

TEXAS A&M
AGRILIFE
EXTENSION



DISTRICT 9 4-H
CLUB MANAGER/VOLUNTEER LEADER DISCUSSION

August 24, 2023

Record Session

Chat Box Responses

Type in the chat box your role as a volunteer

Type in the chat box your favorite 4-H Project

DISTRICT 9 4-H STATS

- **18 COUNTIES**
- **ENDED 2022-2023 4-H YEAR WITH 7,112 4-H MEMBERS**
 - **THAT IS 588 MORE THAN LAST YEAR**
 - **2ND LEADING DISTRICT IN ENROLLMENT**
 - **7 OF THE D9 COUNTIES ARE IN THE 25 STATEWIDE FOR ENROLLMENT**
 - **1,703 REGISTERED ADULT VOLUNTEERS**

CLUB LEADERSHIP TEAM

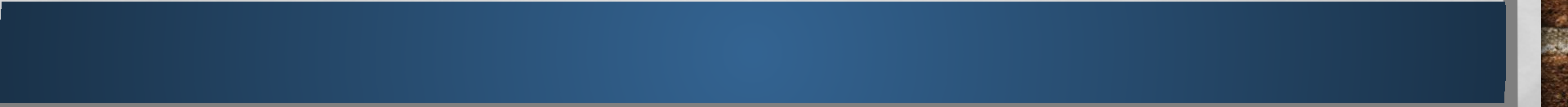
- **Club Managers**
- **Project Leaders**
- **Committee Advisors**
- **Committee Members**
- **Junior Leaders**
- **Club Officers**
- **Activity Leaders**
- **Committee Chairman**
- **Teen Leaders**



TYPES OF VOLUNTEERS

- **DIRECT**
- **INDIRECT**
- **EPISODIC**

Examples of Each
Who needs to be screened?



WHAT MAKES A GREAT CLUB/PROJECT?

PEOPLE

- **YOUTH MEMBERS**
- **PARENTS**
- **PROJECT LEADERS**
- **CO- CLUB MANAGER**
- **COMMUNITY SUPPORT**

FUN!

POSITIVE ENVIRONMENT

- **TRUST**
- **EMBRACE LEARNING AND CHANGE**
- **LISTENING**
- **VISION AND GOALS**
- **INCLUSION**

WHAT MAKES A GREAT CLUB/PROJECT?

MAINTAIN GOOD COMMUNICATION

- **4-H FAMILIES**
- **CLUB OFFICERS & MEMBERS**
- **COUNTY EXTENSION OFFICE**
- **CALENDAR**

ESTABLISH & MAINTAIN RELATIONSHIPS

- **PROVIDE FAMILIES WITH INFORMATION**
- **GET TO KNOW FAMILIES**
- **RECOGNITION – YOUTH AND ADULT**

4-H Club Meetings/ Project Trainings

- **Structure & Organization**
 - **New Experiences**
 - **Fun Activities**
 - **Refreshments**
- **Utilize Time Wisely**
- **Ask for help**
- **Agendas**
- **Sign in Sheets – electronic options**
- **Detailed minutes for club meetings**
- **Gage interest of members**
- **Risk Management**

4-H PROJECTS

4 COMPONENTS:

**EXPERIENCES, LEADERSHIP, CITIZENSHIP,
EXHIBITION**

Project List

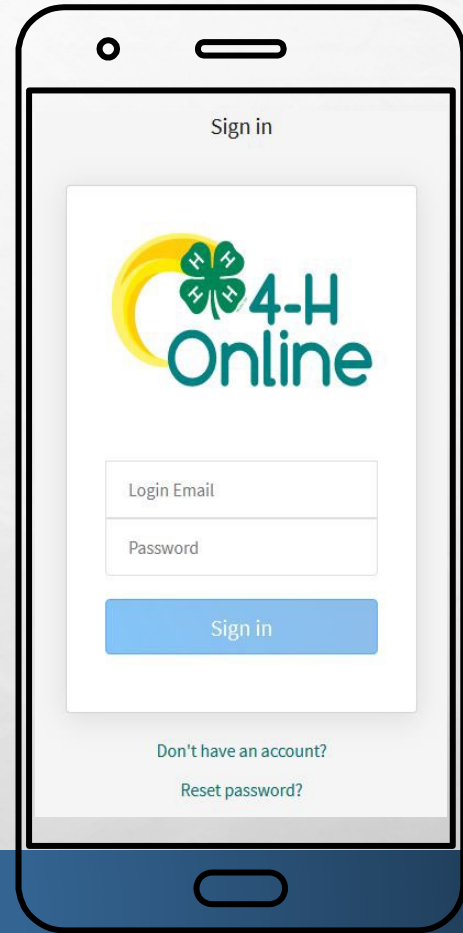
https://texas4-h.tamu.edu/wp-content/uploads/management_project_list_22_23.pdf

Self Directed Projects

https://texas4-h.tamu.edu/wp-content/uploads/management_project_self_directed_22_23.pdf

Enrollment

- **ANNUALLY**
- **YOUTH AND ADULTS**
 - **CLOVER KIDS - [ONE PAGER](#)**
- **CLUB MANAGERS, PROJECT LEADERS, COACHES**
- **ONLY THOSE ACTIVELY ENROLLED IN THE 4-H ONLINE SYSTEM ARE COVERED UNDER THE INSURANCE POLICY**
- **EXTENSION VOLUNTEER STANDARDS**



[VOLUNTEER VIDEO PROFILE](#)

[CLUB MANAGER LOGIN](#)

FINANCIAL MANAGEMENT

- **BANK ACCOUNTS**
- **ONLINE PAYMENT SYSTEMS**
- **TAX EXEMPT**
 - **CLUBS ARE NOT STATE SALES TAX EXEMPT**
- **ASSETS / INVENTORY**
- **BUDGETS**
- **FUNDRAISING**
 - **APPROVED BY CEA**
- **CHECK REQUEST FORMS**
 - **ACCOUNTABILITY AND DOCUMENTATION**
- **FILE 990'S**
 - **WHAT HAPPENS IS A CLUB DOES NOT FILE**

4-H OPPORTUNITIES

- **CLUB, COUNTY, DISTRICT, STATE, NATIONAL, INTERNATIONAL**
- **PROMOTE TO ALL YOUTH**
- **SOME WILL VARY BASED ON AGE**
- **WORKSHOPS, CONTESTS, AMBASSADORS, SCHOLARSHIPS, AWARDS**

SOCIAL MEDIA USE

- **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.**

GENERAL ITEMS

- **ONLY CHARTERED 4-H CLUBS/ GROUPS ARE ALLOWED TO USE THE 4-H CLOVER**
- **IT MUST BE USED IN THE CORRECT MANNER – IT IS A COPYRIGHTED IMAGE**
- **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)**
- **OTHER CLUB MANAGERS/ PROJECT LEADERS**
- **COUNTY EXTENSION AGENT/OFFICE – YOUR INITIAL GO TO – AGENTS OVERSEE THE COUNTY PROGRAM**
- **PARENTS**
- **TEXAS 4-H WEBSITE**

[HTTPS://TEXAS4-H.TAMU.EDU/](https://texas4-h.tamu.edu/)

DIVIDE AND CONQUER

- **CLUB MANAGERS/ VOLUNTEERS CAN DIVIDE RESPONSIBILITIES**
- **PLAY TO YOUR STRENGTHS!**
- **PLAN. PLAN. PLAN!**
- **INVOLVE EXECUTIVE COMMITTEE IN PLANNING**
- **HOLD YOUTH ACCOUNTABLE TO THEIR ROLES**
- **DON'T BAIL THEM OUT ALL OF THE TIME – FAILURE CAN LEAD TO LEARNING**

WHAT IS THE BIG PICTURE OF CLUB & PROJECT MANAGEMENT?

- ***VOLUNTEERS:***
 - **ARE THE KEY TO SUCCESS**
 - **ARE IMPORTANT ROLE MODELS FOR YOUTH**
 - **PROVIDE LEADERSHIP IN RECRUITMENT OF OTHER VOLUNTEERS AND 4-H MEMBERS**
 - **PROVIDE LEADERSHIP FOR 4-H CLUBS, PROJECTS, AND ACTIVITIES**

Questions?