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Welcome

As a 4-H volunteer leader, you have the opportunity to support youth as they Learn To Do By Doing. You are a part of a network of caring volunteers—a member of the 4-H family that exists in every province and in over 70 countries around the world.

This Guide is designed to:

- introduce you to 4-H in Canada
- give you an idea of your role as a 4-H volunteer leader
- share some key steps and tips for starting a 4-H club
- open your eyes to the incredible opportunities available through 4-H!
What do the 4 “Hs” stand for?

The 4 “Hs” have been around for over a hundred years. They represent the values of 4-H and how our members commit themselves to be responsible, caring and contributing young leaders.

We also have a pledge that kicks off each meeting as a reminder of the 4 “Hs” and what they stand for.

### HEAD: managing, thinking, developing critical thinking skills

### HEART: relating, caring, developing friendships

### HANDS: giving, working, volunteering and helping out

### HEALTH: wellbeing, healthy living, taking care of yourself and the planet

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**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.

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**4-H Motto**

Learn To Do By Doing everything in 4-H is hands-on and experiential
4-H in Canada

Established in 1913, 4-H is one of Canada’s longest-running and most respected youth organizations! As a positive youth development organization, we are focused on the goal of helping young Canadians “Learn To Do By Doing” in a safe, inclusive, and fun environment. We believe in nurturing responsible, caring and contributing young leaders who are committed to positively impacting communities across Canada and around the world.

4-H Canada is made up of over 24,000 members and 7,400 volunteers across the country. Our volunteers are actually called leaders—and for good reason. We are an organization built around leadership. By providing 4-H’ers with mentors and role models who lead by example, we give youth the opportunity to be part of meaningful, positive experiences that build confidence, a sense of purpose, skills, responsibility and leadership.
Our history

4-H begins in Missouri, USA

1901

4-H in Canada begins in Roland, Manitoba as the Boys and Girls Club

1913

4-H begins in Canada, and Learn To Do By Doing is established as the 4-H motto

1952

4-H Canada celebrates its 100th anniversary

2013

4-H Canada launches a refreshed logo

2015

4-H Canada is named as a Signature Project for Canada 150

The Global 4-H Network Summit is held in Ottawa, Ontario—hosted by 4-H Canada

2017
4-H volunteer leaders are at the heart of all 4-H programming...

7,400 volunteer leaders across Canada
Experiential education

With a motto of “Learn To Do By Doing”, 4-H Canada truly upholds the practice of experiential education. Experiential education is a learning philosophy that is studied, practiced and valued around the world. It is about creating opportunities for direct experiences and focused reflection in order to increase knowledge, develop skills, clarify values, and develop people’s capacity to contribute to their communities.

Experiential education occurs when 4-H members are:

- Meaningfully engaged and participate fully
- Able to look at their experience critically and reflect on it
- Able to reflect on what was useful or important in what they just experienced
- Encouraged to apply this new information to their lives

As a 4-H volunteer leader you can facilitate experiential education by:

- Thinking about what you want members to achieve from an activity
- Planning activities that allows members to try things out and gain hands-on experience
- Observing members experiences and taking note of what’s working
- Setting aside time for reflection with your members and listening carefully to their comments and thoughts.
- Asking open-ended questions to encourage members to share their perspectives and experiences.
Drawing from experiential education models, here is a three step cycle that can help to guide you in your role as a 4-H volunteer leader:

In practice, this means: Do an activity, Reflect on the activity, Apply the lessons learned from this activity to the next time your club does a similar activity.

**Do:**
- This is an experience you create or an activity you do with your members.
- Involve members in the planning of activities so they are eager to participate.
- Demonstrate the skill or explain the goals of the activity (including any risks and how to avoid them).
- Let the members dive in! Observe their experiences and let them Learn To Do By Doing.

**Reflect:**
- This is the pause after the activity to think about the experience, make connections and identify learning moments.
- Reflection can be individual and private, discussed as a group or done in partners.
- Ask open-ended questions to guide the reflection process.

Quick tip: Closed-ended questions are meant to encourage short, factual, quick answers. Open-ended questions are designed to encourage full, meaningful discussion and answers using a member’s own knowledge, experience and/or feelings.

**Apply:**
- This is an effort to apply new skills and knowledge towards future experiences and real-life situations.
- Ask members, “What about the next time?” to encourage them to identify what is important about what they learned, and how they can apply it in the future.
- Ask members, “How would this work in another situation?” to encourage them to think about how transferrable some of their new skills and knowledge might be.
- Have members practice their new skills and report back. Try experience that builds off of the previous one, and encourage members to share their new skills with family and in the community.
### EXPERIENTIAL EDUCATION

<table>
<thead>
<tr>
<th>Simple Activity</th>
<th>Do</th>
<th>Reflect</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Icebreaker</td>
<td>4-H members create a list of games they would like to do</td>
<td>Did the game achieve its goal? (e.g. Did we learn everyone’s names? Who can name everyone here?)</td>
<td>Try the game again, but make it more challenging (e.g. Can they do it faster? without talking? etc.)</td>
</tr>
<tr>
<td>• Quick game</td>
<td>Encourage members to lead the game</td>
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### Medium Activity

<table>
<thead>
<tr>
<th>Do</th>
<th>Reflect</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challenge the group to complete a task together</td>
<td>Reflect as a group, with a 4-H member as note taker, write down everyone’s contributions</td>
<td>Practice the skill</td>
</tr>
<tr>
<td>Demonstrate the skill and have members try it themselves</td>
<td>Identify the key takeaways (e.g. What was hard? What did we do well? What could we continue work on?)</td>
<td>Brainstorm: how does this apply to something in real life?</td>
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</table>

### Significant Activity

<table>
<thead>
<tr>
<th>Do</th>
<th>Reflect</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate the skill more than once with members helping if they can.</td>
<td>Have members individually write reflections in Record Books</td>
<td>Have 4-H members teach the skill to each other to cement learning</td>
</tr>
<tr>
<td>Have members vote on speaker/trip location</td>
<td>Have them share what they learned with a partner</td>
<td>Celebrate their hard work and share their learning at Achievement Day</td>
</tr>
<tr>
<td></td>
<td>Ask ‘big idea’ questions (e.g. How could you apply this skill outside of 4-H? How did this trip change your understanding?)</td>
<td>Provide written or one-on-one feedback</td>
</tr>
</tbody>
</table>
Tips for experiential education

- Collaborate with other 4-H volunteer leaders
- Tap into your creativity and the creativity of your 4-H members
- Make use of the natural resources around you! Our planet is a 4-H playground. Get outside with your members and explore!
- Utilize available 4-H Canada and experiential education resources to tap into a wealth of knowledge.

See the Resource section at the back of this guide for more information.

“My 4-H leader is involved with many other activities but she always seems to put us first! She truly makes us who we are and we are one big family because of her. She teaches us that not to leave anyone out and include everyone.”

“Our leader brings his passion and enthusiasm to every meeting and opportunity he is a part of. He doesn’t just run a club for the sake of running a club or because it’s easy to do, he looks to the members and asks them what they want to do for a club and he does what he can to make it happen.”
Positive youth development (PYD)

Positive youth development (PYD) is a globally recognized and research-based approach to youth development that considers young people as assets and partners in the community, and not as problems who need solving. PYD does not focus on one single activity or program, but rather is a general approach and philosophy incorporated into all of our 4-H programming in Canada.

**Using the 4-H Canada Positive Youth Development Formula, we 4-H Canada are building responsible, caring and contributing young people who are empowered to be successful through our supportive structure.**

The 4-H Canada Positive Youth Development Formula, is our recipe for building responsible, caring, and contributing young people who are empowered to be successful through our supportive 4-H structures.

At the centre of the 4-H Canada Positive Youth Development Formula is our three essential elements are our **4-H Canada essential elements**. We know we are achieving these core ingredients if we hear members saying statements like:

- “I feel safe, comfortable and able to participate. I am also having fun!”
- “I feel supported and valued by the adults involved.”
- “There are opportunities for me to try things out myself, to learn from my direct experience and to reflect on my actions.”
On the outside of the formula are the **six key assets** that we believe 4-H cultivates and fosters in 4-H members. These are the outcomes we hope to achieve in any 4-H activity or program we develop or implement.

We want 4-H youth to use their head, heart, and hands to make informed decisions about their health, their community and the planet. They develop creative innovative sustainable solutions to the issues they face, and engaging with others to take action and advocate for what they believe in. The 4-H Canada Positive Youth Development Formula – as a whole – allows youth to achieve these goals by equipping them with tools, offering opportunities and support by caring adults. By tapping into their strengths and building assets along the way, 4-H’ers are leading the way to a healthy, prosperous and sustainable future for all.

Unpacking **PYD** into its three main aspects:

**Positive** - This means that we are taking a strengths-based approach that builds on assets, interests and strengths already present in our members. By focusing on the positive, we are developing these positive internal and external factors, we are supporting young people’s ability to achieve their goals and develop to their full potential.

- Foster the existing strengths, abilities, interests and attributes and builds on potential.
- Allow young people to build skills and develop assets in themselves.
- Empower youth to be responsible for their decisions, including saying “no” to negative influences.
- Promote positive influences like family, peers, schools and communities.

**Youth** - Our program is focused on the developmental needs of young people and they are at the centre of everything we do.

**Development** - This means creating opportunities for youth to develop to their full potential. This includes mastering skills, developing confidence, taking on leadership roles, and making healthy, responsible choices and decisions.

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**Can you spot **PYD** in action?**

For 4-H members, PYD often looks something like this:

- Developing new skills and abilities
- Demonstrating leadership and taking ownership
- Thinking about, planning and setting goals for the future
- Expanding social skills and forming positive relationships with peers and adults
- Taking responsibility for actions
- Growing ability to plan ahead and make decisions
Youth-adult partnerships (YAPs)

Youth-adult partnerships (YAPs) are not only a key part of 4-H clubs, they are also considered an important component of positive youth development. They take place when youth and adults plan, learn and work together. A true youth-adult partnership is one in which each group has the opportunity to make suggestions and decisions and in which the contribution of each is recognized and valued.

4-H Canada believes that youth should have a say in the types of programs and initiatives being developed for them. 4-H Canada has built-in structures for youth to be involved in, helping to identify goals and develop programs at a club, provincial and national level.

At the club level, 4-H leaders and members work together in the planning, development, delivery and completion of projects. They work together to plan Achievement Days and other 4-H events in their community.

At the provincial level, youth are often engaged as provincial ambassadors, where they represent their club, community and province at events. They actively contribute their ideas, time and leadership skills, working with provincial staff and board members.

At the national level, youth play a significant role as members of the 4-H Canada Youth Advisory Committee (YAC). YAC is made up of a youth representative from each province and is the national youth voice for 4-H in Canada. YAC members take part in various working groups where they support 4-H Canada staff in the planning and delivery of programs, project resources, in addition to two youth seats on the Board of Directors.

“Our leader is inspirational, fun, a role model and always puts the youth first. These qualities are what make a great 4-H leader and what make our community a better place.”
YOUTH-ADULT PARTNERSHIP
INDIVIDUAL CHECKLIST

<table>
<thead>
<tr>
<th>PERSONAL STATEMENT</th>
<th>WORKING ON IT</th>
<th>MOST OF THE TIME</th>
<th>ALWAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am aware of the current issues facing young people today.</td>
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<tr>
<td>I consider the feelings of young people and adults equally.</td>
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<tr>
<td>I appreciate the similarities and differences among people, and I treat all group members with respect.</td>
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<tr>
<td>I resist the urge to take over and I’m able to hold back and let others take the lead.</td>
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<tr>
<td>I listen carefully to people of all ages. I try not to interrupt.</td>
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<td></td>
</tr>
<tr>
<td>I provide opportunities for youth and adults to reflect and learn together.</td>
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<tr>
<td>I believe in the potential of all youth, and their ability to make a difference in their communities.</td>
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<tr>
<td>I consider all young people to be assets and powerful agents of change.</td>
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<tr>
<td>I speak up when a person puts down or devalues themselves or someone else.</td>
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<tr>
<td>I seek to learn from other people, including youth. I am able to admit when I don’t know the answer.</td>
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<tr>
<td>I expect youth to make their own decisions. I am there as a support if they need it.</td>
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<tr>
<td>I speak up when I feel young people are being disrespected and when their rights are being denied or violated.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>I advocate for improvement of youth-adult partnerships in teams, organizations, and communities.</td>
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Under our four 4-H Canada Leadership Development Pillars, we are delivering impactful programming that is relevant to today’s youth.

- **Community Engagement & Communications**
- **Science & Technology**
- **The Environment & Healthy Living**
- **Sustainable Agriculture & Food Security**
Community Engagement & Communication

Community engagement for 4-H’ers is about being involved in their school, neighborhood, town or city, and making a positive impact by communicating thoughts, ideas and solutions to challenges they see in the world around them. From building their confidence as a public speaker, to volunteering their time at local events, they are able to demonstrate community leadership through 4-H.

This generation of youth — is shaping and redefining how we communicate, from the technology we use, to the words we write, to the way we talk with each other.

4-H Canada believes in the ability of youth to make a meaningful difference both locally and globally, and we work to ensure they have an authentic voice in the conversations that will affect them and their futures. The opportunities are endless for active community involvement and positive change. Through 4-H they can:

- Make a positive impact on the world around them
- Look for ways to lend a hand and to take action
- Speak up for what matters to them and help others to do the same
- Be a role model for the change they want to see in the world
- Connect to their peers in their community, across Canada and around the world
Science & Technology

Science and technology impact our lives in so many ways. As agriculture evolves, and farming practices become more modern and sustainable, we have STEM (science, technology, engineering and math) to thank for these innovations. We believe that learning about the fascinating world of science and technology is important and will help youth make positive choices for their future—choices about their careers, the food we eat and the health of the planet.

Through our science and technology programming, 4-H youth can dive right into hands-on, inquiry-based projects and activities that spark their curiosity by:

- Engaging in the science and technology world
- Exploring ideas and career opportunities related to STEM
- Explaining how systems work and how agriculture and other key industries are benefiting from STEM innovations
- Expanding their minds through experiential, inquiry-based learning
The Environment & Healthy Living

4-H is all about healthy living! Our programs and projects promote the health and well-being of youth, their community and the planet we live on. It’s important for them to be knowledgeable about their own health, what influences healthy living and how to support others in taking care of themselves.

Being aware of the environmental impact of our everyday behavior, routines and habits is a responsibility youth take very seriously. Through experiential and outdoor educational programming, 4-H offers opportunities for them to:

- Be stewards of the environment and develop sustainable solutions
- Take care of themselves and others
- Learn positive ways to stay healthy and active
- Make informed choices about their health and the health of the planet
- Dig in and get their hands dirty!
Sustainable Agriculture & Food Security

4-H Canada has deep roots in rural and agricultural communities, and was founded on the innovation and energy of youth engaged in those communities. 4-H continues to grow awareness of Canada’s agriculture sector, build skills in agricultural practices and showcase opportunities in the industry.

As global citizens, youth are more and more interested in where their food comes from, how it is grown and produced, and how to feed a growing global population sustainably. Through 4-H, youth can explore these issues and more. With youth at the table, we are confident there will be so many creative and innovative solutions for feeding the planet. Through 4-H they can:

- Appreciate and learn about the food we eat and grow
- Explore innovative and sustainable farming practices
- Discover new ways of improving nutrition and food security
- Exchange ideas and solutions locally and globally!
Examples of 4-H projects offered across Canada

Community Engagement & Communications
- Junior Leadership
- Adopt-a-Grandparent
- Judging
- Public Speaking
- Events and Entertaining
- Paintballing
- Street Buskers!
- Babysitting
- Creative Writing

Science & Technology
- Welding
- Small Engines
- Engineering
- Veterinary Science
- Farm Tractor/Machinery
- Rocketry
- Bicycle
- Geocaching
- Astronomy

The Environment & Healthy Living
- Outdoor Living
- Creative Arts
- Leathercraft
- Sewing
- Photography
- Woodworking and Carving
- Cake Decorating
- Bird Watching
- Archery

Sustainable Agriculture & Food Security
- Animal and livestock projects
  - Horse
  - Beef
  - Sheep
  - Goat
  - Rabbit
  - Canine
  - And more!
- Field Crops
- Aquaculture
- Gardening
- Beekeping
- Fishing

Exploring 4-H projects
If your 4-H club wants to learn about what 4-H has to offer, and try out a few different projects or topics, then this is the way to go! Most provinces offer Exploring 4-H as an introduction for new 4-H clubs just getting started. Contact your province 4-H office for more information on what’s involved in Exploring 4-H near you.

*Your province may have a different name for this type of project.

Self-determined projects*
The sky is the limit! If your 4-H members have a great idea or want to learn more about a topic they are really passionate about, this is their chance to choose their own adventure. If they are independent and like to take initiative, 4-H’ers can consider a self-determined project, where they set the pace and make their project come to life!

*Your province may have a different name for this type of project.

Cloverbuds* – 6-8 year olds
Introducing our little ones to 4-H through Cloverbuds is a great way to get them ready to take on bigger projects through 4-H in a few years’ time. Cloverbuds learn team work and responsibility, and have a lot of fun exploring the world of 4-H and the planet they live in.

*Cleaver Kids in Alberta
4-H around the WORLD

There are over 70 countries with 4-H programs globally.
There are almost seven million 4-H’ers in the global 4-H network!

Programming and leaders’ experiences in each country can look very different

**4-H Ghana** – Through its Enterprise Garden Project Model, 4-H leaders provide guidance to youth and community members on good planting and farming practices. Crops include: maize, plantain, cassava, sweet potatoes and more. Hundreds of school and community 4-H Clubs have been established with a focus on enterprise gardens, building life skills and entrepreneurship.

**4-H South Korea** – 4-H is embedded into most of the schools in South Korea, where students learn agricultural skills and make connections in the community. Leaders also support rural and urban youth exchanges where students learn about their local communities and explore other parts of the country.

**4-H Jamaica** – 4-H leaders offer training for clubites and members at production centres across the island, which produce: sugar cane, cocoa, pigs, avocados, goats, vegetables, and more!

**4-H Finland** – 4-H leaders encourage members to be stewards of the environment, gain experience and learn entrepreneurial skills by working with farmers to recycle fertilizer sacks.

To learn more about 4-H around the world, visit 4-h-learns.org
Becoming a 4-H volunteer leader

As you’ve been reading through this guide, we hope that your excitement about becoming a 4-H volunteer leader is building! The next step is to contact your provincial 4-H office for more information about becoming a volunteer leader. They will be able to provide you with all of the support, engagement and province-specific information you’ll need.

Volunteer engagement

- All adults (18 years of age or older) who volunteer with 4-H in Canada must complete a volunteer leader screening process to ensure the safety and well-being of 4-H youth.

- Volunteer leaders may need to complete screening at regular intervals throughout their 4-H volunteer career.

- Each province has a slightly different process, but all provinces uphold the minimum standards, which include a Vulnerable Sector Check and reference checks.

- The minimum age for a volunteer leader is 18-25 years old, depending on the province. If you are not old enough yet, ask about the other ways you can get involved!

- All new volunteer leaders must complete volunteer training, as outlined by your province. At the back of this guide, you will find contact information for each provincial 4-H office.
Club involvement

1. **Joining an existing club:**
   With thousands of clubs across the country, it is likely that there is already a 4-H club in your area. Your provincial 4-H office will be able to help connect you with 4-H clubs in need of more volunteer leaders. We are all busy people with lots of competing priorities in our lives. 4-H clubs often encounter situations and times where a volunteer is needed to replace a previous club leader. Coming into an existing 4-H club is an excellent opportunity for new volunteer leaders to learn from their co-leader and youth members.

2. **Starting your own 4-H club:**
   You may have just heard about 4-H and are interested in starting up a brand new 4-H club in your community. If there is no club in your area, your provincial office will help you create one!

   There are a few things to consider in starting up a new 4-H club:
   - If there is no 4-H club in your area, then this is your opportunity to get a group of interested youth together and brainstorm ideas for themes, activities and projects you would like to take on. Make sure you connect with your provincial 4-H office before setting up a club and selecting a project.
   - 4-H clubs are led by a minimum of two leaders who work together to come up with activities, manage schedules and budgets, and support each other in the running of the club. 4-H members play a key role in club operations as well, and should be involved in the running of their 4-H club. It is best practice to have a partner to work with when volunteering in a youth organization and/or interacting with minors, and some provinces require a minimum number of trained leaders to be present at all club activities. Please see the Co-leading and risk management section for more information.
   - Through your provincial 4-H office, there may be a list of youth interested in joining a 4-H club in your area or who are looking for a 4-H leader to start a new 4-H club. Your province will let you know if this is the case.

   Your provincial 4-H office will have further information specific to your area about the requirements for creating your own 4-H club. Please connect with them to learn more and begin the process.
Purpose: Help 4-H club members grow and reach their full potential by supporting them to be part of meaningful, educational experiences. Encourage members, parents and other volunteers to actively participate in appropriate 4-H opportunities that lead youth to become successful, contributing members of society.

Develop a caring relationship with members
- Become an advisor, guide and mentor.
- Each 4-H member is a unique individual with unique needs. Take time to listen and consider the needs, interests and strengths of each member of your 4-H club.

Create a safe environment for 4-H members
- Help youth feel welcome and safe from physical or emotional harm.
- Encourage participation and welcome the ideas of youth and parents.
- Ensure adequate supervision at all club functions.

Provide opportunities for youth to build skills
- Help youth find resources to explore 4-H projects and activities further.
- Provide meaningful learning opportunities where youth can experience success and develop self-confidence.
- Model failure or frustration as part of the learning process.
- Be fair and consistent in enforcing guidelines and giving feedback.

Create opportunities for youth to value and practice service to others
- Encourage youth to consider the feelings of others.
- Encourage youth to youth mentorship.
- Help youth build connections within their community.
- Allow youth to choose their service projects based on what is important to them and the needs of their community.

Allow youth to make decisions and lead
- Provide opportunities for youth to have decision-making power. This can include:
  - how the club functions and its activities,
  - creating a 4-H club activity calendar,
  - welcoming and orienting new 4-H members,
  - running meetings,
  - developing committees,
  - planning and conducting activities,
You don’t have to be an expert in a project topic to be a leader! By following the project resources, learning along with your members and involving others, there is no limit to the variety of 4-H clubs or projects you can run!
Your role as a 4-H leader

Co-leading

For many 4-H clubs, several adults are involved in the leadership of the group. With clear planning and communication, your 4-H club can enjoy the benefits of shared leadership.

There are a number of benefits to sharing the leadership of a club with more than one adult:

- Helps to ensure the safety and protection of members as the number one priority of any 4-H club.
- Provides a greater sense of comfort by families with children enrolled in 4-H.
- Allows for the sharing of responsibility and workload, and someone to bounce ideas off!
- Provides members with a variety of leaders as role models.
- Ensures continuity if one volunteer is unable to participate in a meeting or activity.

Shared leadership leads to youth-adult partnership!

1. As a club, make a list of all the jobs to be done. Work with your 4-H club members to identify who should take on each task.
2. Encourage 4-H members to take on leadership roles for the tasks they can manage.
3. Ask the parents and other adults involved with the 4-H club what they are interested in and what skills they have.
4. Brainstorm with your club members who else in the community might be able to take on an important task, be a guest speaker, etc.

Mentorship

As a 4-H volunteer leader, you will have the opportunity to mentor your club members, and pass on life skills and knowledge. This mentorship role is something our youth members truly value, with members frequently mentioning the positive and life-changing impact their club leader had on them. In addition to being a mentor, your role as a volunteer leader also includes modelling how to be a good mentor. Being supportive, positive, consistent, providing clear expectations, pushing for improvement, and celebrating successes are all things that members can learn from a mentor and then demonstrate in their own future mentorship roles.
Facilitation tips:

Here are some additional tips to keep in mind as you lead your club activities:

- Let 4-H members know when you plan to start and get their attention first.
- Know your members and speak their language. Use examples related to their experiences.
- Establish a feeling of trust. Members should feel free to make a mistake. Don’t be afraid to make a mistake yourself.
- Be aware of different learning styles of members in your 4-H club.
- Ensure that you make decision collectively with members - not for them.
- Tap into technology. Members will help you! This will appeal to them and keep them engaged as active learners.

Community service activities
At every meeting, 4-H members pledge to use their head, heart, hands and health to serve their club, community and country. Community service activities put this pledge into practice, and help to foster a community connection and sense of responsibility among members. Service is an excellent way for members to develop skills and apply their experience to their club, school, and community.

Most clubs take part in multiple community projects, such as:
- Road or park clean ups
- Bike servicing workshops
- Food drives
- Community dinner
- Tree planting

Some provinces require community service as part of your 4-H club’s activities or even offer service-focused projects.

Achievement Days
After all of the hard work your 4-H members and you have put into their projects, Achievement Days are a way to showcase this success! Each province provides different guidelines for Achievement Days, but they often involve members showcasing their 4-H project, being judged on certain aspects of their project, highlighting key activities and skills they developed and having an opportunity to practice their public speaking skills. In most cases, parents and family members are invited to Achievement Days. In some cases, it becomes a larger community event open to the general public.

Record books
As part of their 4-H project, members will typically be required to keep a record book, where they write down everything they do for their project. This encourages members to organize their thoughts, and record their hard work.

Public Speaking
This is an great part of 4-H that gives our members an amazing skill for life! Working together, 4-H members learn to speak in front of others about a topic they are passionate about. This can be in front of their 4-H club, parents or at a public event, and is a great way to build their confidence and communications skills.
Resolving conflict

We have all experienced conflict in our lives. Healthy conflict can lead to positive changes in personal relationships and organizations. Negative conflict can, however, be very destructive and can sap energy from a group. The most important idea for you to remember in resolving conflict in your 4-H club is to remain neutral and try to uncover the cause of the conflict. When you understand the cause of conflict, you can begin to address how to resolve it.

Conflict is usually caused by misunderstandings, personality clashes, differences in values or goals, unclear responsibilities, lack of resources or change. Some conflicts can be avoided by being pro-active, that is, by discussing potential areas of conflict in an open and honest manner, before the conflict arises. Conflict resolution is not about making people happy. Conflict resolution is about effectively putting an issue to rest, so that it does not keep arising. When we resolve conflict there is no clear “winner” or “loser”.

It takes common sense, patience and practice to effectively help people in conflict. Remember that conflict is normal and cannot be avoided. If constructively managed, it can create growth and development in people and groups.

Giving feedback

- Feedback allows your members to know how they can improve and recognizes their successes.
- Feedback should be constructive, which means it is specific, information-based and offers an understanding of how to improve.
- Feedback doesn’t have to all be positive. Highlight what is going well, note the areas that need improvement, and make sure members understand how to make those improvements to achieve success.
- The ‘Sandwich Model’ is often recommended for feedback: something positive, things to work on, something positive.
- Feedback can be informal or formal, written or verbal. We would encourage you to make use of different types of feedback throughout a project and your time together as a club.
- Providing regular feedback to your 4-H members means they will learn to expect and welcome it. When members are eager to hear how they can improve, you know you have created an environment of support, respect, and growth.
- Be open to receiving feedback yourself! Ask 4-H members to give you feedback so they can practice this skill too! This will also help you identify things to improve upon as a leader and mentor.

To begin to resolve conflicts you will need to:

- Stay calm and try to keep the group calm.
- Clearly define the problem.
- Try to draw out feelings and meanings.
- Stay neutral. Be a mediator.
- Be creative in seeking solutions.
- Propose a joint problem solving approach.
- Help the group look for an active solution where everyone wins.
Club Start-Up

Registering your club

In addition to contacting your provincial 4-H office about becoming a 4-H leader, you can also get information about starting your own 4-H club.

If you have the minimum number of members required to start a 4-H club, then you can begin the registration process.

If you don’t have enough members to start a 4-H club, consider the following:

• Promote the opportunity of joining 4-H in local media
• Host an information night for parents and prospective members to attend
• Look at what is popular or possibly lacking in your area and create a 4-H club with a related theme

Single project or multi-club?

• Some 4-H clubs are based around a single project whereas other clubs involve members doing different projects at the same time. Consider what your members are looking for and what your province allows.

Club guidelines

We recognize that each 4-H club is unique and therefore, will develop their own guidelines and expectations. Clubs may decide on the type and number of projects they wish to have, the maximum number of members, and even the level of competition they are comfortable with. Whatever guidelines your 4-H club comes up with, they should be written down and accessible to everyone.

Some things to keep in mind when developing guidelines:

• Provincial 4-H guidelines provide the minimum standards. Your 4-H club rules should complement these and avoid being too restrictive, or inhibit innovation and creativity.
• Make guidelines you can enforce.
• Look at the big picture – is a particular guideline necessary for the 4-H club to run effectively? Are they realistic and fair? Don’t make rules for the sake of making rules!
• Be aware that specific events may require special guidelines.
• Safety, respect and the best interests of 4-H members is the top priority.
• Involve members in developing agreed upon 4-H club guidelines, put them in writing and give every member a copy.
• Revisit your guidelines regularly. Make any necessary changes and re-distribute them to all members.

What guidelines do you want your 4-H club to respect?

____________________________________________________________________________________________________

____________________________________________________________________________________________________

What guidelines did your 4-H club members come up with?

____________________________________________________________________________________________________

____________________________________________________________________________________________________
By being a part of 4-H, members have the responsibility to attend meetings and actively participate throughout their time in the club.

Each province has different minimum requirements for a member’s involvement, including things like attendance, mandatory activities (e.g. Achievement Day), keeping a complete record book. Your province will share these requirements with you when you set up your 4-H club. Consider how you can encourage and support your members to honour these responsibilities.

List your ideas here:
Money and management

Money
Membership fees
• Every provincial 4-H association charges a different membership fee. Districts/Associations and clubs sometimes will charge an additional nominal fee to help with regional and club programs.
• Check with your 4-H office for more information on membership fees.

Club start-up grants
• Many provinces offer grants to help new clubs get off the ground. Contact your 4-H office for more information on whether your club might be eligible.
• 4-H Canada offers several opportunities for club funding. Some funding programs are meant to be used for special events and themes, while others are for anything your club might need or want! 4-H Canada club funds are available in August.

Fundraising
• Fundraising requires a significant amount of work on the part of the club, but can be a good opportunity to teach members:
  • How to manage money
  • How to plan and carry out a fundraising activity
  • More about one another and their community
  • How to work as a team
  • Responsibility
• That said, don’t fundraise for the sake of fundraising – make sure the club has a plan for the funds that are raised.
• Set up a committee of 4-H members and adults to look after the details of planning and executing fundraising activities or events.
• Some provinces ask clubs to participate in provincial fundraisers. They will let you know if this is the case.

Management
All funds raised in the name of 4-H belong to 4-H—not to an individual or group of individuals. If your 4-H club decides to do fund-raising to support its activities, it’s important to manage it fairly and transparently.

Your 4-H club has the responsibility to:
• Budget the money you have towards 4-H club activities only.
• Discuss and agree to the club budget and spending.
• Follow the financial management guidelines of your province.
• If your 4-H club folds, contact your province to discuss how any money remaining in your bank account should be handled.
• Keep track of 4-H club expenses and report on financial spending each year.

Most provinces have resources and tools for 4-H member treasurers.
What exactly is a 4-H project?
A 4-H project is the topic, theme or area of interest that a 4-H club chooses to focus on. Club activities are planned and programming is built around the project, guided by the project leader.

Do I have to be an expert in the project theme to be the leader?
Not at all. Volunteer leaders are encouraged to Learn To Do By Doing along with their club members. Resources and project curriculum exist for most 4-H projects, designed to guide volunteer leaders through the entire project. Visit 4-H LEARNS and/or your provincial office for more information about accessing project resources.

How long does it take to complete a 4-H project?
That depends. Some projects can be completed in six weeks, while others take a full year or more to complete.

Do some 4-H clubs have more than one project?
Yes. Some clubs are called multi-clubs, which means they do several different projects throughout the year. They may also have many club members who choose to do some but not all projects offered within the club. Smaller clubs tend to focus on one or two projects per year.

Can my club change projects?
Absolutely. If your club members would like to try something new or different, you can lead them through a process to select a new project or ask them for suggestions and put it to a vote. As long as they are involved in determining their club project, they can change as often as they would like.

What is required to complete a 4-H project?
Each province has specific requirements for completion of a project — a list can be found at the back of this Guide. In general, all members must include some form of record keeping or tracking of progress, do public-speaking component and participate in an Achievement Day.

FAQ Checklist

What things should I consider in selecting a project with my club members?
As a 4-H volunteer leader, you and your members will want to consider a few things in your decision-making process:

- 4-H members’ interests - What are your 4-H members passionate about?
- 4-H members’ abilities - A project should teach members something new, encourage the development of new skills increase knowledge.
- Achievable - The project should be challenging, but not out of reach. Make sure to think about what is realistic, what is feasible within the timeframe, the resources and the abilities of the group.
- Resources - Do members or leaders have access to the necessary equipment and resources, such as an animal, land or special tools that may be needed? If not, is it possible to borrow or share these necessary pieces? Money and space required should also be considered.
- Location and time - Can the project be carried out where the members live and in the time that is available?
- Responsibility and commitment - Keep in mind that project requirements specify that the member, not the parent, is responsible for completing the project.
- Family support - Is the member’s family able to support them in this project and encourage their success? This includes transportation to and from meetings, events and activities, and may also include individual preparation or practice time at home.
- Age appropriate - Some 4-H projects have age limits. Check each project to determine the minimum age required. Your provincial office will have more information about this.

If you or your members are interested in doing a 4-H project that isn’t currently offered by your province, but is offered elsewhere in the country, be sure to contact your provincial 4-H office to confirm this is okay before starting. Please go to pg. 23 of this guide for examples of projects.
1 Scheduling meetings

4-H club meetings should follow a schedule that you and your club members agree to at the beginning of your time together.

- What age are the 4-H members in your club? Plan your meeting time and length accordingly.
- If possible, involve parents in the decision so there is commitment from everyone involved (particularly if driving is required).
- Take holidays and school breaks into account.
- Making a schedule and sticking to it respects your time, your members’ time, and will result in more constant turnout to meetings.

2 Meeting formats

Many 4-H club meetings take about 2-3 hours and involve three parts:

Recreation and social time – games, group building, fun and active

- 4-H has a wealth of games and activity resources, so don’t feel as though you need to come up with these on your own!
- This is an important time to meet each other, form friendships, and grow as a 4-H club
- This can be through planned activities or unplanned time for 4-H members to self-direct and form their own connections.

Business – members run the meeting, covering old and new business

- See Parliamentary Procedure Meeting Model on pg. 39.

Education – hands-on learning, practicing skills.

- This is where you’ll focus on learning a skill or doing a project activity. Many activities will be listed in the project resource guides or curriculum you choose. These tools will support you in facilitating the educational portion of the meeting.

Think outside the box!

Consider other 4-H club meeting models, depending on what your club members are looking for, where you are located and what your schedule allows.

For example, some clubs run as:

- 6-8 week modules with longer (half or full day) meetings
- PD Day clubs
- After-school clubs
Sample 2-3 hour club meeting agenda

10 minutes: Welcome members as they arrive
5 minutes: Begin with 4-H pledge (everyone together or take turns leading)
15 minutes: Icebreaker or group building activity - led by leader(s) or members
30-60 minutes: Business Meeting - led by Executive Committee
45-60 minutes: Main skill building/learning activity
15 minutes: Reflection Time
15 minutes: Social or recreation time

Build your own 4-H club meeting agenda

Club Name: ____________________________________________________________

Meeting Date: __________________________________________________________

Meeting Time: _________________________________________________________

Meeting Location: ______________________________________________________
Parliamentary procedure meeting model

What is it?

- This is a way for every member of your club to have a say in how the club is run. It allows your members to develop leadership skills and learn about how to best work in groups where people may have different ideas about what to do. It also allows the club to stay organized and keep track of its goals.

Why is this an important skill for our members to learn? All of the members have a say in how their club is run and should help to make decisions. To allow for every member in the club to have a role and be heard, we use the parliamentary positions and procedures.

- Robert’s Rules is a guide to parliamentary procedure that your club may wish to use.
- Parliamentary Procedure often by forming an Executive Committee made up of club members who are elected by their peers. This allows members to take on a leadership role in your club, gain experience leading meetings, budgeting the club’s funds, taking notes and keeping everything organized!
- Your regional or provincial 4-H office has more resources on parliamentary procedures.

Executive positions

These are the positions your members can run for at the start of the club project or year. Some clubs may choose to rotate positions regularly, so that everyone has the opportunity to experience each role.

President
- Chairs the 4-H club meetings.
- Prepares the agenda for each meeting after consulting with other officers and the club leader.

Vice-president
- Assists the president and performs any duties assigned by the president.

Parliamantarian
- Knows parliamentary procedure and helps members follow it correctly.
- Assists members to effectively run a meeting following an agenda.

Secretary
- Helps the president prepare the agenda and gives notice of meetings.
- Records attendance and keeps a careful record of all meeting minutes, club committees and committee reports.

Treasurer
- Keeps an accurate, up-to-date record of the club finances.

Club reporter
- Shares information about club activities (e.g. social media, newspaper, radio)

Social (optional)
- Helps to plan the social activities of the club
- Typically works with the Treasurer to track the activity budget

Other
- Be creative with your members about other roles they may want to take on!

Committees
- With so many great ideas and activities going on in your club, committees can be an effective way to share responsibilities and develop leadership skills. Committees can run long term (e.g. social committee, Achievement Day committee), or they can run on an ad hoc basis to address shorter term efforts (e.g. a community BBQ, park cleanup day).
Mapping out your 4-H program

Different provinces have different club year calendars. Some follow the school year, others follow a different schedule. Contact your provincial 4-H office to find out when most 4-H clubs in your region begin and end.

Map out your 4-H schedule using this checklist

Starting up

☐ Read through the materials for your 4-H project (e.g. the resource guide, manual, record book, etc.).

☐ Make sure you understand what will be covered in the project. If you aren’t sure, ask for help from experienced volunteer leaders or your provincial office.

☐ Arrange for a meeting place that can accommodate the equipment you will need for your project work. This may be the same space every week, or may change depending on the activities planned.

☐ Plan and organize your first meeting.

☐ Have your first 4-H club meeting. Help your members get registered and welcome new members.

☐ Get to know your 4-H members - their background, experience in project area, abilities, etc.

☐ Elect 4-H members to fill the different roles of your club.

☐ Distribute project materials to your members and make sure everyone is familiar with them.

☐ Have 4-H members discuss and make a decision about the frequency of meetings, times and dates that they will be held.

☐ Discuss with members and parents the project(s) that will be worked on during the year, including the different requirements.

☐ Outline the approximate cost, equipment and materials needed by each member and inform parents.

☐ Draw up a tentative outline for the 4-H year (when various topics will be covered) and have members commit to this schedule.

☐ Discuss any community service projects or activities beyond their project and set up planning committees in advance.

☐ Let parents know what kind of help you will need from them and confirm their level of involvement.

☐ Search for resources you could use in teaching the project (project kits, videos, local guest speakers, etc.)
Meet regularly with your 4-H club. If members of your club are working on different projects, they may decide to meet on a different schedule.

Check the schedule you developed at the beginning and adjust it if necessary. Any changes should be made well in advance of each meeting, whether it is a change in time or location.

Introduce some variety in the meeting sessions by: mixing in recreational activities, varying the location or using different methods of presentation (such as skits, quizzes, tours, games, debates and case studies).

Feel free to adapt things as you get to know your 4-H members and their needs. Adjust the pace if you need to.

Encourage 4-H members to regularly update their record books. If possible, build time into your meetings for this.

Celebrate successes and achievements along the way. There will be moments of learning and growth throughout your time together as a club, so congratulate your 4-H members for their hard work!
Checking in with your club throughout your time together is an important step to see how things are developing.

**4-H Club Positive Youth Development Assessment**

Consider the 4-H Canada Positive Youth Development Formula and the statements below. Are you seeing these essential elements developing in your 4-H club?

<table>
<thead>
<tr>
<th>Essential Element</th>
<th>This is happening in our 4-H club!</th>
<th>We are developing this.</th>
<th>This is a gap that we need to work on.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-H club members feel safe, physically and emotionally during club meetings.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The 4-H club is accessible and inclusive to all children, youth and families in our community.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-H members feel a sense of belonging to the club. No member feels left out.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-H club meetings are fun!</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In our 4-H club, we consider the feelings of members and adults equally. Members feel supported and valued by the adults involved.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-H members are encouraged to make their own decisions and to be critical thinkers. Volunteer leaders are there as a support when necessary.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Everyone is responsible for their own actions and behaviours. They accept this responsibility.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Everyone is involved in planning and prioritizing 4-H club activities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members have opportunities to try things out for themselves and develop skills.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-H members are invited to reflect on their experiences, and to determine what was useful or important.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-H members have leadership opportunities in the club and sometimes even in the community!</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Through 4-H, members have opportunity to set goals and reflect on the future.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members have the opportunity to build confidence, develop a sense of values stand up for what they believe in.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Wrapping up

- A 4-H club typically concludes with Achievement Day - a public showcase of work done by the club. This should be planned as a club and, while the logistics may fall to the volunteer leaders, your whole club should take part in developing and running Achievement Day.
- Depending on your provincial requirements, you may be involved in helping to select a 4-H judge for your project.
- Encourage members to finish their project work and record books on time.
- Help members plan their display space and any special activities they may be involved in at Achievement Day.
- Work with 4-H club members and leaders in setting up, conducting and cleaning up after Achievement Day.
- Debrief with your 4-H members after Achievement Day. What did they learn from their judging experience or from sharing their projects with the public? What would they do differently next time? What was their proudest moment?
- Celebrate all of the hard work, learning, and skill building that took place! This could be a pizza party, potluck or outing – ask your 4-H members how they’d like to celebrate!
Child and youth protection

The safety and well-being of 4-H members is the number one priority of all adults involved in 4-H, whether they are staff, family members or volunteer leaders. As part of your volunteer training, you will go through a number of steps to make sure that, in becoming a volunteer leader with 4-H, you have the tools to ensure best interests of youth members. Each provincial 4-H office has specific training and orientation programs that you will be required to complete before you can begin interacting with 4-H members.

They will include:

- A vulnerable sector criminal record check (to be completed by the volunteer at their local RCMP or municipal police station).
- Volunteer training that may take place either in person or on-line (to be determined by the provincial office).
- Reference checks (conducted by the provincial office).

Some provinces conduct phone or in-person interviews with potential volunteer leaders. Many provinces require further training on a regular basis (annually or bi-annually).

Co-leading, or having two or more adults present at all times, is another way to ensure child and youth protection. Your province may require a minimum number of volunteer leaders to be present for all club activities, but regardless, it is best practice when working with youth to ensure you are never alone with a youth member.

Whatever the specific process in your province, these steps have been put into place so that we can ensure the safety and well-being of 4-H members across the country. We look forward to working with you to offer high quality positive youth development opportunities through 4-H!

Disclosure of abuse

Regardless of the province you live in, there are certain minimum standards that apply across the country when it comes to the suspicion or knowledge of child abuse. As volunteer leaders interacting with children and youth, it’s important to be aware of these laws and prepared to use them if necessary.

Canadian child welfare laws clearly outline a “duty to report,” especially for those of us who work directly with children and youth. Your provincial volunteer training will address the issue of abuse and neglect in more detail. If you would like more information about the signs of abuse or how to make a report, visit cwrp.ca/faqs

Confidentiality and privacy

In your role as volunteer leader you will likely be responsible for keeping track of and recording the full names and contact information of your 4-H members. In some cases, you may also be aware of their health and medical information. Under Canadian privacy and confidentiality laws, it is important that the personal information of minors be kept confidential at all times. This means that it cannot be shared with anyone under any circumstances without parental consent and permission by the member.
Risk management

Effective 4-H Clubs are active! 4-H leaders and clubs should be actively engaged in a variety of activities and events. That’s what Learn To Do By Doing is all about. In order to ensure that our most critical assets—our 4-H members—are safe, we need to manage the risks involved in being active and on the go.

The primary goals of risk management are:
1. Prevention
2. Minimize harm
3. Reduce liability

When planning events, please consider the risks at all times and do your best to prevent them. For more tools and risk management procedures, connect with your provincial office and/or 4-H LEARNS at 4-h-learns.org.

Incident reports

Regardless of best intentions, accidents sometimes do happen. When they do, please complete and submit an Incident Report, as directed by your province. Sometimes people wonder, “Does this warrant a report”? If you have to ask the question, it means that you should!

Insurance coverage

Under the 4-H Canada group insurance policy, all 4-H provinces and 4-H clubs in Canada have accident, medical and liability coverage. If you have further questions about insurance coverage for your 4-H Club, please contact your provincial 4-H office.

“Our club leader leads by example by putting in her time and patience with our club. She truly makes a difference in each member’s life!”
4-H Canada Code of Conduct – Adults

The following is a general code of conduct that all adults involved in 4-H programming must abide by. It is the responsibility of any adult or participant to ensure that he/she is aware of and understands these additional expectations and responsibilities.

This code of conduct applies to:
- Parents/guardians of 4-H members
- 4-H volunteer leaders
- Host families of 4-H members
- 4-H staff and professionals
- Partners and/or sponsors of 4-H Canada programs

As a positive role model I will:
- Always put the safety and best interests of the 4-H youth members first.
- Work cooperatively with youth, families, volunteers, 4-H Canada staff and others.
- Be respectful and courteous, demonstrating positive and appropriate behavior at all times.
- Make all reasonable efforts to be inclusive and to ensure equal opportunity and access to participation for all 4-H youth members.
- Respect the privacy of others, including youth.
- Respect the facilities used for 4-H activities.
- Respect, be open to, and take into consideration, the opinions and viewpoints of others, including those of youth members.
- Use appropriate language that is respectful, polite, non-judgmental and kind.

- Wear clothing that is neat, clean and acceptable in appearance, as appropriate for 4-H events.
- Lead by example. This includes, but is not limited to, good sportsmanship, honesty, and fair play.
- Make every effort to resolve any interpersonal conflict that may arise, whether with members, parents, guardians, adult volunteers, other participating adults or 4-H Canada staff, demonstrating positive conflict resolution skills for youth members.
- Handle funds and fundraising in an ethical manner. Funds must be expended for 4-H purposes only and must not be kept in a personal bank account. Accurate records must be maintained.
- Refrain from using drugs and/or alcohol during any 4-H event or program involving minors. During 4-H events where there are no minors present, use good judgment in the consumption of alcohol and will consider the impact of your behavior on others.
- Treat animals humanely and provide appropriate care according to industry codes of practice.
- Follow best practice standards and guidelines for the use of social media.
- Notify 4-H Canada of any incident that causes concern.
- Report and document any suspicion and/or disclosure of abuse to the authorities.
- Ensure my behaviour always represents the 4-H Canada brand.
While participating in 4-H activities I will not:

- Use profanity, shout or display disrespectful conduct.
- Harass, taunt, ridicule, discriminate against or attack others (this includes verbally, in writing or by the use of social media).
- Use threats of violence or harm youth in any way. This includes hitting, shoving, pushing or any other behaviour that is likely to cause a participant to feel unsafe, singled-out or uncomfortable. Sexual harassment, physical force, verbal abuse, mental abuse, neglect or bullying are not tolerated and may be dealt with according to the law.
- Touch anyone in an inappropriate way or engage in sexual behaviour.
- Be alone in a closed room with a 4-H member at any time. If a situation requires you to have a private conversation with a member, please ensure the door remains open, or have another person present.
- Drive any 4-H participant in any vehicle without a valid driver’s license, without proof of automobile liability insurance, while impaired or without ensuring that all passengers use appropriate restraints.
- Engage in any behaviour that negatively impacts the 4-H program.

“Through her work in 4-H, our club leader has given back to her community by creating responsible, caring and thoughtful people. She has encourages members to try new things and move outside their comfort zone, and is always there to support them in their endeavors. She has made our community a better place by putting kids first. Every kid needs to feel they are special and she makes sure of that.”
Family engagement in 4-H

Family engagement is a common practice in many 4-H clubs and comes with many advantages. Involving parents and caregivers means more than communication and sharing updates, or driving kids to their club meetings. It means being actively engaged in 4-H club activities, events and projects. It means letting families decide how much or how little they want to be involved.

Family engagement checklist: xiv

☐ Communicate club schedule, goals, activities and needs. (phone, email, social media, letters home).

☐ Invite family members to be involved and asking them how they would like to contribute, what strengths or skills they may like to share.

☐ Ask for help if you need it.

☐ Families might have questions about 4-H! Take the time to talk to them or identify a place where they can have their questions answered.

☐ Foster an inclusive environment for everyone. Be open to different families in your club, including different structures, races, religions and backgrounds and celebrate that diversity within your club.

☐ Let parents know about the many roles they can take on, including a project leader, an event coordinator, a chaperone, guest speaker and much more.
Leadership development & resources for volunteers

Whether you are partnering up with another 4-H leader to help out in an existing club, or taking the initiative to create a brand new 4-H club on your own, it is important to us that you feel equipped and supported, and that you know how to access resources that will help you be the best 4-H club leader you can be.

Resources for volunteer leaders

1. **Your provincial 4-H office.**
   
   Each province has developed a range of volunteer leader resources that you can access. Many of these resources will be provided during your volunteer training, but if you are looking for other resources regarding running your club, or general professional development, just ask your provincial office.

2. **4-H LEARNS.**
   
   This website is your one stop shop to learn, access resources and network with your Canadian peers, as well as 4-H professionals and volunteer leaders around the world.

   On this site, volunteer leaders can access:
   - Webinars and e-learning on different 4-H topics and projects.
   - Project resources from every province and other countries.
   - Discussion groups and networking and knowledge sharing opportunities.
   - 4-H information, tools and best practices from around the world.

3. **4-H Leaders Learn webinar series.**
   
   In an effort to provide ongoing professional development opportunities for our volunteer leaders, 4-H Canada has developed a webinar series exploring a variety of key topics including:
   - Experiential education
   - Positive youth development
   - Bridging the gap: youth-adult partnerships
   - Many more!
Opportunities for volunteer leaders

Be a chaperone

- Every year 4-H members have the opportunity to take part in provincial, national and even international programs. These programs require the support of chaperones, selected by the provincial 4-H offices. To find opportunities and learn more about how to be a chaperone, contact your provincial 4-H office.

Provincial leadership conferences and volunteer appreciation events

- Each province is committed to providing leadership development opportunities to its volunteer leaders. Throughout the year there are various ways to connect with fellow volunteer leaders and build your capacity to be the best 4-H leader you can be.
- Volunteers are the life blood of 4-H in Canada and it’s important to recognize and appreciate your contributions. Watch for your province’s notifications about these celebrations and opportunities and get involved!

4-H Canada Leadership Summit

- The 4-H Canada Leadership Summit is the premier 4-H professional development opportunity for leaders. It is an opportunity to meet fellow 4-H volunteer leaders and professionals from across the country. This is an enrichening opportunity to share best practices, discover new aspects of 4-H programming and celebrate 4-H leadership. Get in touch with your provincial 4-H office if you’re interested in being part of this event in the future or visit 4-h-canada.ca to learn more.

Hands-on Science

- The Hands-on Science training program, makes science more accessible and gives leaders resources and skills to highlight the science inquiry that lives within 4-H. Science Champions are trained and equipped with the foundational knowledge they need to encourage participation in the 4-H Canada Science Fair, run experiments with their clubs or at regional events and help advance science and technology within their communities.
Club 1913
• Are you a 4-H alumnus? If so, visit club1913.ca to connect with 4-H alumni program across Canada. Share your 4-H story and see what opportunities there are to take part in events and programs near you.

National Volunteer Leader of the Year Award
• Volunteer leaders are the lifeblood of the 4-H program. To recognize their hard work, selflessness, and dedication, 4-H members are encouraged to nominate their leader for the prestigious National 4-H Volunteer Leader of the Year Award.
Working with your provincial 4-H office checklist

Getting started:
- What is the process to become a screened volunteer leader here?
- Can I start my own club, or join another club?
- What else do I need to do to get set up?
- What other information do I need to submit to your office?

Money and administration:
- What are the membership fees in our province?
- Are there any additional fees?
- Does our province offer a club start up grant?
- Can I do fundraising with my club? Do you run a provincial fundraiser that my club will be expected to participate in?
- Are there any other financial management processes that I should be aware of?
- Who do I connect with for local support?

Membership:
- What are the member requirements to complete a 4-H project?
- What are other important deadlines and dates to remember?
- How can I access project resources and club tools?
- What are the expectations for Achievement Day?
- What are some key member opportunities and programming I should be aware of?

Other questions? Take note of them here:

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Resources

For more information about 4-H in Canada and around the world:
4-H LEARNS – 4-h-learns.org
4-H Canada Leaders LEARN Webinar Series - 4-h-canada.ca/leadersLEARN
4-H U.S.A. - 4-h.org

For information about provincial, national, and international programs offered through 4-H:
4-H Canada Programs and Events - 4-h-canada.ca/programs-and-events

Experiential Education
Association for Experiential Education - aee.org

Youth-Adult Partnerships
Innovation Centre for Community & Youth Development - theinnovationcenter.org

Positive Youth Development
4-H U.S.A., Positive Youth Development - 4-h.org/about/research
4-H Canada, Positive Youth Development - 4-h-canada.ca/about-4-h
Search Institute - search-institute.org
Get connected with 4-H in your province!

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<tr>
<td>4-H Alberta</td>
<td>780-422-4444</td>
<td><a href="mailto:info@4h.ab.ca">info@4h.ab.ca</a></td>
<td>4h.ab.ca</td>
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<tr>
<td>4-H BC</td>
<td>250-545-0336</td>
<td><a href="mailto:mail@bc4h.bc.ca">mail@bc4h.bc.ca</a></td>
<td>bc4h.bc.ca</td>
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<td>4-H Manitoba</td>
<td>204-726-6136</td>
<td><a href="mailto:lmcrue-walker@4h.mb.ca">lmcrue-walker@4h.mb.ca</a></td>
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<td>4-H New Brunswick</td>
<td>506-324-6244</td>
<td><a href="mailto:nb4h@aerconet.ca">nb4h@aerconet.ca</a></td>
<td>NB4H.com</td>
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<tr>
<td>4-H Newfoundland &amp; Labrador</td>
<td>709-727-3397</td>
<td><a href="mailto:NL4-H@outlook.com">NL4-H@outlook.com</a></td>
<td>4HNL.ca</td>
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<tr>
<td>4-H Nova Scotia</td>
<td>902-843-3990</td>
<td><a href="mailto:iola@novascotia4h.ca">iola@novascotia4h.ca</a></td>
<td>novascotia4H.ca</td>
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<tr>
<td>4-H Ontario</td>
<td>1-877-410-6748</td>
<td><a href="mailto:inquiries@4-hontario.ca">inquiries@4-hontario.ca</a></td>
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<tr>
<td>4-H PEI</td>
<td>902-368-4833</td>
<td><a href="mailto:pei4h@gov.pe.ca">pei4h@gov.pe.ca</a></td>
<td>pei4h.ca</td>
</tr>
<tr>
<td>4-H Quebec</td>
<td>514-398-8738</td>
<td><a href="mailto:office@quebec4-h.com">office@quebec4-h.com</a></td>
<td>Quebec4-H.com</td>
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<tr>
<td>L’Association des Jeunes Ruraux du Québec (AJRQ)</td>
<td>819-364-5606</td>
<td><a href="mailto:info@ajry.qc.ca">info@ajry.qc.ca</a></td>
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<td>306-933-7727</td>
<td><a href="mailto:info@4-h.sk.ca">info@4-h.sk.ca</a></td>
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**Provincial Requirements**

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1 Encouraged, but not mandatory at the provincial level
2 All market animals must be sold at the end of the 4-H year.
Acknowledgements

Written and compiled by Melina Found and Erin Smith, 2017

We would like to thank the following colleagues and supporters for their contributions and assistance in the development of this Guide:

- Members of our 4-H Canada National Resource Network
- Our provincial 4-H colleagues across Canada
- Our 4-H colleagues in the United States

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Learn To Do
By Doing

Endnotes:
ii Iowa State University, 4-H Club Leader Position Description, www.extension.iastate.edu/4h/sites/www.extension.iastate.edu/files/4h/4hvolunteers/Club%20Leader%20Position%20Description.pdf
iii 4-H Manitoba, 5 Easy Steps to Starting a 4-H Club, 2017.
x, xi, xii, xiii, xiv