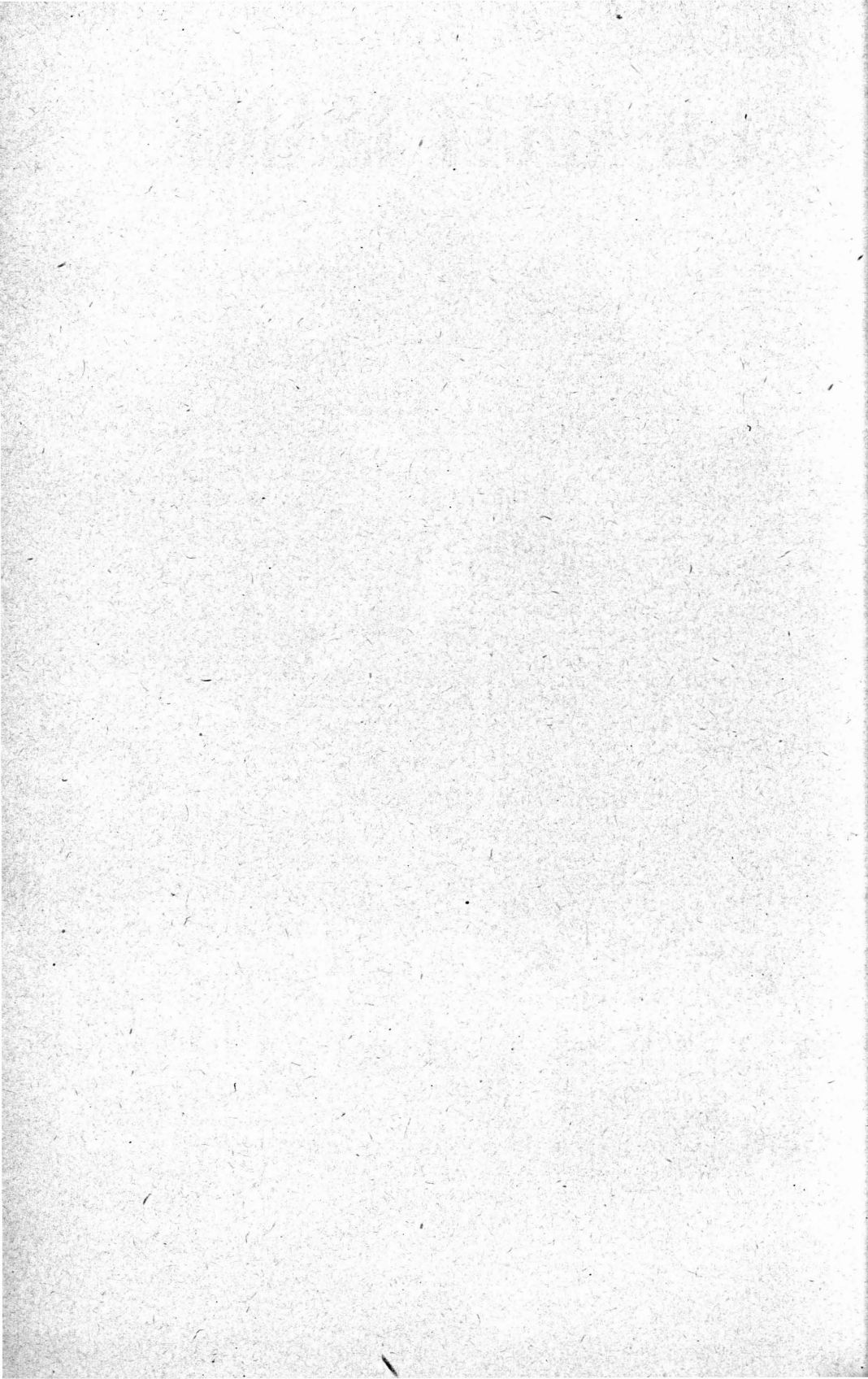


Your Role As

A 4-H ADULT LEADER





Your Role As A 4-H ADULT LEADER

By

State 4-H Club Leaders
Texas A. & M. College System

You have been asked to lead a 4-H Club. You have accepted this responsibility because you want to help boys and girls to become useful citizens. Increasing a boy's or girl's skill in gardening is one thing. Increasing his or her skill in meeting life's challenges, in becoming a balanced person and a good citizen, is far more important.

4-H Club work is that part of the Agricultural Extension Service for young people between the ages of nine and 21 who are taught agricultural and home economics methods in a practical way. Each 4-H Club member has an individual demonstration centering in the home, on the farm or in the community. 4-H Club members may make clothing, prepare and preserve food, raise livestock and crops, maintain health, promote safety, enjoy recreation, or practice citizenship.

The success of 4-H Club work depends upon volunteer adult leaders. They are the key persons in every 4-H Club. 4-H Club members reflect the interest and influence of their leader.

4-H Parents + local 4-H Leaders + County Extension Agents, added to Interested 4-H Members = Useful Citizens. This is the **4-H Club Team**. Donors and sponsors offer support for this team.

Rewards For 4-H Leaders

As a 4-H Club leader you will find the greatest satisfaction is in the results achieved through your helping 4-H Club members. Other satisfactions are:

- The knowledge that the young people you are helping have developed their community into a better place in which to live.
- The development of your own abilities through contacts with other people and learning new ways of doing things.
- The opportunity to meet people through attending county, district, and state 4-H events.
- The appreciation expressed by members, parents, agents and others in the community.
- Learning new ideas and skills that will help you in your business or profession and family living.

Kinds of 4-H Club Leaders

There are several kinds of adult leaders, depending upon their contribution to the 4-H Club and each may function within the same club.

- **Organization Leader**—Assists as advisor with all club activities.
- **Demonstration Leader**—Works with club members enrolled in a particular demonstration.
- **Junior Leader**—Older 4-H Club member who assists adult leaders and works in club activities.

Dr. Seaman A. Knapp, father of the demonstration method of teaching, said, "Your value lies not in what you can do but in what you can get others to do."

What The Organization Leader Does:

- Finds what club members want and need and directs their activities.
- Assists in planning the year's activities and regular programs.
- Assists in obtaining demonstration leaders and junior leaders.
- Assists demonstration leaders in planning and carrying out plans.
- Assists and encourages 4-H Club members to keep records.
- Helps 4-H Club members and delegates to attend county, district and state 4-H events.

What The Demonstration Leader Does:

- Works with 4-H Club members, individual and group, in the development of the demonstration.
- Assists and encourages 4-H Club members to keep records of their demonstrations and activities.
- Assists in promoting the year's activities and regular programs with emphasis on the particular demonstration.

What Part The Junior Leader Plays:

Surveys show that the average length of 4-H membership in the United States is 2.5 years. In clubs with Junior 4-H leaders as assistants, the average length of membership is five to six years. Junior leaders are at least 14 years of age and they have been outstanding in 4-H work and have leader-

ship ability. They should have had two or more years of club experience. Junior leaders work with adult leaders in judging and scoring work and they give assistance to the club parliamentarian.

They may assist by:

- Increasing enrollment
- Helping plan club programs
- Leading demonstration groups
- Advising with members about keeping their records
- Helping conduct regular club events and group activities
- Assisting members with method demonstrations
- Assisting members with judging and scoring work
- Assisting as club parliamentarian

The **Texas 4-H Junior Leadership Demonstration Handbook-Record-Report** is available upon request to help Junior Leaders realize their opportunities.

Helps Adult Leaders Can Expect

4-H Club work is cooperative. Team work between adult leaders, junior leaders, parents, county Extension agents, and friends makes for a strong 4-H program. Many sources of information and aids can make your job more pleasant. These include publications, 4-H leaflets, magazines, radio programs, visual aids, newspaper articles, skits, and team demonstrations. You as a builder of citizenship, need a kit of tools. Why not build a **4-H Leaders Kit**? You might begin with these:

- **The National 4-H Club News**
- **Texas 4-H Club Secretary's Guide—D-293**
- **Texas County, District and State Organizations—MS-900**
- **Texas 4-H Junior Leadership Handbook-Record-Report**
- **4-H Club Work in Texas—L-142**
- **State and National Awards Handbook for Leaders**
- **Planning Recreation for Rural Home and Community**
USDA Extension Service—A-1820, November 1950
- **Improving A-H Clubs — USDA Extension Service**
PA 111
- **4-H Club Subject Matter Leaflets**
- **Manual or Subject Matter Information for Demonstration Leaders**

These can be obtained by contacting your local county Extension agents.

Parents and 4-H Club Work

All 4-H demonstrations and activities require the whole-hearted backing of parents. They should always be consulted before the 4-H member selects a demonstration. Cooperation of parents can be gained by giving them a chance to take part in club activities. Here are some suggestions:

- Encourage meetings in member's homes and tours to member's homes, farms, and ranches.
- Ask parents to help with 4-H exhibits.
Encourage parents to attend and take part in club meetings.
- Allow parents to help plan programs.
Let parents furnish transportation for members to 4-H events.
- Encourage parents to serve as demonstration leaders.
Visit parents and discuss with them the value of 4-H Club work.
- Include parents in activities and events of the club.
Give praise and recognition to parents.

County Extension Agents and 4-H

Local county Extension agents are responsible for the county-wide 4-H program and can use all the resources of the Texas A. and M. College System in promoting work with boys and girls.

Leader training meetings are held on a county basis. This is your chance to work with other leaders and your agents.

The Role of 4-H Sponsors

Sponsors are 4-H friends who provide materials, equipment, supplies, funds, and time to encourage 4-H Club work. All people and organizations in your community should understand and promote the 4-H Club program.

Planning the 4-H Program

The 4-H Club membership may be boys or girls or both. They hold regular meetings with 4-H Club officers in charge. These meetings include an opening ceremony, business, activity and demonstration reports, program, fellowship and closing ceremony.



The 4-H Club promotes group demonstrations and activities. Each 4-H Club member has an individual demonstration centering in the home, on the farm, or in the community.

Members who have similar subject matter or demonstration interests will hold group meetings as needed for instructions, development and activity with assistance from respective demonstration leaders. These groups will make reports and supply material or method demonstrations for the 4-H Club meeting.

The 4-H Club is a continuous organization which has an annual election of officers, functions with both adult and junior leaders and works with the supervision of county Extension Agents.

The 4-H Club may be the organization in which all families of the community participate and it may be a part of the over-all community organization in which all families and all organized groups participate.

The plan of work for each year should include:

- Demonstrations to be carried by club members
- Programs for regular club meetings
- Activities of members who have similar subject matter or demonstration interests
- Special activities in which the club will participate

The program should be based on the interest and needs of the members. Your job will be to guide them. Here are some points to consider in helping members plan the program:

- Base the program on what members want and need. List desires, make selections.
- Divide responsibilities and see that all members take part.
- Decide on programs for each club meeting.

Where you will meet

At what time and how often

Opening and closing ceremony

Business meeting

Topics to be discussed and who will discuss them

Demonstrations to be given and who will give them

Report of special subject matter or demonstration interest group

Special features

Recreation

Refreshments

- Consider special subject matter or demonstration interest group activity.
- Let parents and 4-H friends share in the program.
- Reach all boys and girls of club age and bring in new members.

You as an adult leader should try to reach all boys and girls of club age and bring in new members. Public relations—press and radio coverage—are important to the welfare of your club, too.

What Is A Demonstration?

4-H Club members “learn to do by doing.” A practical enterprise undertaken by a 4-H Club member—the articles made and animals raised—and the sharing of information learned in this practice is a demonstration. The demonstration should be chosen by the member, be practical and provide satisfaction to the members and their families. Family planning is a step in selecting a demonstration. The demonstration should fit well into the conditions of the family and community. Leaders should help club members select demonstrations best suited to their individual conditions.

Special Community Activities

4-H Club Tours

The tour may mean a visit by a small group or club to see a member’s demonstration, several demonstrations, or points of interest. Some club groups even tour other states.

4-H Club Picnic

A favorite pastime with young folks, a picnic will offer a chance for 4-H members to be with friends, have a good time, and perhaps have a club meeting out in the open.

4-H Community Service

Community activities which some 4-H Clubs have encouraged are:

- Health campaigns
- Community recreation
- Farm and home safety campaigns
- Observance of rural life Sunday programs
- Understanding and helping less fortunate people at home and overseas
- Beautifying the school grounds

4-H Achievement Day

An achievement day is an important event of the club year. It is a time to recognize club groups, members, leaders, and to note work done and honor received. 4-H accomplishments can be shared with the community on this occasion.

Special County 4-H Activities

Each county has its own county-wide events. These include rallies, achievement days, camps, banquets, rodeos, fairs, national 4-H events and other special activities as a part of the county-wide program.

Attendance at these events may be based on length of club membership and demonstrations completed. Discuss with your county Extension agents participation for each activity.

District and State 4-H Events

Camps

- District
- State
- State 4-H Conservation Camp
- Texas 4-H Junior Leadership Training Laboratory

State 4-H Roundup

National 4-H Events

National 4-H Club Congress

4-H boys and girls are awarded educational trips for outstanding 4-H Club accomplishments. Selection of winners

is determined by 4-H records. It is sponsored by the National Committee on Boys and Girls Club Work.

National 4-H Club Camp

Two 4-H Club boys and two 4-H Club girls are selected to represent the 4-H Club members of Texas. Selection of delegates is determined by 4-H achievement and leadership records. For one week these delegates are guests of the U. S. Department of Agriculture.

National 4-H Dates

4-H Club Week, held in March, tells the public about 4-H Club work. At this time new members are enrolled and helped to see an opportunity for service in their community and county.

4-H Achievement Day in November is designed to emphasize achievements and accomplishments of 4-H Club members. See your county Extension agents for literature and other aids during these events.

4-H Club Sunday—To Stress the Heart H in 4-H

4-H Clubs set aside one Sunday each year, usually the fifth Sunday after Easter, when members as a group attend a church of their choosing. Club members may take part in the service by ushering, decorating the church, providing special music, giving the "Call to Worship," or speaking on 4-H.

There may be other events of interest to 4-H boys and girls which you will want to adapt locally.

How Can 4-H Members Measure Accomplishments?

Records are the "speedometer" of 4-H Club work. Three kinds of records to be kept are:

- 4-H Club Members' Record
- Club record kept by secretary
- Leader's records of what you have done to help the club members and what have been the results of your efforts.

A demonstration, a club meeting, or other phase of club work may be measured when the job is finished. All these added together give you a total picture of the club's accomplishments.

The final test is, how much better are you, your club members, and your community as the result of club experience.

Does your club

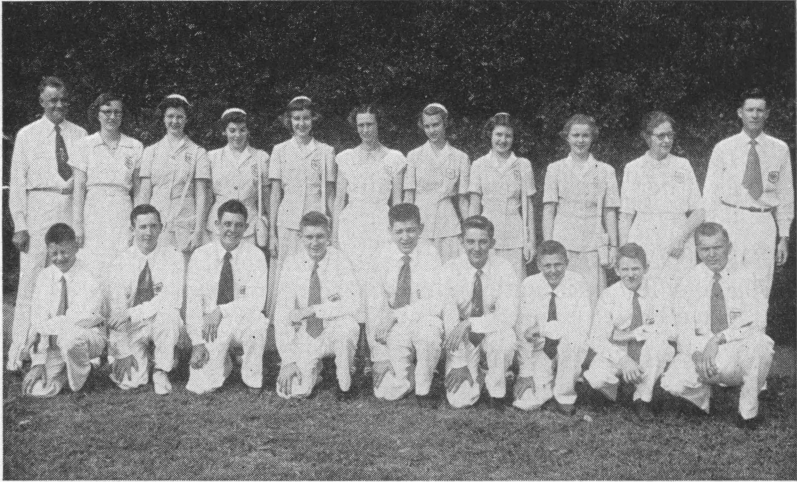
- Offer opportunity for all members to take part in such a way as to develop responsibility and leadership?
- Have interested, active local leaders?
 - a. Organization Leader?
 - b. Demonstration Leaders?
 - c. Junior Leaders?
- Have interest of parents as well as other people in the community?
- Hold regular meetings?
- Have a satisfactory meeting place?
- Participate in group activities?
- Give some community service each year?
- Keep the interest of older boys and girls?
- Membership complete individual demonstration?
- Participate in county, state and national 4-H events?
- Have a definite program with a purpose and planned in advance?
- Reach all boys and girls of 4-H Club age?
- Encourage special subject matter or demonstration interest groups?
- Study and keep records up to date?
- Helps members to keep in touch with finer things in rural life and to be good citizens?

Yes	No	What are you going to do about it?

If 4-H Club work goes no further than teaching boys how "to raise a calf for the show ring," or teaching girls "to make a dress," it can claim little credit for any success the boys and girls have later on as farm managers or homemakers. If a

4-H Club member does not have an opportunity in 4-H Club work to gain experience as a leader, then 4-H Club work cannot take any credit for making better leaders of its members.

How to Recognize a 4-H Club Member



4-H Uniforms

4-H Club members can show pride in their organization by wearing the 4-H uniforms, adding color and interest to 4-H occasions.

For girls: Green and white seersucker suit with 4-H chevron over the heart.

For boys: White shirt and trousers, green tie and 4-H chevron over the heart.

For Women adult leaders: White dress with 4-H chevron over the heart.

For men adult leaders: White shirt and trousers, green tie, with 4-H chevron over the heart.

4-H Colors

Green and white. Inexpensive sets of United States and 4-H flags are available for meetings and other 4-H occasions. Posting of the flag may be used as an opening ceremony for 4-H Club meetings.

4-H Club Ceremonies

Whether it be a club meeting opening or closing, a vesper program at the end of a busy day at camp, or an initiation

ceremony for new members, the 4-H ceremony is an experience which can be remembered as a highlight of club work. 4-H ceremonies may be written by the members. Here are two samples which may be adapted for use in your club.

Initiation Ceremony

Directions: A guide takes the candidate for 4-H Club membership to the front of the room, where the officers are standing behind a table.

President: To you who are about to become an active member of _____ club, we wish to explain the purposes of our organization.

V. **President:** Our 4-H Club is a part of the Texas Agricultural Extension Service and is directly affiliated with the Extension Service, USDA, in Washington, D. C. 4-H Clubs are organized to help us become better citizens in a democracy by teaching us how to work and play together; by giving us an opportunity to learn better methods of farming and homemaking; by encouraging us to pass these methods along to others; by helping us to solve our own problems; by training us in ways of giving service to others and to our communities; and by giving us an understanding and appreciation of the American way of life.

Secretary: Our emblem is the green four-leaf clover, with a white H on each leaf which stands for the development of the Head, Heart, Hands, and Health. Our motto is "To Make the Best Better."

Treasurer: This 4-H Club wants every person who joins it to know that he is joining a national organization with headquarters in the United States Department of Agriculture. Our county and state Extension workers cooperate with those in all of the 48 states and Hawaii, Alaska, and Puerto Rico, in making 4-H Club work worthwhile to all rural young people.

President: You are now familiar with the purposes of 4-H Club work, the motto, and the emblem and what it symbolizes. Are you willing to try to live up to the ideals of the 4-H Club organization?

Candidate: I am.

President: Do you now wish to become a 4-H Club member?

Candidate: I do.

President: You will sign the 4-H Club roll.

(Candidate signs in secretary's book)

President: You will repeat the club motto pledge after me:

Candidate: (Repeats after president)

In support of the 4-H motto, "To Make The Best Better,"
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, and my country.

President: You are now a member of _____
4-H Club. I welcome you into its membership. May you
ever be faithful in helping to carry on 4-H Club work as
a part of the general Extension program of your com-
munity and county in partnership with your parents and
neighbors and in living up to its high ideals as expressed
in the 4-H Club motto and pledge. (President may pre-
sent membership card or other token of membership.)
As a 4-H Club member, will you join with the other mem-
bers in saying the 4-H Creed?

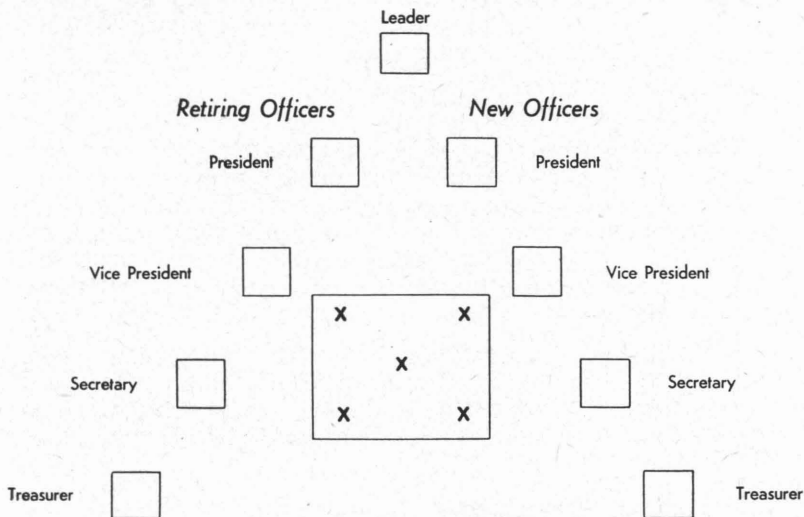
National 4-H Club Creed

- I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.
- I believe in the training of my HEAD for the power it will give me to think, to plan and to reason.
- I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.
- I believe in the training of my HANDS for the dignity it will give me to be helpful, useful and skillful.
- I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.
- I believe in my country, my state, and my community, and in my responsibility for their development.
- In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

Installation of Officers

The officers stand as in the diagram shown below. The X's in the large central square represent unlighted candles on a table. Retiring officers will need to learn their parts beforehand.

The retiring officers, beginning with the president, cross the room to the new officers, make short talks, and present them with the various official records of the club. The new officers cross behind the table, walk over and take the retiring officer's places.



Retiring President: As presiding officer for the _____ Club, great responsibility will be yours. You will preside at meetings and will be ready at all times to render your services in the best interests of the whole club. You must protect its good name, strive always to further its ideals and purposes, and see to it that the people of the community are made acquainted with the work being done and the services being rendered. This gavel is given to you as the property of _____ 4-H Club to help you in performing your duties.

Retiring Vice President: As vice president you will become familiar with the duties of the presidential office and will be ready to act at any time in the absence of the president. You will strive in every way to aid in upholding the dignity of your 4-H Club.

Retiring Secretary: As secretary you will keep the membership roll and a complete and accurate record of what takes place at each meeting. You will make reports and write official letters. You will keep such important information and papers as the club may direct. In your hands and keeping will now be placed the secretary's book for _____ 4-H Club.

Retiring Treasurer: As treasurer you will be entrusted with the money for the _____ 4-H Club, to keep accurate record of all receipts and expenditures. You will be expected to furnish detailed and complete information concerning the finances of your club whenever it is needed. This is the treasurer's book (or report) for the _____ 4-H Club to help you in recording the financial business of your club.

Local Leader: As club officers you have been chosen to guide and direct the _____ 4-H Club. I know that you will live up to the trust that has been placed in you. You will be largely responsible for the club spirit of your organization, for its progress and faithfulness to the principles and ideals of 4-H Club work. (Turns to members) As club members it will be your responsibility to help in every way possible, these officers whom you have chosen.

You will now all stand and repeat the club motto pledge. I will light the candle representing the club spirit (lights the candle). From this candle our newly elected officers will light the candles representing Head, Heart, Hands and Health.

In support of the motto "To Make The Best Better,"

I pledge my head to clearer thinking, (Leader hands lighted candle representing club spirit to president, who uses it to light the candle nearest him)

My heart to greater loyalty, (vice president lights second candle with leader's lighted one)

My hands to larger service, (secretary lights third candle)

And my health to better living, (treasurer lights fourth candle)

For my club, my community, and my country.

It would be fitting to close the ceremony by having the group sing, "Dreaming," "Ploughing," or "Place in the Sun."

*For additional information on 4-H Club work see your county Extension agents.

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