

WASHINGTON COUNTY 4-H GENERAL LEADER HANDBOOK INTRODUCTION

As a 4-H club general and/or co-general leader, you are charged with the responsibility of administering the affairs of your local 4-H club. It is a big job and one that requires cooperation and communication from all parents, leaders, and youth in the club.

To assist you in your club administrative responsibilities, we have designed this special handbook for 4-H club general leaders. Through its contents you should be able to find partial if not full answers relative to club organization, program administration, and other details. Please review each section and become familiar with its contents. Then when you have specific questions, refer to this handbook for answers. If further clarification or assistance is needed, please contact the UW-Extension Office.

As it now stands, this handbook is not complete and probably never will be. It is meant to be a “working” handbook, to which you and the UW-Extension Office are constantly adding, updating, and re-organizing the materials. As a working handbook, we hope that you will add materials that relate to your own local club operation such as: membership lists, club guidelines or constitutions, club calendars for the year, etc. Also, we hope that you will share suggestions for improving upon this tool with the UW-Extension 4-H Youth Development staff.

At the completion of your service as a general leader, please pass this handbook on to the person(s) who will take your place. It should serve as a helpful tool in your efforts to orient a new person to his or her responsibilities.

Best wishes for success in your endeavors as a 4-H club general or co-general leader!