

# Guide for New 4-H Club Leaders



**CANADA**  
4-H British Columbia

## **The 4-H Motto**

*“Learn to Do by Doing”*

## **The 4-H 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 Grace**

(Tune of Auld Lang Syne)

*We thank thee, Lord, for blessings great  
on this, our own fair land.  
Teach us to serve thee joyfully,  
with head, heart, health and hand.*



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### **4-H BC Provincial Council**

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# Guide for New 4-H Club Leaders

The following guide has been put together to assist new 4-H Club leaders. The purpose of the guide is to provide a step by step outline of a typical year for a 4-H club in its first and second years. Such an outline is only a guide - programs and activities may vary greatly depending on district, project, and members' and leaders' wishes. Provincial 4-H publications that will assist each month are listed as appropriate. It is hoped that this guide will assist you as a new club leader and help to prepare for events before they occur.

## Month 1: Parent and Member information Meeting (Formation of a new club)

1. 4-H Key Leader or other resource person outlines the basic 4-H programs.  
Handouts of *#107 4-H BC Get Involved brochure*, *#108 Project Selection Guide*
2. Obtain a list of interested parents and members  
*#1925 4-H Parent Handbook*
3. Order basic 4-H supplies *#154A Publications Order Form*
4. Potential leader (s) to commence 4-H Leader Registration process to become 4-H Leaders *#116A 4-H Leader Registration Form*

## Month 2: Organizational Meeting

1. Hand out Membership Application Cards. *#117 Membership Application*
2. Members Decide on Projects.
3. Election of the Club Officers. *4-H Canada Meeting Pack*  
*(available on 4-H BC website)*
4. Members discuss and decide on potential activities and events to do during the year.
5. Leaders, assistant leaders, and parents decide on their responsibilities.
6. Leaders must order project materials (manuals, record books...) as required.  
*#154A Publications Order Form*
7. Hand out project material at the meeting depending on member interest and time away from the start of a project. e.g. Project manuals and/or record books.

### Month 3: Club Meeting

1. Hand out additional project material. e.g. score cards or other project materials
2. Leader outlines project regulations and Achievement Day requirements.
3. Members and leaders set monthly meeting dates, Achievement Day date and any special event dates- this resulting in a printed 4-H Club calendar to be handed out.
4. Leader is to complete enrolment forms by the deadline. *#104A Club Enrolment (Leaders), #104B Club Enrollment (Members), #117 Membership Application, #135 4-H Member/Parent Release Form, #136B Member and Family Code of Conduct*

NOTE: Meetings 1, 2, and 3, may likely be combined to some degree depending on the time of year and other factors.

### Month 4: Club Meeting

1. Hand out 4-H Club calendar (of activities for the year) to all families.
2. Leader, or experienced junior leader, explains use of the project record books.
3. Leader to introduce and promote, on a continuing basis, short impromptu team demonstrations, reports and talks by members at club meetings.  
The leader may wish to suggest short, simple, and informal demonstrations, talks, and reports for young first year members. Object is to get the members involved, and participating at each club meeting. Ask for volunteers and make up a schedule for the following meeting. Encourage each member to get them to participate. See *#1805 Communications Leaders Guide* and hand out *#1806 4-H Communications Manual* depending on the members' interest.
4. Project Instruction: Leader, along with project leader, set up an ongoing program of project instruction using resources and resource people:
  - a. As part of a monthly meeting and/ or
  - b. Additional Project instruction sessions or special activities.

### Month 5: Club Meeting

1. Business meeting as required.  
Project instruction: *#1923 Guide to 4-H Judging*  
Judging practice and instruction: It is suggested to create a session on project judging and how to write reasons in preparation for a May or June district rally. This may take the form of a special field day or a session at a regular meeting.
2. Recreation:  
Work in a little recreation at the meeting, either while waiting for all the members to arrive at the start of a meeting or at the end of the meeting. Have a member be in charge or have members bring in games. See the "recreation" section in the *4-H Leaders Handbook*.

## Month 6: Club Meeting

1. Business meeting as required.
2. Project instruction
3. Outline of the 4-H Awards system *#128 4-H Awards Opportunities*
  - Badges require a 60% score or higher
    - Orator
    - Demonstrator
    - Showmanship, Display, or Revue
    - Judge
    - Husbandry or Project
  - Junior Proficiency Exam (required to become a Senior Member)
    - Exam is made by the project leader based on the *Question Sheets* for each project, etc... (See Publication #154A for each publication number)
    - The Exam is marked by the 4-H leader.
    - See the *4-H Award Opportunities* (Publication #128) for details
    - A 60% mark results in a Junior Proficiency Certificate issued by the District Awards Coordinator
  - Senior Skills Certificates require a 75% score or higher

## Month 7: Club Meeting

1. Business meeting as required.
2. Project instruction.
3. Prepare Members for home inspections (livestock projects) to follow in coming weeks. *Publication #140 A, B, C, D*, or practice and instruction session on Revues or Displays (home arts projects).

## Month 8: Club Meeting

1. Business meeting as required.
2. Project Instruction: Instruction on showmanship, Display, or Revue. E.g. Invite a resource person to give instruction on Showmanship (livestock).
3. Preparation and plans of practice session in preparation for Achievement Day.

### **Month 9: 4-H Achievement Day**

1. Members to attend and exhibit their project at Achievement Day as per project requirements.
2. Members are to hand in their Record Books on Achievement Day or soon after, depending on project.
3. Leader is to complete Achievement report form and list award requirements (badges, etc.) soon after Achievement Day and send to the District Awards Coordinator.  
*#113 4-H Leader Record Book, #154B Awards Order Form, #128 4-H Awards Opportunity Guide*

### **Month 10: Special Activity**

1. No formal business meeting.
2. Recreation of some kind for all members, parents, brothers, and sisters. (Activity as decided by the members earlier in the year.) Examples: Bowling Party, Swimming...

### **Month 11: Family Awards Night**

1. Presentation of club awards, badges, achievement prize money and, recognition of leader, parents, and sponsors.

Approach: It is suggested that the club operate on a "spirit of cooperation" where members participate, and are evaluated, against him/her in relation to what they are individually capable of doing.

2. Leaders may wish to compliment members and outline their personal achievement and contributions to the members and parents at the awards night.
3. Special recognition in the form of trophies, ribbons, and awards may be useful in motivating members. The following categories could have special awards:
  - Best Record Book
  - Best Managed Project
  - Most Cooperative Members
  - Most Improved Members
  - Best Attendance
  - Other Categories as appropriate

Special recognition from members to club sponsors, parents, and leaders should be encouraged.

### **Month 12: Leaders Meeting**

1. No Club Activities
2. Leaders may wish to meet and discuss areas of concern, problems, and what to improve on for next year.