

Dunn County 4-H



GENERAL LEADER HANDBOOK

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TABLE OF CONTENTS

What Do General Leaders Do?	
4-H Club General Management Responsibilities	3
General Leaders Annual Expectations/Duties	3
What is 4-H?	
Defining 4-H	5
4-H Program Structure	5
4-H Requirements	
4-H Club Requirements and Charters	6
Safety	6
Youth Protection	6
Club Finances	
4-H Fiscal & Calendar Year	7
Keeping Funds	7
Fundraising	7
Taxes	7
Dues	7
It's About the Youth!	
Essential Elements of Youth Development	8
Youth Leaders	9
Opportunities to Participate as a Club	9
Club Meetings	9
Club Officers	10
Yearly Calendar of Events/Deadlines	12
Dunn County 4-H General Leader Contacts	14
Resources	15

****Note: This Handbook addresses common concerns and provides guidelines for club leaders. It is not meant to be a comprehensive guide for 4-H leadership. If you have questions, call the 4-H Youth Development Agent at 232-1636!*

What do General Leaders Do?

4-H Club General Management Responsibilities

4-H Club Management is the organizational operation oversight for the development and ongoing existence of a 4-H club including the programs, resources and inputs. It is about the organizational structure where 4-H happens. In general, a club management team:

- Determines 4-H group structure and meeting space arrangements.
- Confirms volunteers have completed the Volunteer in Preparation (VIP) Training.
- With the members, establishes how the group operates and develops bylaws or operating guidelines. Also, the club management team works with club members, officers and volunteers to establish goals for the club year.
- Ensures that all Club members and volunteers have submitted their enrollments via 4-H Online (wi.4honline.com). Technology is available at the Extension Office to assist with this process.
- Elects officers and appoints committees, arranges for training and support for these leadership roles to conduct the business of the group.
- Establishes 4-H club/group treasury and fundraising activities to meet group's needs and goals, following all legal and proper procedures for handling 4-H money.
- Plans educational activities that meet member needs and interests within the mission of 4-H.
- Conducts meetings that include education, business and social sections.
- Evaluates the 4-H club's success using the Four Essential Elements of Positive Youth Development (explained in this document) and the standards of excellence established for 4-H clubs.
- Reports club membership and activities, to 4-H families and the local community, and is accountable for all management activities to the 4-H Youth Development Educator and the University of Wisconsin-Extension 4-H Youth Development Program.
- Properly completes and stores 4-H club documents.
- Serves at the request of UW-Extension and that request can be withdrawn at any time.

General Leaders Annual Expectations/Duties

While each 4-H Club is unique, there are several tasks that have to be done on an annual basis in order for the club to operate. As a General Club Leader in the Dunn County 4-H program, you may either do the tasks yourself, or delegate them to another volunteer.

- Anyone over 18 who wants to volunteer needs to attend a Volunteer Training, or the Volunteer in Preparation (VIP) Training. Ask them to contact the UW-Extension office for information and date of county-wide offerings.
- Provide Letters of Recommendation for members as they apply for various opportunities, which include but is not limited to: Older Youth Trips, Awards and Scholarships.
- Read the Newsletter, along with other media supported by 4-H and UW-Extension, and present important information at your club meetings; make members aware of opportunities for Trips, Awards, and other county wide programs.
- Attend the Annual Volunteer Leader Development Training (or send a club representative).
- Attend County Awards Program (held during the Dunn County Fair) with club members; participate by announcing the awards of your club members.

- Arrange to obtain your club's awards from the UW-Extension office in the fall, along with picking up their fair entry tags prior to the Dunn County Fair.
- Obtain, complete and turn in the Charter Renewal document to the UW-Extension office by deadline in the Fall - usually in October.
- Assist the Treasure in turning in 4-H Dues to the UW-Extension office by deadline.
- Attend the Annual Spring and Fall General Leaders Meetings.
- Assist families in entering projects into the Fair.
- Begin new fiscal year on July 1 with the help of the club treasurer.
- Set deadline for club members to turn in Record Books to you and assist club members with their Record Books
- Assist with the Judging of your clubs Record Books, or arrange for others to coordinate the process.
- (Optional) Promote 4-H membership in local schools. You may obtain promotional materials from the UW-Extension office.

What is 4-H?

Defining 4-H

4-H is the youth development program of the United States Department of Agriculture National Institute of Food and Agriculture and the Cooperative Extension System of the nation's land-grant universities. Wisconsin 4-H is a program of the University of Wisconsin-Extension in partnership with state, federal and county government in each Wisconsin county.



United States Department of Agriculture
National Institute of Food and Agriculture



4-H empowers young people to reach their full potential. A vast community of more than 6 million youth and adults working together for positive change, 4-H enables America's youth to emerge as leaders through hands-on learning, research-based 4-H youth programs and adult mentorship.

4-H reaches every corner of our state—from urban neighborhoods to suburban schoolyards to rural farming communities. In Wisconsin, with a network of more than 33,000 youth and 17,000 volunteers, 4-H helps shape youth to move our communities, state, country and the world forward in ways that no other youth organization can.

4-H Program Structure

The UW-Extension 4-H Youth Development Educator provides overall leadership and oversight for all 4-H Youth Development programs, clubs and committees in Dunn County. The 4-H Program Assistant provides support and guidance to 4-H community club's and collaborates with the 4-H Youth Development Educator to provide education and training for volunteers and 4-H members.

The Dunn County 4-H Leader's Council is the countywide organization which brings together volunteers to conduct programs for youth, raise funds and manage a budget to support 4-H, coordinates recognition for members and volunteers, and other functions. Members include Volunteer Leaders and 4-H youth members, Alumni and community partners. The 4-H Leaders Council is accountable to the UW-Extension 4-H Youth Development Educator.

The Leader's Council is the governing body of 4-H in Dunn County. It is comprised of one adult leader and up to one youth from each club (max 28 members). The 4-H Leader's Council sets policy, and ensures that legal and financial responsibilities are met.

4-H Committees bring youth and adult volunteers together to focus on a specific purpose, event, activity or project. Committees are accountable to the 4-H Leader's Council and ultimately, to the UW-Extension 4-H Youth Development Educator and 4-H Program Assistant.

4-H Requirements

4-H Club Requirements and Charters

The University of Wisconsin-Extension grants 4-H Club Charters, which formally recognize a club's affiliation with 4-H, and grant that club the permission to use the 4-H Name and Emblem (the Clover). Charters provide documentation that a 4-H group complies with state and federal laws and federal, university and state 4-H policies and guidelines. 4-H Charters must be renewed annually.

To be a Chartered 4-H Club in Wisconsin, the following requirements must be met and maintained:

1. Club name
2. Five or more youth from at least 3 families
3. Adult leadership that has been approved through the Volunteer in Preparation (VIP) Training.
4. Youth involvement in leadership and decision-making (including club officers and committee involvement)
5. Meet on a continuing basis – determined by the club members and volunteers
6. Educational plan which meets the purposes of the 4-H program
7. Have written operating guidelines, bylaws or constitution approved by the members to govern the club (contact the UW-Extension office if your club needs bylaws)
8. Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital or parental status.

Failure of a 4-H Club to meet these requirements may result in the loss of the club charter and the use of the 4-H Name and Emblem. You will be provided with a packet of papers that needs to be filled out annually which includes the club's calendar, financial information and other information. The Charter Renewal packets are due to the UW-Extension Office in the fall (generally in October). Specific dates are determined on a year to year basis.

Safety

To exhibit animals at any public event as a 4-H member, youth must be in at least 3rd grade during the current school year.

Adults and youth participating in all high risk activities, including horses, ATV, bicycle, rock climbing/rappelling, rollerblading and ropes adventure courses must wear protective clothing, head and foot gear. At the minimum, this includes: protective headgear, shoes or boots providing protection and appropriate clothing.

Youth Protection!

4-H programs and activities must be supervised by an adult, 18 years of age or older, who has completed the Volunteer in Preparation (VIP) Training and is currently an enrolled 4-H Volunteer Leader. The Youth Protection program consists of completing the Volunteer in Preparation (VIP) Training, completion of the mandated reporting training within 4-H Online, a background check every four years, and the annual signing of Volunteer Behavior Expectations.

Chaperones for youth events and/or overnight experiences must be at least 21 years of age (and have completed the Youth Protection program and be currently enrolled). Parents or guest speakers at your club meetings do not need to complete the Youth Protection program if they are working under the visual supervision of a 4-H Volunteer Leader.

Club Finances

4-H Fiscal Year & 4-H Calendar Year

The 4-H Fiscal Year for all clubs is July 1 – June 30, while the 4-H Calendar Year runs from October 1st, through September 30th.

Keeping Funds

All 4-H funds, regardless of the source, must be used for 4-H Youth Development educational programs. All 4-H funds are public funds and must be publicly accountable.

4-H Clubs have three options for depositing or investing funds:

- Option A: FDIC or NCUA Institution: Funds may be deposited or invested in a FDIC (Federal Deposit Insurance Corporation) or NCUA (National Credit Union Administration) insured institution. This option includes the use of savings accounts, checking accounts, money market accounts, and certificates of deposit.
- Option B: 4-H Foundation or 4-H Endowment Fund: Funds may be deposited in an authorized county or state 4-H Foundation or 4-H Endowment Fund.
- Option C: UW-Extension Account: Funds may be deposited in an authorized county or state UW-Extension account.

Clubs should not build up funds. While having a small “nest egg” is okay, money raised for a specific purpose should be used within the same fiscal year. If there is a specific reason money will continually be rolled over (example: upgrades to clubhouse, ballfields) a written plan must be on file with the 4-H Educator. Generally, clubs may carry over a year of operating budget but beyond that it should be documented within the Extension Office.

Fundraising

Fundraising should be conducted to meet a specific goal established through broad input of a 4-H Club’s membership. Fundraising should not be conducted to build up a “nest egg” (see previous section).

Because the funds are publicly accountable, they must be used to pay for educational programs, activities, workshops or supplies. Funds raised in the name of 4-H become the property of 4-H (4-H funds are not the property of individuals who may have helped raise the funds). Funds are not to be raised in the name of a particular individual (member or leader).

Taxes

After your Charter document is turned in, the UW-Extension office will file 990 tax forms for all clubs. Clubs should not to file their own taxes. If your club has IRS concerns, call the UW-Extension office.

Dues

Each 4-H Club is billed annually for \$4.50 per member. This is deposited into the treasury of the Leader’s Council and is used to provide insurance for members and leaders, along to member award purchasing and other countywide initiatives. Clubs may pay these dues out of the club treasury or collect it from families. Clubs may charge modest dues for the club treasury, but should have specific plans for the funds collected.

It's About the Youth!

Essential Elements of Youth Development

4-H uses and promotes the Four Essential Elements of Positive Youth Development. These are the basics that you need to know in order to help provide positive experiences for youth in your 4-H Club:

Belonging

- A Positive Relationship with a Caring Adult
A caring adult acts as an advisor, guide and mentor. The adult helps set boundaries and expectations for young people.
- An Inclusive Environment
An inclusive environment is one that creates a sense of belonging, encourages and supports its members with positive and specific feedback.
- A Safe Environment
Youth should not fear physical or emotional harm while participating in a 4-H experience whether from the learning environment itself, adults, other participants or spectators.

Mastery

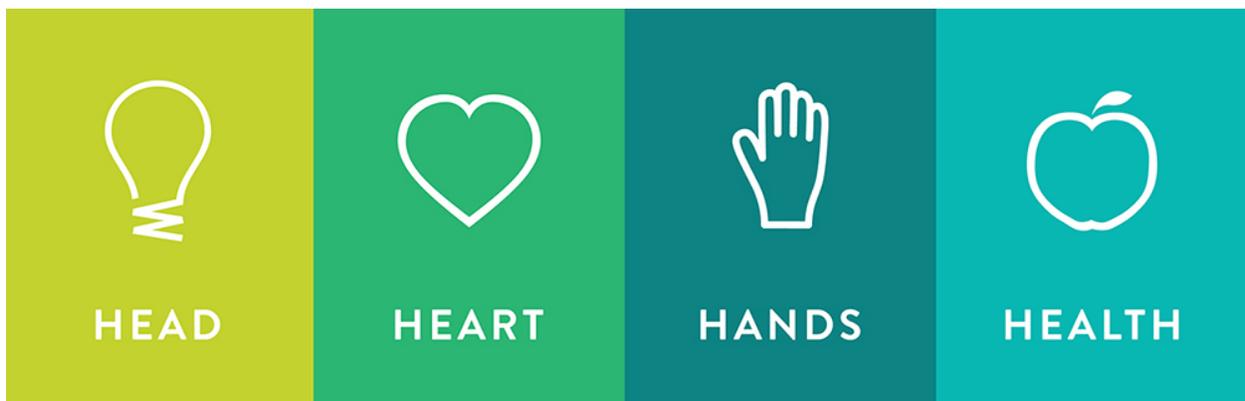
- Opportunity for Mastery
Mastery is the building of knowledge, skills, and attitudes and then demonstrating the competent use of this knowledge and skills in the manner of a proficient practitioner. The development of mastery is a process over time.
- Engagement in Learning
An engaged youth is one who is mindful of the subject area, building relationships and connections in order to develop understanding. The engaged learner has a higher degree of self-motivation and an inexhaustible capacity to create.

Independence

- Opportunity to See Oneself as an Active Participant in the Future
The ability to see oneself in the future is to have hope and optimism to shape life choices to facilitate the transition into participating in the future.
- Opportunity for Self-Determination
Youth must exercise a sense of influence over their lives, exercising their potential to become self-directing, autonomous adults.

Generosity

- Opportunity to Value and Practice Service to Others
Finding one's self begins with losing yourself in the service of others. Service is a way for members to gain exposure to the larger community, indeed the world itself.



Youth Leaders

Just as you may delegate General Leader tasks to other adults in your club, you may delegate them to youth leaders within your club. Youth leadership gives members a chance to help others and to grow and develop their own leadership skills. Ways you might include youth leaders (these are just the tip of the ice berg):

- Serve as a mentor or big friend to a new member
- Help members in developing and presenting a talk/demonstration
- Assist members in the completion of their project records or “Record Book”
- Assist a project leader with one or more meetings for a project area
- Conduct a project meeting for members
- Demonstrate the “face-to-face” judging concept for members

Opportunities to Participate as a Club

While Dunn County 4-H offers many opportunities for individuals, there are also opportunities for clubs to compete with and learn about other clubs:

- Softball – Leagues form in Spring; watch newsletter, and other media for information
- County Awards Program – Held at the Dunn County Fair (July)
- Music and Speaking Fest – January (in partnership with Eau Claire and Chippewa County)
- Drama, Arts and Photography Fest – March (in partnership with Eau Claire and Chippewa County)
- Fair Sign Contest – Watch newsletter for details; earn money from Fair
- Window Display during National 4-H Week – First week of October; watch for information
- Battle of the Clubs – Sponsored by the Youth Activities Council

Club Meetings

Most clubs meet on a monthly basis. Monthly meetings are not a requirement, as long as you meet on a continuing basis. The three components of a 4-H Club meeting are:

- Business
- Education or Program
- Recreation and Refreshments

The total meeting should be about an hour in length. Planning is the key to an efficient and fun meeting. Youth officers should work with the club leaders in preparing the agenda for the 4-H club meeting. The business portion should last no more that 15-20 minutes and could include:

- Call to order & Flag pledges
- Roll call/attendance
- Secretary’s Report/Reading of the Minutes
- Treasurer’s report
- Committee reports
- Unfinished business
- New business
- Announcements
- Adjournment

Many clubs use club meeting time for members to perform their required annual demonstration (if it is a club requirement). While this could be part of the education part of the meeting, you are also encouraged to have guest speakers, do 4-H club improvement activities, get-to-know-you activities, science activities and other educational, hands-on group activities. If you need help finding activities, ask the 4-H Youth Development Educator.

Club Officers

One of the requirements of a 4-H Club is to have youth involvement in leadership and decision-making. Club officer roles are an excellent opportunity for youth leadership development. Youth gain belonging, mastery, independence and generosity, the Four Essential Elements of Positive Youth Development. They gain life skills of decision-making, problem solving, responsibility, teamwork, leading groups, conflict resolution and many more.

Following are brief descriptions of roles for common officer positions found in most 4-H Clubs. These can be changed to meet your club's needs. Election and length of terms in office should be defined in your 4-H Club Bylaws or Operating Guidelines.

President

- Plan the business part of the meetings with other officers and volunteer leaders before meetings are held.
- Know parliamentary procedure to conduct an orderly 4-H Club meeting.
- Call the meeting to order and direct the business meeting.
- Provide opportunities for all club members to be heard. Get everyone to participate, if possible. Keep order. Be courteous but firm.

Vice President

- Preside at meetings in the absence of the president.
- Know parliamentary procedure to conduct an orderly 4-H Club meeting.
- Know the duties of the president.
- Work closely with the president, leaders, and other officers on all Club activities.
- Help plan 4-H Club programs.

Secretary

- Keep an accurate record of the proceedings of all meetings. Record any officers elected, committees appointed, financial decisions, and other business brought before the club. Submit a copy of club minutes to the UW-Extension Office.
- Conduct roll call at the request of the president and record attendance.
- Stand and read minutes of the last meeting when the president calls for them. Make corrections to minutes as presented by 4-H members of the Club.
- Read correspondence received by the 4-H Club and send any correspondence as directed by the Club.

Treasurer

- Keep accurate records of all the money taken in and paid out by the 4-H Club.
- Make deposits of money to the bank; write checks requested by the 4-H Club, and pay bills authorized by the Club.
- Give a report of money received, bills paid, and amount on hand at each 4-H Club meeting.
- Be ready to give an itemized account of funds at any time on request of members or leaders.
- Work with the 4-H Club volunteer leaders to conduct a 4-H Club audit at the end of the year.

Reporter

- Spread the good news of 4-H and your 4-H Club to the public.
- Write a report of each 4-H meeting immediately following the meeting and mail it or take it to the local newspaper editor as soon as possible.
- Write articles about special 4-H events for your local newspaper.
- Make a collection of clippings and news items concerning your 4-H Club or members for the Club's permanent record.

Sunshine Person

- Recognize 4-H Club members on special occasions like birthdays.
- Send thank you notes as requested by the Club.
- Read or send other cards or notes as requested by the Club.

Phone Tree Caller (or Texter, Emailer, etc.)

- Contact 4-H members to remind them of upcoming 4-H Club meetings and events.

Historian

- Collect pictures and articles from club events to record 4-H Club happenings from the year and assemble in a scrapbook or other format to retain Club history.

Yearly Calendar of Events (Tentative)

September

Youth Activities Council
General Leaders Meeting
Record Books Due
Leaders Council
Record Book Evaluations

October

STEM Leader Training
MAP Meeting
Annual Leader Training
STEM Camp
Leaders Council
Awards Meeting
Volunteer Orientation

November

Trip Applications Due
MAP Meeting
Horse Project
Fall Forum
Youth Activities Council
Older Youth Interviews
Officer Training

December

MAP Meeting
Horse Project
Youth Activities Council

January

Horse Project
MAP Meeting
Winter Camp
Youth Activities Council
New Family Orientation
Small Animal Project Orientation
Leaders Council
Meat Animal Rules Meeting
Music and Speaking Contest

February

Award Applications Due
Horse Project
MAP Beef Weigh In
Youth Activities Council
Older Youth Award Interviews

March

Horse Project
Drama, Arts, Crafts and Photo Fest
Leaders Council

April

Foods Revue
Horse Project
MAP Rules meeting
Youth Activities Council
MAP Sheep/Swine/Goat Weigh In

May

Horse Project
MAP Meeting
Youth Activities Council
Softball Coaches Meeting

June

Tractor Safety
Summer Camp
Cloverbud Day Camp
Colfax Fair

July

MAP Meeting
Dunn County Fair

NOTE: this Calendar is a general guideline of when things happen and/or are due for the County Program. Please maintain consistent correspondence with the Dunn County UW-Extension Office for exact dates, times and requirements. Thanks!

County Wide Recurring Project/Committee Meeting Dates

The Table below lists the **tentative** recurring events that will happen throughout the year. Please double check the Clover Courier, or call the Extension Office, as locations do change depending on the activity.

RECURRING EVENTS			
As Organized by Leaders Council	Leaders Council Meetings	7:00 PM September, November, January, March, May, July	Community Services Building
Tuesdays	Dog Project Educational Sessions	May – August	Dunn County Rec. Park
1 st Thursday	Horseless Horse Horse Project Meetings	6:30 PM	Community Services Building
2 nd Monday	Youth Activities Council (Formerly Teen Leaders)	6:30 PM	Community Services Building
3 rd Monday	Newsletter (Clover Courier) Deadline		UW-Extension Office
Mon-Wed.	Softball	June - July	Various Locations
As Organized by Leaders	Project Meetings		
Monthly	Club Meetings	All Year	Various Locations

Dunn County General Leaders

Club	Meeting Day	Time	Location	General Leader/Contact
22ers	4 th Monday	7:30 pm	Grant Town Hall	Christie Hill, 962-4407
Cedarlings	1 st Monday	6:30 pm	Red Cedar Town Hall in Rusk	Jay Ivens, 308-7165
Colfax Comets	2 nd Tuesday	6:30 pm	Colfax High School	Kathy Reither, 879-5522
Connorsville Comets	2 nd Monday	6:30 pm	New Haven Town Hall	Sonya Zebro, 308-8435 Brandi Utphall, 643-2217
Elk Meadow	1 st Monday	7:00pm	Elk Mound Middle School	Kay Gilbertson, 879-5472
Hay River Helpers	2 nd Monday	6:30 pm	Tiffany Creek School (School) TBD (Summer)	Amy Thorson, 556-2130 Larinda Hessler, 308-1660
Ideal	1 st Sunday	2:00 pm	Westconsin Credit Union	Cindy Hecker, 308-8889
Knapp Valley 4-Hers	2 nd Monday	7:00pm	Knapp Town Hall	Tom Kaufmann, 495-0516
Little Elk Creek	1 st Monday	7:00 pm	Little Elk Creek Church	Diane Amundson, 556-5582 Paula Powers, 505-0987 Shelley Beazley, 556-9423
Menomin Helping Hands	1 st Monday	6:30pm	Dunn County Judicial Center	Wendy Maves, 665-2117
Millroad Rockets	1 st Sunday	6 pm	Lucas Town Hall	Holly Dardine, 308-1441
Missouri Valley	2 nd Sunday	1:00 pm	Eau Galle Civic Center	Corinne Breidung, 672-8225 Missy Weiss, 672-3134
Rock Falls Rockets	1 st Sunday	6:00 pm	Rock Falls Town Hall	Missy Hazen, 495-3326
Willing Workers	2 nd Sunday	7:00 pm	Clubhouse – Irvington	Jan Witt, 235-0813 Heather Johnson, 664-8654

Resources

4-H Mall – The source for 4-H related stuff. 4-H National curriculum products also found here.
<http://www.4-hmall.org>

Wisconsin 4-H Youth Development Community Club Central – Everything 4-H Related in WI ☺
<http://4h.uwex.edu/>

Club Management Resources – Helpful documents and literature to help you manage your club. From officer training resources, to charter information and everything in between.
<http://fyi.uwex.edu/wi4hvolunteers/clubs-and-groups/4-h-club-and-groupcommittee-management/>

UW-Extension Dunn County Website – For information on Dunn County 4-H events, newsletters, record book forms, etc. - <http://dunn.uwex.edu/>

Wisconsin 4-H Publications – A source for state 4-H forms and publications, including Wisconsin 4-H curriculum resources. <http://www.uwex.edu/ces/4h/pubs/index.cfm>

Wisconsin 4-H Statewide Calendar and Events – Information on various statewide opportunities.
<http://www.uwex.edu/ces/4h/events/index.cfm>

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