be thoroughly familiar with them. The full significance of head, heart, hands, and health is clearly interpreted in the following creed:

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the ability it will give me to be helpful, useful, and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my county, my state, and 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.

4-H Club Motto

The 4-H Club motto, "To make the best better," should be the aim of every 4-H Club member and leader.

4-H Club Pledge

Every member should know and be able to repeat the following 4-H Club Pledge:

"I Pledge My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,
for my club, my community, and my country."

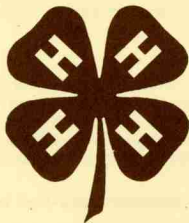
The 4-H Club pledge is used in every club meeting. In repeating the pledge, members raise their right hands to the sides of their heads when speaking line 1; lower right hands over left breast when speaking line 2; extend hands, palms upward, when speaking line 3; and stand at attention when speaking line 4.

This pledge was adopted officially by the state club leaders at a conference in Washington, D. C., June 17, 1927.

4-H Colors

The white symbolizes purity. The green, nature's most common color, is emblematic of life, springtime, and youth.

4-H Emblem



The 4-H emblem is a four-leaf clover with the letter "H" placed parallel to the midrib of each leaf. The H's stand for Head, Heart, Hands, and Health. The four-leaf clover signifies good luck and achievement. The emblem is protected by copyright held by the United States Department of Agriculture (see section "North Carolina 4-H Policy Statements").

Club Songs

Some club songs are:

*4-H Club Pledge

*A Ploughing Song—National 4-H Club song for boys.

*Dreaming—National 4-H song for girls.

*4-H Friendship Song.
Grace Song

*A song of the Open Country

The Pride of the Land—4-H Club march

A Place in the Sun—4-H song by Fred Waring.

* Found in "Songs of North Carolina 4-H Members".

Measuring 4-H Club Success

Raising the social and economic level of the entire community resulting from 4-H Club work is of fundamental importance. The response of the members to the program is an indication of success. "Yes" answers to the following should indicate club success:

Plans and Procedures Which Encourage Success	YES	NO
Was the program designed for different age levels, 9-12, 12-14, 14-19?	_____	_____
Were members given opportunities to plan and make decisions?	_____	_____
Was a special effort made to involve parents?	_____	_____
Were 4-H Junior Leaders used effectively in the program?	_____	_____
Were opportunities to take part divided among many club members?	_____	_____
Were the requirements flexible enough for individual needs and interests?	_____	_____
Results	YES	NO
Did all eligible members re-enroll for the coming year?	_____	_____
Did the members complete their work?	_____	_____
Did the membership of the club increase?	_____	_____
Did the members attend most club meetings, county meetings and events?	_____	_____
Do members tend to increase the variety and size of the projects they carry?	_____	_____
Way in Which Members Take Part in 4-H Activities	YES	NO
Do members enjoy the meetings of the Club?	_____	_____
Do the members accept responsibilities?	_____	_____
Do the members enjoy working and playing together?	_____	_____
Is there enthusiasm for club work?	_____	_____
Can the group take disappointment and still go on to do better?	_____	_____
Is each member accepted by the other members of the group?	_____	_____
Will the members go ahead with club responsibilities and let the leader be a counselor?	_____	_____



Prepared by State 4-H Staff

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