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To the Leader:

As a 4-H Club Leader, you are "Building for Tomorrow" by working with farm boys and girls today.

Upon you depends the future of the 4-H program. We wish you every success and express our appreciation for your leadership.

This handbook will answer some of your questions about 4-H club work. Your County Agricultural Agent or Home Demonstration Agent can give you more complete information.

Charles U. Pickrell
Director, Agricultural Extension Service
"Building for Tomorrow"

4-H Leader's Handbook

By Kenneth L. McKee
State Leader of 4-H Club Work

What Is 4-H Club Work?

4-H Club work is the largest rural youth program in the world. Over 15,000,000 boys and girls have taken part in 4-H club work since its beginning only a few years ago. Every year more than 2,000,000

4-H Club work helps rural boys and girls to raise better livestock, grow better crops, do better sewing and cooking, and many other things. It develops self-reliance and initiative through ownership of the project. It helps develop community leadership and social contacts through achievement days, fairs, and other events.
young people become part of the 4-H club program. Club work is organized through the United States Department of Agriculture in cooperation with the Agricultural Extension Service of the College of Agriculture at the University of Arizona in Tucson.

County Agricultural Agents and Home Demonstration Agents help local leaders and rural young people to organize, direct and complete the work of the local 4-H clubs.

Why Should You Be a 4-H Leader?

Club work helps rural youth learn to raise better livestock, practice better farming, and be better homemakers. It develops future rural leadership through democratic training in club meetings and through programs of recreation and community service.

Your reward as a local leader will be the results you see of the growth of your club members toward these goals. Through your attendance at leader-training meetings and at county and state 4-H events, you will meet others like yourself who place service to rural youth as a high reward for the time and energy spent.

What Are the Aims of 4-H Club Work?

1. To develop desirable standards for rural living through the teaching of the latest and most effective practices in homemaking and agriculture.

2. To help boys and girls become more socially adapted.

3. To develop leadership traits in its members.

4. To give club members a sense of responsibility for the welfare and progress of their homes and communities.

5. To build a healthy body and mind in each of its members.

How These Aims Are Met

1. Each member has a home project such as sewing or poultry. Information about the project is given members through project manuals based on the most recent and best research.

2. Games, parties, hikes, picnics, 4-H Roundup, summer camps and many other events, go far in de-
developing friendly, happy and cooperative club members.

3. As officers of local 4-H clubs, members of county 4-H councils, and as Junior 4-H Leaders, boys and girls learn the basic qualities of leadership. Demonstrations and talks help them become effective speakers.

4. Community service projects such as cleanup campaigns and safety drives teach the need for service to home and community.

5. Each club member follows a program to improve his health, personal appearance, and personality during the club year.

Character Traits Developed

- Self-reliance and initiative through ownership of the project and through responsibility for the project.
- Friendliness, ability to cooperate with a group, and a sense of social well-being.
- Initiative, aggressiveness, ability to see other points of view, courage, and foresight.
- Cooperation for the good of the group, generosity in the use of time and effort for the general welfare.
- Healthy mental outlook through physical wellbeing.

What Will You Need To Do As a Leader?

Upon the support and guidance of you, the club leader, depends the success of the 4-H club. To succeed you should:

1. Attend all local club meetings and help the club plan and conduct the 4-H program.

2. Visit club members' homes and encourage parents to support their children in this program. Tell the parents of the value of club work and get them to help their club members attend club meetings, carry a worthwhile project and keep records of the project. Encourage parents to attend local club meetings and local, county and state 4-H events.

3. See that all club members are properly enrolled, that they keep accurate and complete project records, and that they take part in club exhibits, judging and demonstration contests.

4. Attend all county 4-H events and leader-training schools, and when possible take part in state 4-H events.
County Agricultural Agents and Home Demonstration Agents will help you organize the 4-H club. They will visit you during the year to offer help and advice on any problems which arise.

Each county will hold a leader-training school at the beginning of the club year, and instruction will be given on the material covered in this handbook. In addition, each county will hold special training meetings for leaders about the subject matter needed for local club members for judging, demonstration and showmanship work.

Each club will be given enrollment blanks, secretary's book, parliamentary procedure booklet, song books, and a recreation manual. Club members will be given record books and subject-matter manuals.

In addition to this handbook, you will be given a leader's guide to help you plan and carry out the club program. Moving pictures and slides on club work can be secured through your County Agricultural Agent or Home Demonstration Agent.

What Is Needed for 4-H Club Success?

Boys and girls should be able to attend all 4-H meetings. They should also be able to start projects that meet the minimum project requirements.

Support of parents is a necessity for 4-H success. You should encourage this support through visits to the parents.

You should also urge farm and civic groups to cooperate with the local program by sponsoring awards for the best club work, and by backing your local achievement day and fair. Encourage farmers and homemakers to act as sponsors and project leaders in the fields in which they are best qualified.

How Is the 4-H Club Organized?

If club work is new to your community, you should hold a preliminary meeting of interested rural leaders, parents and boys and girls.

At this meeting you or the county agent can do the following things.
1. Explain what club work is and what its aims are.

2. Outline what club members need to do.

3. List possible club members and the projects they prefer.

4. Get the names and addresses of interested parents.

Then you and the County Agent can visit the parents. Talk with them about the project their boy or girl has chosen. Then get the parents to help make such a project possible.

First Regular Meeting

Within the next two weeks the organization meeting (the first regular meeting) should be held. At this meeting, club officers are elected. The following is a list of officers and their duties.

President

Calls the meetings to order and announces the order of business.

Appoints committees.

Decides points of order.

Puts all motions and questions before the house (except when they involve him, in which case the vice-president or other officer is called by him to the chair).

Votes only in case of a tie.

Announces the results of voting.

Calls another member to the chair if he wishes to take part in the debate.

Vice-President

Performs the duties of the president when the president is absent.

Secretary

Writes the minutes of the meetings and reads them at the request of the president.

Writes all letters for the club.

Keeps the attendance record.

Fills out the enrollment blank to send to the county office.

Collects club members' records at the end of the year.

Acts as chairman in case president and vice-president are absent.

Song Leader

Leads the singing at meetings and encourages and assists the members in learning the required songs.

Yell Leader

Teaches club yells to the group and leads them in this activity.

News Reporter

Writes all news for the local press. (Mimeographed suggestions on news writing are available at the office of the county agent).

Special committees should then be appointed. These would include program and membership committees. The program committee will be responsible, with guidance from you, for planning the yearly program and with assignment of program duties to the members. This committee should also help members prepare their talks or demonstrations before the club. The membership committee will bring in new members.
Second Regular Meeting

The county agent and you should help members and parents work out plans for financing projects, if necessary. Report of the program committee should be made for adoption by the club.

Club members should be initiated with the Initiation Ceremony. Enrollments should be completed and sent to the county agent’s office.

What Are the 4-H Requirements?

The 4-H club year in Arizona runs from October 1 through September 30 of the following year.

Club Requirements

1. Clubs must have at least 6 regular business meetings. Work and recreation meetings will be in addition to the business meetings, if held separately.
2. Clubs should hold meetings over a period of at least five months. Where possible a year-round program is recommended.
3. Clubs must enroll at least 5 club members.
4. Club enrollments must be in the county agricultural agent’s office by the date he fixes, and in no case later than May 1.
5. Completions must be in the county agricultural agent’s office at the date fixed by him, and in no case later than October 1.

Individual Member Requirements

1. Club members must attend at least 6 meetings. If more than 8 meetings are held, club members must attend 75 percent of the meetings held.
2. Club members must be ten years old by January 1 of the year in which they enroll.
3. Club members must not have passed their 21st birthday on January 1 of the year enrolled.
4. Club members must be enrolled 5 months previous to completion date.
5. Club members must meet the minimum requirements for their project as outlined in the leaflet, “Requirements for Arizona 4-H Club Work,” Circular 204.
Each club member must keep a record of his or her project in the 4-H record book. The club leader can assist the member in keeping accurate accounts and records, and in keeping the record book up-to-date.

6. Club members must keep a record of their project in the 4-H record book. This record must be approved by the local 4-H club leader and the County Extension Agent in charge of 4-H work.

7. Club members must own their projects or have a business agreement or partnership with other interested parties. Such agreements or partnership deals should be in writing and signed.

**What Should the Local Program Include?**

Four main phases should be included in the local club program.

1. Subject matter
2. Health and safety
3. Recreation
4. Community service

These are the central points around which the club program should operate.

1. Club members' manuals give subject-matter instruction. These manuals should be used by the club member during discussion periods at the club meetings and at home when project work is being done.

2. Health and safety should be taken up after the business meeting. Health should take the form
Picnics, games, parties and other 4-H events go far in developing friendly, happy and cooperative club members. The 4-H club leader helps the club boys and girls plan and carry out recreation programs.

of individual health improvement. A physical examination at the beginning of the year with improvement of defects during the year, followed by a physical examination at the end of the club year is recommended.

Safety should take the form of a safety check by club members of their home, farm, or school with corrections of the hazards found.

3. Recreation should be part of every regular business meeting. Hikes, games, parties and picnics are used as special features of the club recreation program.

4. Community service for the club may include such special work as:

(a) Roadside beautification

(b) Community clean-up campaign

(c) Rural mailbox improvement

(d) Home beautification of members' houses and yards, and other similar services.
Every club should have a written program adopted for the year. This prevents a meeting in which no business is presented, and little or nothing accomplished.

This written program should set the dates for the meetings and the business at hand. It should give the plan for discussion or instruction, demonstration, judging, recreational activity, health and safety, and community service.

The local 4-H program-planning blank given below should help you to make written plans for any number of meetings and any 4-H project. These program-planning blanks are available at your county extension office.

<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Business</th>
<th>Discussion, Demonstration, Judging and Work Period</th>
<th>Health and Safety</th>
<th>Recreation</th>
<th>Community Service</th>
</tr>
</thead>
</table>

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4-H meetings are conducted in a parliamentary manner by the club president. The leader attends meetings and assists club members and officers in planning and developing their own 4-H Club program.

How Are 4-H Meetings Conducted?

Meetings should be conducted in a parliamentary manner. The “Primer of Parliamentary Procedure” gives suggestions which will help.

A business meeting has the following sections:

1. Meeting called to order by the president.
2. 4-H club pledge or club song.
3. Roll call (which may be answered by each member telling telling what he has done on his project between meetings, or in some other interesting manner).
4. Minutes (corrections or additions).
5. Treasurer’s report (if any).
6. Old business (here topic discussions, demonstrations, record keeping, judging, etc., should be taken up).
7. New business (club should discuss program for next meeting and be sure that all are prepared with their part).
8. Committee reports.
10. Recreational and social activities. (Refreshments, songs and games, health inspections, and other features are in order. Work sessions for girls’ clubs may follow. Tours to livestock and agricultural projects may come here).
### 4-H Club Calendar for State

<table>
<thead>
<tr>
<th>Month</th>
<th>Type of Work</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td>Junior Division Arizona National Livestock Show</td>
<td>Phoenix</td>
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<tr>
<td><strong>February</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>March</strong></td>
<td>Preparation for county 4-H fairs National 4-H Club Week</td>
<td>State and county offices</td>
</tr>
<tr>
<td></td>
<td>County 4-H Fairs</td>
<td>All counties</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td>County 4-H Fairs</td>
<td>All counties</td>
</tr>
<tr>
<td></td>
<td>Local Achievement Days</td>
<td></td>
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<tr>
<td><strong>May</strong></td>
<td>County 4-H Fairs</td>
<td>All counties</td>
</tr>
<tr>
<td></td>
<td>Local Achievement Days</td>
<td></td>
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<tr>
<td></td>
<td>All 4-H enrollments due from counties</td>
<td>State office</td>
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<tr>
<td></td>
<td>Preparation for 4-H Roundup National 4-H Sunday</td>
<td>State office and all counties</td>
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<tr>
<td></td>
<td>Select state delegates to National 4-H camp</td>
<td>All counties</td>
</tr>
<tr>
<td><strong>June</strong></td>
<td>4-H Roundup</td>
<td>University of Arizona, Tucson</td>
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<tr>
<td></td>
<td>Preparation for summer 4-H Camps</td>
<td>State and counties</td>
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<tr>
<td></td>
<td>4-H delegation trip to National 4-H Club Camp</td>
<td>Washington, D.C.</td>
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<tr>
<td><strong>July</strong></td>
<td>4-H Camps</td>
<td></td>
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<tr>
<td><strong>August</strong></td>
<td>Preparation of contest materials by 4-H club members</td>
<td>All counties</td>
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<tr>
<td></td>
<td>4-H camps</td>
<td>All counties</td>
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<tr>
<td></td>
<td>State 4-H Leaders' Conference</td>
<td>All counties</td>
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<tr>
<td>Month</td>
<td>Event</td>
<td>Location</td>
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<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>September</td>
<td>Checking state 4-H contest entries</td>
<td>State office</td>
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<td></td>
<td>Judging of contest booklets</td>
<td>State office</td>
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<tr>
<td></td>
<td>Organization of 4-H clubs for year</td>
<td>All counties</td>
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<tr>
<td>October</td>
<td>Issue 4-H premium list at State Fair</td>
<td>State office</td>
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<tr>
<td></td>
<td>Arrange for 4-H delegation trip to National 4-H Club Congress</td>
<td></td>
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<tr>
<td></td>
<td>County 4-H Awards — Banquets — Announce National Leadership Awards</td>
<td></td>
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<tr>
<td></td>
<td>All 4-H completions due from counties</td>
<td>State office</td>
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<tr>
<td>November</td>
<td>4-H at the State Fair</td>
<td>State and counties</td>
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<tr>
<td></td>
<td>Arizona 4-H delegation trip to National 4-H Club Congress</td>
<td>Maricopa county</td>
</tr>
<tr>
<td>December</td>
<td>Continued trip to Club Congress</td>
<td>Chicago</td>
</tr>
</tbody>
</table>

Your club should take part in all of your county 4-H events and as many as possible of the state 4-H events.

Your County Agricultural Agent or Home Demonstration Agent will be glad to give you complete information about these events, and will try to arrange transportation and other details.
Additional Bulletins on 4-H Leadership

Available at Your County Agricultural Agent's or Home Demonstration Agent's Office.

Your Key to 4-H Parent Support. (Folder 63).
Plan Your 4-H Meeting. (Circular 196)
4-H Activities Make Your Club Work Sparkle. (Circular 187).
How to Conduct Your 4-H Club Meeting. (Circular 158)
As Others See You. (Circular 150)
Requirements for Arizona 4-H Club Work. (Circular 204)
Guide Posts For Local 4-H Leaders.
Building A Better America Through 4-H.
Parents' Part in 4-H Club Work.
Fun At The Meeting Place.
Arizona 4-H Recreation Handbook.
Organization of 4-H Club Work.