

DELAWARE COUNTY 4-H ORGANIZATIONAL GUIDELINES

WHEN TO ORGANIZE

The 4-H enrollment deadline is April 15th. All clubs are to have their enrollment record to the Extension Office by this date.

NUMBER OF MEETINGS

Each club must have eight or more meetings, but many clubs meet year round. Others function only from April to September. The number of meetings and their frequency should be determined by each club based on its own needs.

SIZE OF CLUBS

A 4-H club may be started with five or more members and the approval of the Extension Office. There is no limitation as to how big a club may be. However, it should be noted that in a smaller club, the advisors are able to give more individual assistance to the members. It is recommended you have one advisor for about every five members in your club.

AGE OF MEMBERS

Youth, Kindergarten through Second grade may enroll in Cloverbud projects using the Cloverbud Handbook materials. First and Second graders may choose from the Cloverbud Handbook materials, the Discovering Series 4-H books, #91, #92, or #93, or Exploring 4-H Series, #94, #95, #96 or #97. Cloverbuds cannot enroll in any other 4-H projects nor participate in competitive classes.

Youth, age 9 (as of January 1st) or in the 3rd grade as of January 1st can take up to two projects. Youth in the fourth grade and above can take up to a maximum of six projects. Youth can be in 4-H as long as they have not reached their 19th birthday as of January 1st of the current year.

DUES

\$1.00 dues are required on the county level payable to OSU Extension, Delaware County by April 15th to the Extension Office. A club may collect additional dues to cover such things as tours or club activities if they wish.

CLUB OFFICERS AND COMMITTEES

A 4-H club may elect or appoint officers and committees that it sees fit. The "Working with Officers and Committees" fact sheet gives some guidelines.

OFFICER'S BOOKS

Books of guidelines are available for the following officers: President, Vice-President, Secretary, Treasurer, News Reporter, Recreation Leader, Health Officer, and Safety Officer.

We ask that the Secretary's and Treasurer's books be turned into the Extension Office by October 30th. We look over them to see what clubs are doing and where we might provide assistance. Also, there are awards provided to the top books in the county.

ENROLLMENT CARDS

These need to be filled out on each member and advisor and returned to the Extension Office by April 15th. The organizational advisor is responsible for these materials.

PROJECTS

More than 180 4-H projects are available. The Family Guide to 4-H lists these with a brief description of each. The project that a member selects is very important. It must be of interest to the member and it must be acceptable to the parents. Cost might also be a consideration.

Whether or not a project is acceptable in a club depends upon the advisor's willingness and ability.

PROJECT BOOKS

A project book is available for each project. These books should be used by the members, and should be checked by the advisor to see that they are used and completed. The Extension staff does not ask to see the books. These are for the benefit of the member and the advisor to aid in the member's project.

GRADING

Delaware County Extension Office does not ask for a 4-H project grade. However, we do expect the advisor and member to evaluate the progress of the member's project work. Some advisors choose to give a 4-H grade to members within the club. Others do not. We do not ask advisors to notify the Extension Office of the member's progress. We need to know whether the members complete their projects or not by October 30th.

PROJECT COMPLETION OR NON-COMPLETION

Whether or not the member successfully meets the requirements for completing the 4-H project is left up to the advisor. In order to receive a completion, the member must attend at least 60% of the business and project meetings and complete the project book according to the advisor's requirements. Project advisors are expected to attend 60% of the business meetings and other club functions in addition to their project meetings. **All advisors must participate in at least one county training workshop per year.**

JUNIOR LEADERS

The recommended age for Junior Leaders enrollment is 14 years of age and three years of 4-H experience and approval of the local advisor. Junior Leaders can be a Junior Leader without taking the Leadership Skills project.