

2022

# Colorado 4-H

# Volunteer

**Informational  
Packet**



## **VOLUNTEER WITH BOULDER 4-H TODAY!**

Volunteers are critical to the 4-H mission: A world in which youth and adults learn, grow, and work together.

Learn more about Colorado 4-H, what our volunteers do, and how to join our volunteer team today!

**Created By Merielle Stamm**

# WHAT IS 4-H?

"Learn By Doing"



## Colorado 4-H Vision & Mission:

A world in which youth and adults learn, grow, and work together.

4-H empowers youth to reach their full potential by working and learning in partnership with caring adults.

## WHAT IS 4-H?

4-H believes in the power of young people. 4-H recognizes that every child has valuable strengths and real influence to improve the world. 4-H is America's largest youth development organization—empowering nearly six million young people across the U.S. with the skills to lead for a lifetime.

4-H is delivered by Extension – a community of more than 100 public universities across the nation that provides experiences for young people to learn by doing. Kids complete hands-on projects in areas like health, science, agriculture and citizenship, in a positive environment where they receive guidance from adult mentors and are encouraged to take on proactive leadership roles. Youth have the opportunity to experience 4-H in every county and parish in the country – through in-school and after-school programs, school and community clubs, military programs and 4-H camps.



## 4-Her's are:

**4X** more likely to give back to their communities.

**2X** more likely to make healthy choices.

**2X** more likely to participate in STEM activities.



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# 4-H PLEDGE

## PROMESA 4-H

I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service, and my health to better living, for my club, my community, my country, and my world.

Prometo usar mi mente para pensar con más claridad, mi corazón para ser más leal, mis manos para ser más servicial, mi salud para cuidarme más, por mi club, mi comunidad, mi país y mi mundo.



HEAD



HEART



HANDS



HEALTH



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## THE ROLE OF VOLUNTEERS IN 4-H:

Volunteers are the “heart” of 4-H! Volunteers and parents are valuable partners in the 4-H program, and their contributions can have a profound impact on the lives of 4-H members long after they reach adulthood. The research-based, learn-by-doing 4-H model equips kids with skills such as problem solving, decision making and communicating — essential for them to succeed in school, college, careers and communities. Volunteers have a vital role to play in 4-H clubs, after-school programs, community service, civic engagement and camping programs.



## WHY VOLUNTEER WITH 4-H:

Volunteering with 4-H benefits the young people, the community and you -- the volunteer.

- Watching others, grow, adapt, and learn.
- Making positive contributions to youth, families, community, and state.
- Feeling the rewards of sharing your skills, knowledge, and time.
- Being recognized by the local and/or state 4-H program for your contributions.
- Developing lifelong friendships.
- Enhancing personal skills and/or potential career options.
- And so much more!



Curiosity Grows Here  
El Curiosidad Se Cultiva Aqui



Character Grows Here  
El Caracter Se Cultiva Aqui



Leadership Grows Here  
El liderazgo crece aquí



Resiliency Grows Here  
La Capacidad de Adaptarse  
Crece Aqui



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## WHAT IS A 4-H CLUB?

A 4-H club is a group of youth with similar interests. Groups meet to learn a new skill in a 4-H project area and have fun. They can be neighbors, friends and family members. The club determines when, where and how often they will meet and what projects they will work on.

Members attend monthly club meetings, complete community service, work on projects, and participate in social and/or educational events hosted by clubs or the County Extension office.

## WHO LEADS A 4-H CLUB?

Each club has two or more adult volunteers who help to organize and guide hands-on learning activities for the youth. While the adults help guide, the youth run the meetings and set the agendas.

Club members also serve as youth officers, such as president, vice president, treasurer, and more; and gain valuable leadership experience.



## HOW CAN I GET STARTED IN A 4-H CLUB?

Youth ages 5-18 can join an existing club in Chaffee or Lake County, or start a new club with a group of friends and 2 volunteer leaders. New 4-H members may enroll in existing 4-H clubs between October 1 and April 1, although some clubs may have an earlier deadline. Contact the Chaffee 4-H agent to get started. Club fees are \$25 per youth. Scholarships are available! The \$25 goes towards two projects, insurance, and State 4-H fees.



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# Types of 4-H Volunteers



## ORGANIZATIONAL LEADER:

Organizational leaders provides overall 4-H club leadership. They serve as the 4-H club coordinator who communicates with other leaders, Extension staff, club officers, club members and their families to maintain smooth operation of the club throughout the year. They conduct meaningful, impactful education opportunities for youth. Organizational leaders support and guide youth in reaching their fullest potential by encouraging participation that will lead to success.

## PROJECT LEADER:

Use the method of experiential teaching and “learn-by-doing” to guide youth through project work. Help create a safe and welcoming 4-H community where youth develop meaningful relationships and valuable life skills.

“Skills that I have gained from volunteering with 4-H has also helped me become a better community member. It has truly helped me with my communication skills”

## CHAPERONE:

Chaperones are mature adults who help and guide youth participants at various county, state, and national events. Chaperones are responsible for monitoring youth behavior. Chaperones assure that youth attend all event sessions, understand, uphold and follow Code of Conduct expectations, respect the rights of others, to be quiet after curfew, report any observed damages or facility problems to event managers, and serve as good role models. Chaperones are expected to attend event sessions. Chaperones volunteer to help make events the most educational and meaningful experience possible for youth.



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# TYPES OF 4-H CLUBS

*Learn which club structure is best for you*



## COMMUNITY CLUB

Community Club is a program initiated and facilitated by youth and adult volunteers in the context of a community (i.e. neighborhood, township, city). These types of clubs aim to engage youth and adults in both individual and group activities that foster learning and development in a variety of subject matter areas (i.e. food and nutrition, wildlife, beef, visual arts, etc.).



## PROJECT CLUB

Project Club is a program focused more deeply on specific subject matter (i.e. shooting sports, horse, and photography). Project clubs can operate within any school or community setting or as part of any of the other club types. Meeting schedules may vary within a short-term or yearlong schedule.



## AFTERSCHOOL CLUB

Afterschool Club is a program offered to youth following the school day. Afterschool clubs are often divided by age groups. Afterschool clubs aim to complement the learning and development that occurs during the school day and to extend learning during non-school hours.

They are often a part of a broader after-school initiative and may have a wide variety of partners and resources that support the program operation.



## SITE BASED CLUB

Site-based Club is designed to reach underserved youth in the communities where they live with year long programming. This could be a public housing site or neighborhood with a community center that can serve as the hosting location.



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# What is a 4-H Project?



## WHAT IS A 4-H PROJECT?

Each 4-H member ages 8-18 can enroll in one or more projects that are offered by their club and taught by their volunteer leader. A project involves hands-on learning in a new skill over a period of several weeks or months. Most projects have a 4-H manual for reference and E-record to keep a journal of what was learned.

A 4-H project is made up of three types of activities:

- Hands-on activities: making, producing, practicing, observing, testing, interviewing, caring for, etc.
- Organized activities: demonstrations, speeches, workshops, camps, county judging, project activities, exhibits, etc.
- Leadership/Citizenship activities: conducting, planning, teaching, assisting, informing, organizing, etc.

## HOW DO VOLUNTEERS HELP?

When choosing a project, consider your interests, background, what is necessary to start your project, and what is available to help you complete it. Review this guide as a family, club, or group. A good rule of thumb is to select no more than two projects as a first year member.

Included in the description of each project is a level— beginning (B), intermediate (I), or advanced (A). These are primarily skill levels, so that if you have little or no experience in a project area, for example, you are a beginner, regardless of your age. Intermediate-level projects are for members with some experience in a project area, and advanced-level projects are for members experienced in a project area.

## WHAT IF I DON'T KNOW ANYTHING ABOUT A PROJECT?

That's okay! You can learn together with the youth!

Each project book contains a wealth of information and activities for planning and conducting a project. The projects can be completed by participating in activities through organized project groups or by carrying out the activities individually under the guidance of a parent or other adult.

If you need help or have questions regarding a specific project, the extension agent and other veteran volunteers are there to help! You are never alone, we are all in this together.





# Project Areas:



Horse



Robotics



Goats- many types



Gardening



Photography & Filmmaking



Dog



Rocketry



Outdoor Adventure



Woodworking



Cat



Crochet and Heritage Arts



Cake Decorating

And so much more!

# HOW TO BECOME A 4-H VOLUNTEER



*A step by step guide to help you get started*



## APPLICATION MATERIALS:

Most of the application materials are online. However, if you don't have Internet access to apply to become a 4-H leader, please contact the Extension Office for assistance.

## BECOMING A VOLUNTEER:

- Complete an application in our state 4-H database at [v2.4honline.com](http://v2.4honline.com). Create a family profile if you don't already have one. If you do have one, login and add yourself into your family profile to access the leader application.
- Select three references and let them know that they will be receiving a questionnaire via email from CSU Extension and ask them to fill it out ASAP.
- Fill out Background Check information from CSU HireRite as soon as you receive the e-mail.
- Watch the online training modules and answer questions. A link and password will be sent to you by your local 4-H Agent.
- Interview with 4-H Leader Selection Committee or 4-H agent. Extension Staff will contact you to select a date and time (this isn't required for all counties).
- Attend a New 4-H Leader Orientation. Modules are available online and are self-paced.
- 4-H adult volunteers must re-enroll in 4HOnline every fall when re-enrollment opens in order to stay active. If you are inactive for more than a year, you will need to reapply and go through the whole process over again. So it is better to re-enroll, even if you are not sure how much time you will be able to volunteer, than to let your leader status lapse.



# VOLUNTEER ORIENTATION



The online e-Learning modules are designed to help adults become familiar with Colorado 4-H Youth Development programs.

The course has four components:

- Lesson 1: Volunteer Roles & Relationships
- Lesson 2: A Safe & Inclusive Environment
- Lesson 3: Promoting Positive Youth Development
- Lesson 4: Introduction to Experiential Learning

The online course does not need to be completed in one sitting but the overall training will take approximately 1 hour to complete. All four components must be completed to obtain the e-Learning certificate. Contact your local Chaffee County 4-H Agent for the county password.

## ACCESSING THE E-LEARNING MODULES

Contact your local 4-H county agent to receive instructions and the password. Completion of this course does not guarantee your acceptance as a volunteer with Colorado State University Extension, 4-H Youth Development Programs.



# STARTING A NEW 4-H CLUB

*Learn about the requirements for starting a new 4-H club*



## HOW MANY MEMBERS & VOLUNTEERS?

4-H clubs should have at least five members from two or more families. To start a club you also need a minimum of 2 volunteers.

Some suggest that six to 10 members per adult leader is an optimum number. Some clubs have as many as 70 youth.

However, it depends on the age of the members in your club.

It also depends on how many other leaders will be working with you. Try to recruit more leaders if you want to grow your club.

Limit your first group to a number with which you and your co-leaders feel comfortable!

## HOW TO RECRUIT?

Recruiting members is seldom hard to do. Start with a contact to your county Extension staff. They usually have names of people who want to join a club in your area. You can always write newspaper articles, recruit at schools or church, or just talk up the club to parents and children you know. You may find it helpful to recruit some other adults to help with club leadership as co-leaders, project leaders, or program leaders. Interested parents, 4-H alumni, or friends are often willing to help. This gives the leader much needed assistance and also provides continuity for club meetings in case of the leader's absence. To provide a safe environment for youth enrolled in 4-H, all leaders must go through the leader application process.



# CHARTERING & ENROLLMENT



## CLUB CHARTERING

Before youth can enroll in a new club, leaders will need to complete the state 4-H club/group chartering paperwork. You can view chartering documents at the State 4-H Website. These chartering documents must be completed by a September deadline every year that the club remains active. Organizational leaders are responsible for getting these materials to the Extension Office, along with any treasurer records for auditing, each year. Clubs who wish to have a bank account must apply for an Employer Identification Number (EIN) before opening a bank account. There are specific guidelines for managing 4-H funds, so please contact the Extension Agent for more information.



## HOW TO ENROLL MEMBERS

Colorado uses a computer-based enrollment system, <https://v2.4honline.com/>, which means the forms must be filled out completely and accurately. Be sure to check the projects listed. All 4-H members must re-enroll every year, by the last Thursday in January. It's a good idea to enroll as soon as possible so you and your members remain on the e-mail distribution lists to receive notices of all events and activities. Chaffee County also has a deadline for project enrollment additions and changes in order to be eligible to participate in state and county fairs, of the last Thursday in April.

## CHARTERING DOCUMENTS

Documents are available on the State 4-H website as word documents and fillable PDF's

- Constitution and Bylaws
- 4-H Club Financial Report
- Sample No Bank Account Letter
- Sample Bank Statement
- Annual Review: 4-H Club Group Funds
- 4-H Club/Group Assets
- Budget
- Annual Plan
- Affirmative Action

# FREQUENTLY ASKED QUESTIONS



## INSURANCE

4-H leaders automatically have liability insurance coverage through Colorado State University when leading a 4-H group or 4-H activity as soon as they are officially enrolled in the 4-H program. County Extension offices and clubs are required to carry accident insurance. Additional insurance is also required for special activities or events on a per-day basis.



## WHAT IS THE COST FOR MEMBERS?

4-H club members are charged a program development fee, \$40 per member. In addition, some clubs may decide to pay for local club program costs by assessing a small fee per member or by working together on a fundraising project. Special events such as camps and county fairs may also have registration or entry fees connected to them. If a leader feels a family cannot afford the amount, they contact the County 4-H Office and ask about scholarships. No child will be denied access to the 4-H program.



## MEETING LOCATIONS

Where your club meets will probably be determined by the number of members. Meeting places could be public school buildings, family homes, churches, fairgrounds, etc. Most schools, communities, and other groups are willing to let their facilities be used for 4-H activities.

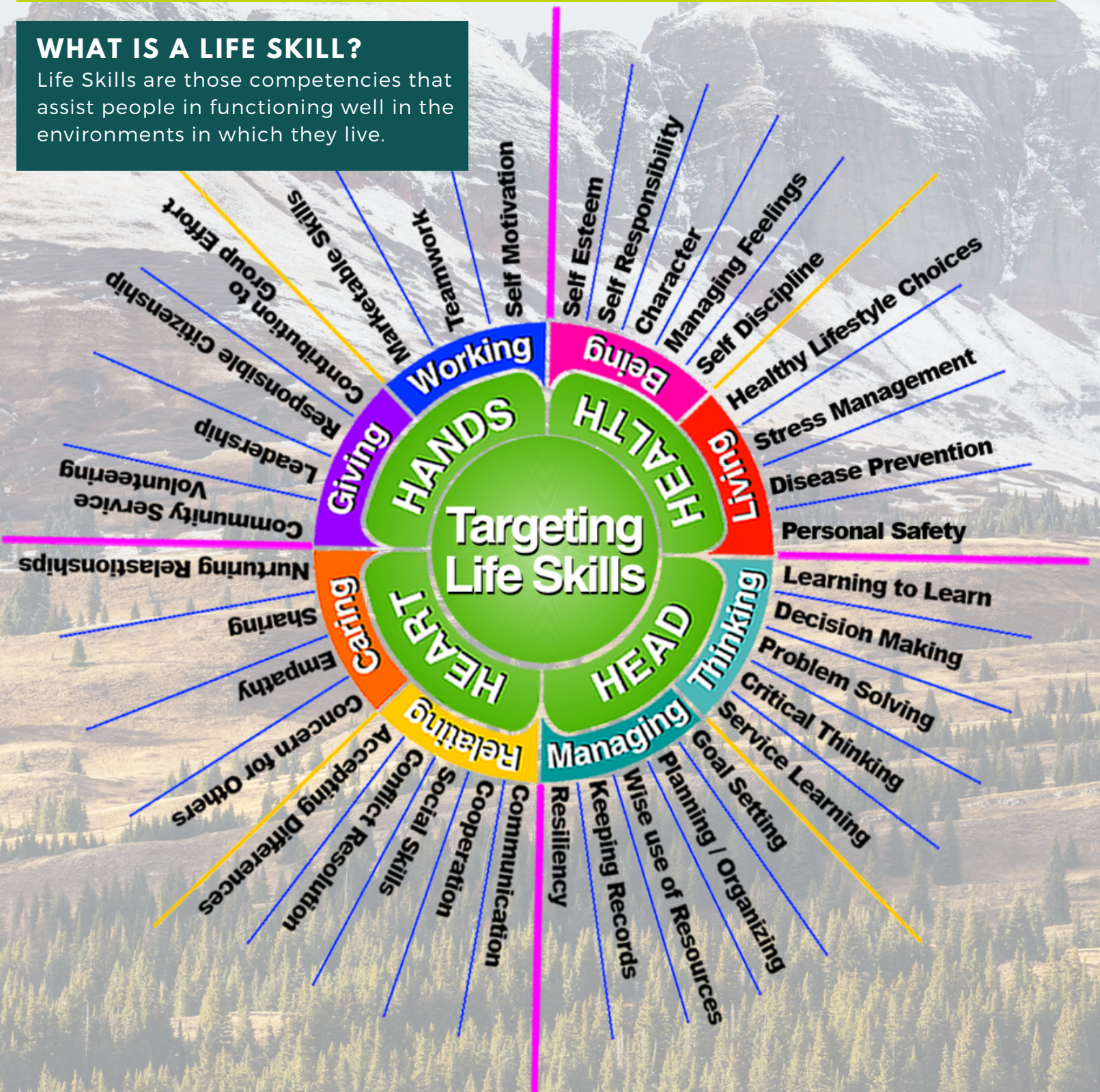




# POSITIVE YOUTH DEVELOPMENT: LIFE SKILLS

## WHAT IS A LIFE SKILL?

Life Skills are those competencies that assist people in functioning well in the environments in which they live.



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# EXPERIENTIAL "Learn By Doing" LEARNING MODEL

The best way to engage youth in learning is to create experiential learning opportunities, allowing youth to explore and discover rather than listen to lectures or read information.

The Experiential Learning Model is a teaching method that focuses on creating experiences for youth and taking time to process those experiences. The reflection portion of learning encourages young people to apply new life skills. These are the five steps:

## DO

1.) Experience: Participants engage in learning activity

## REFLECT (skill focused)

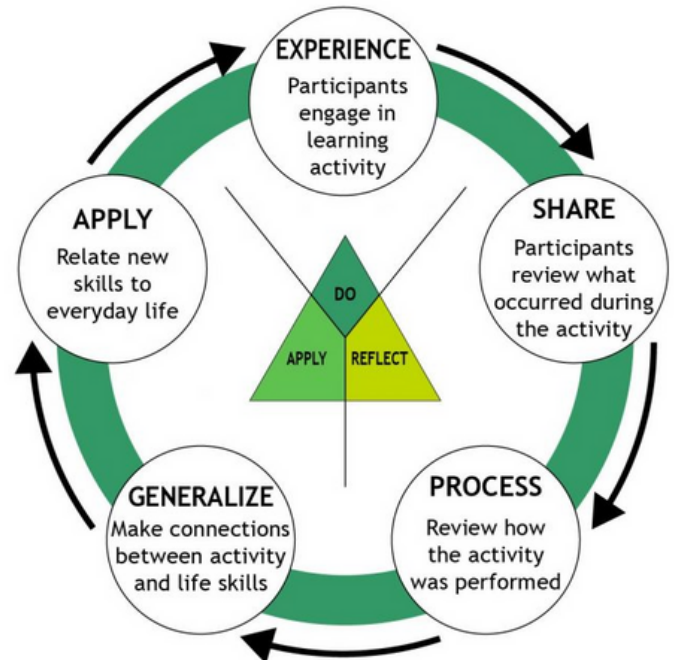
2.) Generalize: Make connections between activity and life skills

3.) Apply: Relate new skills to everyday life

## APPLY (activity focused)

4.) Share: Participants review what occurred during the activity

5.) Process: Review how the activity was performed



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# YOUR 4-H ADVENTURE STARTS HERE

Contact the Boulder County 4-H office to learn more about volunteering, and get connected with a 4-H club. Or get information on how to start your own!

## CONTACT US

Contact: Boulder 4-H Office

Phone : 303-678-6238

Email: [4hinfo@bouldercounty.org](mailto:4hinfo@bouldercounty.org)

[Boulder4h.org](http://Boulder4h.org)

**To learn more about Boulder 4-H,  
clubs, and our other program  
offerings visit:**

[Boulder4h.org](http://Boulder4h.org)



SCAN ME

## OTHER BOULDER COUNTY 4-H PROGRAMS:



### AFTERSCHOOL

We do afterschool programs at schools, libraries and rec centers.



### COMMUNITY EVENTS

We attend and run activities at community events throughout Boulder County.



### SCHOOL ENRICHMENT

We work with teachers to provide in-school programming that meet state standards.



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