

# D-9 4-H CLUB MANAGER/ LEADER TRAINING

FRAMING OUT YOUR 4-H YEAR

Cory Hundl  
District 9 4-H  
Extension Program Specialist



TEXAS A&M  
**AGRILIFE**  
EXTENSION

Roles/ Responsibilities

4-H Meetings (Effective & Fun)

Ice Breakers /Games

Youth Protection Standards

Financial Management

Fundraising/ Ideas

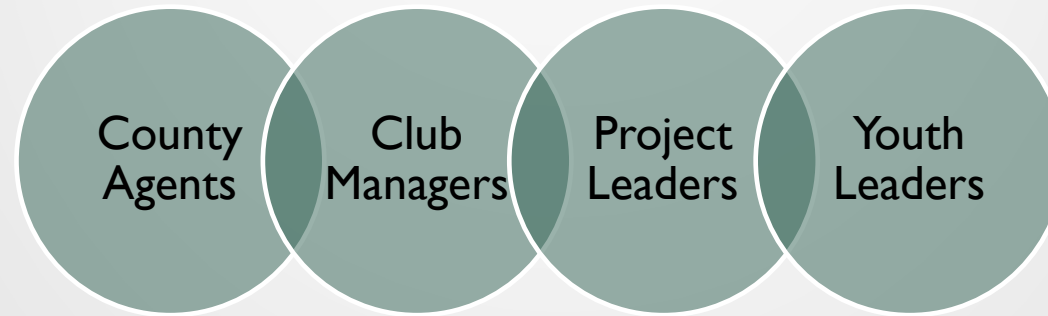
Social Media Use

COVID 19 Update

General 4-H Highlights

Resources

# ROLES & RESPONSIBILITIES



**County Agents** - County Extension agents have the responsibility for oversight of the 4-H Youth Development Program in their assigned counties.

**Club Managers** - The club manager serves as coordinator for all the team members and provides general guidance to the 4-H club

**Project Leaders** - 4-H project leaders provide structured learning experiences, personal guidance and counseling for 4-H members enrolled in a specific project.

**Youth Leaders** - The club officers are an important part of the 4-H club leadership team. Officers are elected each year, and it is their responsibility to work with the club managers as an executive committee to involve all members in leadership roles by appointing club committees, committee chairpersons and committee advisors.

# 4-H CLUB MEETINGS

A 4-H meeting should be FUN and something that each club member wants to attend.

- Meetings need to be thought out
- Meetings need to be worth the members/parents' time
- Meetings need to be informative
- Meetings NEED to be YOUTH led

## 4 Parts of a 4-H Meeting

- Inspiration (5 minutes)
- Business (15 to 20 minutes)
- Program (15 to 20 minutes)
- Recreation (20 minutes)
- <https://texas4-h.tamu.edu/wp-content/uploads/Annual-Club-Planning-Parts-of-a-4-H-Club-Meeting.pdf>
- <https://texas4-h.tamu.edu/management/>

# ICE BREAKERS/ GAMES

- Lots of great options for games and ice breakers, if your club/group is meeting in person, please keep social distancing in mind
- Hat Trick (Activity I developed that involves one participant up front with the facilitator and everyone else would be spread around the room: <https://texas4-h.tamu.edu/wp-content/uploads/HatTrick.pdf>)
- Take The Lead Lessons – I have indicated the activities that can be done while separate, from various Take The Lead Lessons that should work... keep in mind there are others in these packets that would co-mingle as well so you would have to eliminate those others (or use covid procedures):
  - Lesson 1 - Building Leadership Activity: [https://texas4-h.tamu.edu/wp-content/uploads/2015/09/leaders4hlife\\_lesson1.pdf](https://texas4-h.tamu.edu/wp-content/uploads/2015/09/leaders4hlife_lesson1.pdf)
  - Lesson 2- Silent Movies / Are You Listening: [https://texas4-h.tamu.edu/wp-content/uploads/2015/09/leaders4hlife\\_lesson2.pdf](https://texas4-h.tamu.edu/wp-content/uploads/2015/09/leaders4hlife_lesson2.pdf)
  - Lesson 6 – Analyze this Situation: [https://texas4-h.tamu.edu/wp-content/uploads/2015/09/leaders4hlife\\_lesson6.pdf](https://texas4-h.tamu.edu/wp-content/uploads/2015/09/leaders4hlife_lesson6.pdf)
  - Lesson 7 – Creativity Quiz: [https://texas4-h.tamu.edu/wp-content/uploads/2015/09/leaders4hlife\\_lesson7.pdf](https://texas4-h.tamu.edu/wp-content/uploads/2015/09/leaders4hlife_lesson7.pdf)
  - Lesson 9- Lion, Fox, & St. Bernard Survey (More In Depth- Longer version of Fruit Quiz): [https://texas4-h.tamu.edu/wp-content/uploads/2015/09/leaders4hlife\\_lesson9.pdf](https://texas4-h.tamu.edu/wp-content/uploads/2015/09/leaders4hlife_lesson9.pdf)

# ICE BREAKERS/ GAMES CONT.

## Goal Setting:

- Provide each participant a pen, paper and an envelope.
- The paper could be blank or it could have instructions and headings on it.
- Participants would write down 3 goals for the year.
- Examples: 4-H Goal, School Goal, Personal Goal (These obviously could be changed)
- Participants will fold the paper and seal it in the envelope and address the envelope to themselves.
- Club Manager will mail the envelopes at the end of the 4-H year back to the member

## Fruit Personality Quiz

- [https://www.hasd.org/cms\\_files/resources/FruitPersonality08\\_25\\_05.pdf](https://www.hasd.org/cms_files/resources/FruitPersonality08_25_05.pdf)

Allow Youth to Do Introductions and say their favorite, color, cookie, season of the year, etc

<https://www.boredteachers.com/classroom-ideas/21-social-distance-friendly-and-virtual-icebreakers-students-will-actually-have-fun-with>

# YOUTH PROTECTION STANDARDS

- All direct volunteers must be enrolled in the 4-H Connect System and screened
  - Club Managers, Project/Activity Leaders, Activity Leaders, Check Signers/ Fund Handlers, Livestock Mentors, Shooting Sports Coach
  - Volunteer application process must be completed and approved before fulfilling any duties
  - Re-Screening is conducted every three years (Function on a 4-H year (Sept. – August))
  - Annual fee of \$10.00 per volunteer
  - Must complete two required trainings in the 4-H Connect System
  - Overnight chaperones must be screened and must also be 21 years of age

## Why Volunteer?

# FINANCIAL MANAGEMENT

- It is not required for clubs/ groups to have a bank account to be chartered, unless you want to hold fundraisers and handle funds
- Bank accounts must have an EIN attached to them – not a Social Security number
- The responsibilities of the individual 4-H organization are to maintain a record of its activities, contributions received/expended/distributed, and to prepare and keep on file a record of financial transactions.
- Club account names should be the name of the club – SHOULD not use the term "county" in the name
- A 4-H club account needs to have two (2) signatures, not a married couple or a parent and sibling from the same household
- A 4-H club/group should only have one bank checking/savings account. Within that account, the club/group may need to establish in their accounting system sub-accounts for events and/or activities.
  - Club Budget – each club/group needs a budget for proper fiscal management
  - Even though the budget is not included in the charteing packet upload, clubs **still need a budget**



## FINANCIAL MANAGEMENT CONT.

- Any cash received – there needs to be receipt
- Detailed records (original invoices and receipts) should be kept on money collected (date collected, from whom, amount collected, purpose).
- A check request form should be used when requesting funds and kept with account records.
- Accounts should be reconciled monthly – there should be a report made by the treasurer at the club meetings
- Retention period of financial records is 3 years
- If a check is returned by the bank for insufficient funds, it needs to be dealt with immediately
- No part of the net earnings of any chartered 4-H club shall be used for the personal benefit of, or be distributable to its members, trustees, officers, or other private person. Clubs/groups **SHOULD NEVER** use money from the club/group account or fundraisers to provide payouts to youth for participating in/working certain activities. Instead, the club/group can sponsor youth to participate in other county/district/state or national 4-H activities.
- Each club may only have one (1) debit card in the club's name, do not use a PIN for transactions
- Each club may utilize one (1) online payment service account for their club, not personal ties to the account

## FIANCIAL MANAGEMENT CONT.

- The use and granting of a 4-H Club/Group 501(c)(3) status through Texas 4-H, Inc. only applies to the EXEMPTION OF FEDERAL INCOME TAX, and NOT state sales tax.
- Club Bylaws – read them, review them – Annually
- Club Disbandment Clause: Upon the disbandment of the club, all real property, including money, equipment and land shall become the property of the County 4-H Program for care and disposition and authorizes the Texas A&M AgriLife Extension Service and appropriate county extension agent(s) full rights to access bank records, bank funds, and all other banking authority. This also applies to all inventory and assets acquired by and or owed by this organization

# FUNDRAISING

- Fundraising is encouraged – Funds help add enrichment to 4-H Programs
- Clubs/ Groups that plan to fundraise, must have a bank account for monies to be deposited
- There are a few restrictions that must be followed:
  - Amount of funds raised should correspond to the amount of the projected budget for the club/ group
  - Money raised for awards and recognition should be kept in line with proper youth development principles
  - County Extension faculty must approve any fundraising done in the name of 4-H. Any club/group raising money in the name of 4-H must be chartered through the county Extension office
  - A chartered 4-H Club/Group can hold as many fundraisers as they wish. However, they must keep in mind that only TWO of those fundraisers are state tax exempt. Therefore, if you hold more than two fundraisers, your club/group is responsible for paying sales tax on the products sold.
  - Raffles and other games of chance are legal methods of raising funds for non-profits in Texas. Clubs/groups may hold 2 (two) raffles per calendar year.

# FUNDRAISING IDEAS

- Paper Clover Campaign (Tractor Supply)
- Dinner Plate Sales
- Spirit Night @ Restaurants
  - May not be as effective at this time due to COVID restrictions
  - Chick-Fila, I Hop, Applebee's
- Raffles
  - Guns, Purses, Side of Meat. 50/50
- Cow Pie or Chick Poop Bingo
- Auction Live or Silent
- Sale of Items
  - Pecans, Candles, Candy Bars

<http://www.fundraising-ideas.org/diy/>

# GUN RAFFLE INFORMATION

- Purchaser of tickets SHALL be a minimum of 21 years of age.
- Each winner WILL be required to pass all legally required background checks to be able to purchase/ register firearms in their state of residence (NICS Background Check)-.
- Each winner SHALL be required to make arrangements to pick up prizes within 30 days of drawing and all prizes SHALL be picked up within 60 days of drawing.
- Winners will receive information on how to claim their prize.
- Prizes will be claimed at (Name ,Address, Phone of Firearm Shop)
- Upgrades possibly available.
- Any failure to meet the requirements to obtain prize will result in forfeiture of all claims to prize
- No cash value of prize will be paicf.
- Price listed is the MSRP:

# SOCIAL MEDIA USE / MARKETING

- Make a page for the 4-H Club , do not use a personal account for club use
- Use name of 4-H Club
- Have at least 2 administrators on the account
- Respect copyrights of all content sources
- Maintain a professional communication style – remember this is for a youth organization
- Be sure to check grammar, spelling, tone, etc
- Do not engage in profane or inappropriate comments, delete or hide without commenting
- Make certain families are okay with posting of photos of their kids
- Profile pictures and cover photos should be neat, clear, crisp and appropriate
- Set page settings that administrators must approve posts
- This a great tool to showcase all the awesome things happening, but it should always be monitored.

# COVID 19 UPDATES

There are guidelines in which clubs/groups must follow for meetings, events and activities to take place.

- Group meetings may be at a 50% capacity of space or fewer people only if social distancing can be practiced, WITH a limited capacity of 50 people.
- For meetings/activities greater than 50 people, a preparedness plan must be submitted to your local county extension agent
- If the local health authority or county commissioner's court implements a mandate of fewer people, then that policy must be followed.
- Masks/ Face Coverings MUST be worn by all individuals, per the Governor's order (GA-29). Unless the county hosting the event is exempt per the Governor's Resolution GA-29 on July 2, 2020.
- Tables and chairs should be sanitized before and after meeting and at breaks.
- Food/Snacks should be pre-packaged
- Virtual Meetings and Events are encouraged alternatives
  - When utilizing online platforms, be sure to follow guidelines established by Texas 4-H at the link below:
  - <https://drive.google.com/file/d/IV5GcZWEoWa29b9050v2utCPFj2A3SHtG/view>

# GENERAL 4-H HIGHLIGHTS/ REMINDERS

- Youth must be active in 4-H Connect prior to attending any contests
- Volunteer Leaders must be active in 4-H Connect to lead projects
- It is important to recognize youth, volunteers, supporters in your club/groups
- Communication is KEY!
- Variety of project opportunities, not every kid wants/can show an animal or learn to sew, we have a variety of options for all
- 4-H Clubs are not State Sales Tax Exempt
- Club Charters need to be completed
- The County Extension Office handles eligibility with the schools
- All registered youth and volunteer leaders fall under the Texas 4-H Inc. Insurance policies
  - General Liability
  - Accident and Medical (Limited)



# RESOURCES

- County Extension Agent / County Extension Office
- Other Club Managers/ Project Leaders
- Parents
- Texas 4-H Website
  - <https://texas4-h.tamu.edu/>



**ONE STEP AT A TIME!**

[SOMEONEOREXAMPLE.COM](http://SOMEONEOREXAMPLE.COM)