



District 9 4-H Club Manager/Volunteer Leader Discussion

August 21, 2025

Record Session

Poll Everywhere

PollEv.com/coryhundl003



District 9 4-H STATS

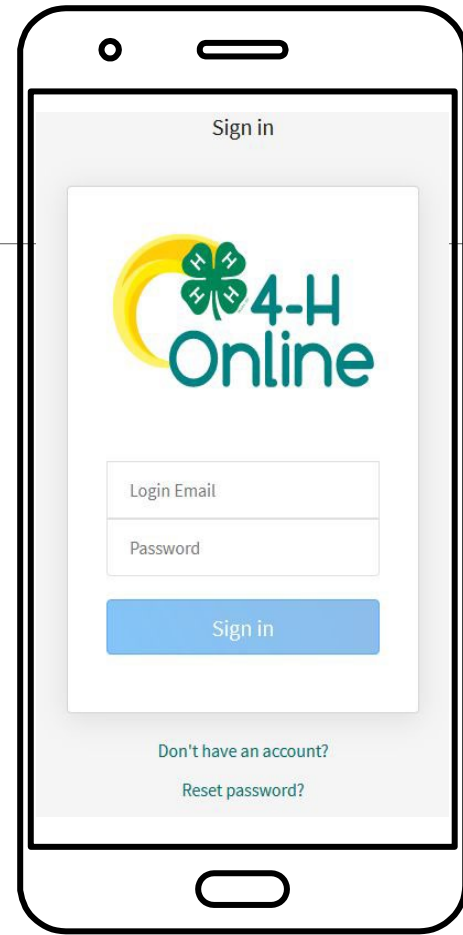
- 18 Counties
- Ended 2024-2025 4-H year with 6,942 enrolled members
 - 2nd Leading District in enrollment
- 8 of the D9 counties are in the top 50 of counties for enrollment
- 1,096 registered adult volunteers
 - Leading District on # of volunteers



Enrollment

- Annually – Opened on August 15th
- Youth and Adults
 - Clover Kids – [Rules page 3](#)
- Club managers, project leaders, coaches
- Only those actively enrolled in the 4-H Online System are covered under the insurance policy
- Extension Volunteer Standards – Screening and Trainings

Works Best in Mozilla Firefox and/or Chrome



What makes a great Club/Project?

Communication & Structure

- 4-H Families
- Club Officers & Members
- County Extension Office
- Calendar/ Plan / Structure

Establish & Maintain Relationships

- Get to know families
- Provide families with information
- Recognition - youth and adults



Club/ Project Leadership Team

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

OPPORTUNITIES

Leader - the person who leads or commands a group, organization, or country.

Leadership - the action of leading a group of people or an organization.

Leadership is not limited to formal positions of authority but can be demonstrated by anyone who influences others to work towards a shared objective



Effective Meetings & Program Ideas

- Print Agendas
 - Is this a must?
 - Are there other **methods**?
- Copy of Previous Meeting Minutes
 - Options?
- Sign in Sheets
 - Why is this important
- Structure
 - Consistency
- Programs at Meetings
 - Educational - Ideas
 - Guest Speakers
 - Fun

[Parts of a 4-H Meeting](#)

[Sample with Script](#)

<https://texas4-h.tamu.edu/management/>

<https://texas4-h.tamu.edu/resources/>

Financial Management

- Bank Accounts
- Online Payment Systems
- Tax Exempt
 - Clubs are not state sales tax exempt
- Assets / Inventory
- Budgets
- Fundraising – abide by rules
 - Must be Approved by CEA
- Check Request Forms
 - Accountability and Documentation
- File 990's
 - What happens is a club does not file
- Bylaws- updating bylaws is important

Document coming Soon on the website

4-H Opportunities

- ❖ Club, County, District, State, National, International
- ❖ Promote to all youth
- ❖ Some will vary based on age
- ❖ Workshops, Contests, Ambassadors, Scholarships, Awards

<https://texas4-h.tamu.edu/activity/>

Social media use

- Make a page for the 4-H Club , do not use a personal account for club use
 - Must be supported by CEA
- 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

Social Media Continued...

- 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.
- Upcoming events and activities – great to promote
- Agents/County should approve of promoted information that stems from their office
 - Do not reinvent the wheel
- Only officially Texas 4-H Chartered Clubs/Groups can have pages in the name of 4-H

General Items

- Only chartered 4-H clubs/ groups are allowed to use the 4-H Clover and name
- It must be used in the correct manner –
- The County Extension Office handles eligibility with the schools \
- All registered and approved 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!

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 key to clubs/projects succeeding
 - Serve as 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?