

Steps in Starting a 4-H Club

To organize a 4-H Club you need:

1. Boys and/or girls who are interested in learning by doing. Age requirements:
 - Standard 4-H: Grades 3-12 .
 - Cloverbud 4-H: Grades K-2 . This is a special 4-H introductory program for children who are not yet old enough to participate in standard 4-H activities. Special materials are available to teach children how to participate in a group. These children are not allowed to be judged in competitive events or have large animal projects.
2. One or more adult leaders (18 years or older). 4-H members 14 years and older may serve as teen leaders.

Goals for 4-H Members:

1. Enroll in one or more 4-H projects and complete project goals.
2. Keep a record for each 4-H project and submit completed record book to District office in September of each year. Deadline is announced in **4-H News**. **A completed record book is required to receive a 4-H year pin and credit for the year's work.**
3. Give a presentation. Presentations, illustrated talks or speeches may be given in club meetings to share information a 4-H'er is learning. A district Public Presentation Contest is held in the spring for those who want to compete. Other opportunities for competition include the Tanana District Fair. A video tape and pamphlets on how to give presentations are available from the Extension office.
4. Participate in a community service project.

Goals for 4-H Clubs:

1. Organize as a club with elected officers (optional for small groups):
 - Elect a president and learn to participate in democratic meetings through correct parliamentary procedures.
 - Secretary keeps attendance and minutes of club meetings.
 - Treasurer keeps track of date and source of money received and pays all bills. **See 4-H Fund Raising Policy** for additional information. Treasurer's report is due in the Extension Office in October of each year.
 - Activity or recreation chairman may plan a fun activity for each general meeting.
 - Phone chairman to remind members of meetings and/or activities.
2. Plan and conduct a community service project. Have 4-H'ers look around their community to see how they can improve it and/or contribute to the betterment of others.

Steps in organizing a 4-H Club:

1. Complete application: **Alaska 4-H Volunteer Leader Agreement** . Turn in to Extension office.
2. Bring interested boys and girls and their parents together for an informal meeting. Invite a 4-H representative and/or District Extension Agent or program assistant to explain 4-H club work in the Tanana District. It is important for parents to be involved and understand how they can support their child's 4-H projects.
3. Review project materials and decide which projects will be taught. Decide when, where and how often meetings will be held.

Steps in organizing a 4-H Club: *continued*

4. Complete enrollment process:
 - Select a club name.
 - Go through Chartering process
 - Decide on projects each club member will take.
 - Decide who will teach each project.
 - Collect dues.
 - Fill out *4-H Member Enrollment Form* and *4-H Leader Enrollment Form*. Follow directions to complete all information.
 - All **NEW** leaders must complete: *Tanana District Alaska 4-H First Year Leader Application and application process*.

5. Turn in the following to the Extension Office:
 - Completed enrollment forms. Keep copy for club records.
 - Completed leader agreement forms.
 - Enrollment fees:
 - ☛ **Most members** – \$10 (Includes \$1 for accident insurance).
 - ☛ **ATV Safety project members** – \$11 (This project requires \$1 additional insurance.)
 - ☛ **Horse members** - \$13 (This project requires \$1 additional insurance and \$2 to the State Horse Development Committee.)
 - ☛ **Leader accident insurance \$5.00**

 - Order form for project and club materials. Material orders will not be filled until the Extension Office has completed enrollment forms on file. (Exception: record books).
 - Media Releases for all members and leaders.

6. Elect club officers and give out officer handbooks.

7. Give appropriate project and record materials to members.

8. Hold regular 4-H group meetings.

9. Call the 4-H staff or other 4-H leaders as questions arise.

10. Involve parents in helping with project lessons, furnishing materials, refreshments, transportation and other support as needed.

Leaders Training:

All adult leaders and parents are invited to participate in the Tanana District 4-H Leaders Advisory Council. This group helps to develop local policy, plans training sessions, sponsors activities and scholarships. Council meetings are the 2nd Tuesday of every month, except July & August, at 6:30 p.m. All meetings are held in the Extension Conference Room at the Tanana District office unless otherwise noted.

The 4-H Program offers periodic leader training sessions. We urge very strongly for leaders to attend. As of October 2001 these trainings are mandatory for all new leaders. These meetings will help you understand the 4-H program, materials and opportunities available and will give you an opportunity to ask questions, look over materials and meet the 4-H staff and other leaders. Call our office for help or with questions whenever the need arises.

Opportunities:

District, state, regional and national activities — such as trips, camps and conferences offer all 4-H'ers additional learning opportunities. They are announced in the monthly newsletter **4-H News**, which is sent to all 4-H families.

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