

University of California

4-H Youth Development Program

A Partnership that Serves Ventura County

➤ United States Department of Agriculture

- Federal Franking privilege**

➤ University of California

- Academic staff (4-H Youth
Development Advisor)**

continued

A Partnership that Serves Ventura County Continued

- **Program Representative (can vary depending on State budget)**
- **Research**
- **Some curriculum resources and curriculum development staff**
- **State 4-H Staff and Programs**
- **4-H Center for Youth Development at U.C. Davis**

continued

A Partnership that Serves Ventura County Continued

- **Campus-based 4-H specialists (within academic departments)**
- **Campus affiliation and linkages (multiple campuses and departments)**
- **County of Ventura**
 - **Support staff**
 - **Office space**

continued

A Partnership that Serves Ventura County Continued

- **Misc. operational expenses such as telephone, copying, printing, operations, travel**
- **Level of support can vary depending on County budget**
- **All three required for partnership, if one pulls out, existence of partnership in question**

continued

Origins of the 4-H Youth Development Program

- **Smith-Lever Act (1914)**
- **Purpose of Smith-Lever**
- **Creation of U.S. Cooperative Extension Service**
- **Scope of Cooperative Extension Programs at Origin: Agriculture, Home Economics, Youth Development**
- **4-H became youth component of C.E. (term coined in 1917)**

Original Goals of 4-H Youth Development Program

☛ Teach rural youth:

- Young men taught to be better stewards of the land (production agriculture) and livestock (animal science).
- Young women taught traditional home arts (food preservation, sewing, cooking, financial management).

☛ Founded in Ventura County in 1917

Program Summary

- **National: program exists in all fifty states and in U.S. protectorates**
- **Model for international programs with 4-H linkages**
- **Affiliated with land grant universities in each state (CA affiliation is UC)**
- **Millions of members in U.S. and internationally**

Summary

- **Educational in nature**
- **Non-formal educational experiences**
- **Serves youth kindergarten or 5 years of age by January 1 of the program year – December 31 of the year in which member turns 19.**
- **Powered by large cadre of volunteers**
- **Stresses learning by doing**
- **Self-esteem**

continued

Summary continued

- **Hands-on experiences**
- **Personal development**
- **Personal responsibility**
- **Presentation skills**
- **Working with caring, trained adults**
- **Utilizes jr/teen leaders to work with younger youth
(cross-age instruction)**
- **Community service**
- **Agricultural literacy**
- **Life skills**

The Youth Development Program

- ☛ Is an umbrella encompassing several major program areas**
 - community club program (some call this "traditional program")**
 - other programs (including combined youth agency and extender)**

Community Club Program - Overview

- **Most familiar method of delivery**
- **Between 900-1000 members per year**
- **Approximately 300 adult volunteers**
- **Varying sizes and flavors**

Membership Policy

- **Effective September 1, 1998, the 4-H Program year for the Ventura County 4-H Program will run September 1 through August 31. This will coincide with the new record book year, ease the club leaders' burden of re-enrollment immediately prior to fair, and make the Ventura County Fair the natural culmination of the 4-H year.**

continued

Membership Policy continued

- **Effective July 1, 1998, the levels of membership will return to an age based system with each level defined as follows:**
 - **PRIMARY: Must be 5 years old or in kindergarten as of January 1st of the Program year. Primary members cannot enroll in large animal projects. The only approved animal projects for primary members in the Ventura County 4-H Program are dogs, rabbits, cats, poultry, cavies, mice, embryology, entomology, marine science, and therapeutic animal projects**

continued

Membership Policy continued

- **Primary Member projects may not be shown competitively**
- **Primary Member work is not carried forward when member graduates from primary program**
 - **JUNIOR, INTERMEDIATE, & SENIOR:**
Must be 9 years old or in 4th grade by January 1st of the Program year.

Membership Policy continued

- For Home Schooled Children, the age criteria only will apply.**
- Members can continue in 4-H through December 31 of the year in which they turn 19 years of age.**
- Special needs participants who are older than 19 may be enrolled in 4-H programs with the approval of the county program staff.**

continued

Club Level Projects

- **Educational objectives achieved within the scope of a "project"**
- **Project consists of minimum of six hours of instruction (most are much longer)**
- **Meetings supervised and/or conducted by certified volunteers**

continued

Club Level Projects continued

- **Certified Leaders may be assisted by Jr/Teen Leaders (cross-age instruction)**
- **Currently, approximately 125 active projects in Ventura County to accommodate this diverse interests and needs of youth**
- **Projects may be self-determined**

Community Club Program - Events and Activities

- **Club level**
- **County level**
- **Regional**
- **State**
- **National**
- **International**

Club/Unit Policy

- **Each club/unit shall be chartered as a club/unit by the Ventura County 4-H Management Board and the University of California Cooperative Extension.**
- **Each club/unit is expected to develop and maintain club/unit by-laws and provide the Ventura County 4-H Office with a copy of the current approved by-laws.**

continued

Club/Unit Policy continued

- 4-H in the State of California is administered by the University of California. There can be no discrimination on the basis or race, color, national origin, religion, sex, disability, medical condition, ancestry, citizenship, or sexual orientation.**
- Clubs/units cannot limit enrollment to specific interest groups, such as groups defined by race, color, national origin, religion, sex, disability, ancestry, or citizenship. Enrollment may be limited to size if proper procedures are followed. Contact the 4-H office for further information.**

continued

Membership is limited to youth members. Adults are not members of 4-H; they may be volunteer leaders, such as community leaders, project leaders, resource leaders, etc.

continued

The club/unit belongs to the youth members.

Only the members can vote on club issues.

Adults cannot vote on club matters.

Financial Policy

- All 4-H clubs/units are authorized to establish one checking and/or savings account for their activities. A club/unit may not authorize establishment of additional checking and/or savings accounts for any purpose, including projects, special events, etc.
- All 4-H clubs/units with funds more than \$25 must establish a checking and/or savings account at a financial institution.

continued

Financial Policy continued

- **All accounts are to be set up so that two signatures (one youth and one adult) are required. The required signatures shall be from unrelated people.**
- **Clubs/units are required to develop a club/unit budget that is approved by the youth membership at large.**

continued

Financial Policy continued

- **Statements of cash collections must be signed by two individuals, one of whom is an unrelated adult. The receipts should be turned over to the club/unit Treasurer.**
- **All club/unit disbursements are to be made by check and must be substantiated by receipted bills, canceled checks, and written authorization (club/unit minutes, approved budget, etc.).**

continued

Financial Policy continued

- **Club/unit Treasurer's records shall be turned in to the 4-H Office by due date to be reviewed/audited.**
- **All assets and funds acquired by the project group using the 4-H name and /or emblem or purchased using club/unit funds, belong to the club/unit and not any individual project groups or individuals and shall be inventoried by the club/unit Treasurer.**

continued

Remember...

The youth members must approve all financial obligations and disbursement, either in an approved budget or by separate vote.

Community Club Program - Government

- **Volunteer Management Organization**
 - **Management Board**
 - **Program Board**
- **Members Ninth grade and above may
vote and hold office**

continued

Community Club Program - Government continued

- VMO sponsors "Program Development Committees" (PDCs), which run events, evaluate curriculum, assist in developing project guidelines, assist with volunteer training, make policy recommendations to VMO, and report to VMO.**

4-H Leader Policies

- **All Volunteer leaders shall complete the volunteer certification program before they can supervise any 4-H members**
 - **fingerprinting**
 - **4-H Office approval**
 - **complete Leader Orientation**

Project Leader Responsibilities

- **Complete a project plan each year, including community service and agricultural literacy.**
- **Conduct a minimum of six hours of group meetings and/or workshops.**
- **Provide safe environment for project work and project related safety training.**
- **Participate in project leader training offered by county and/or state.**

continued

Project Leader Responsibilities continued

- ☛ Keep members up to date on participation requirements.**
- ☛ Be aware of the work of the county project development committee.**
- ☛ Encourage member participation at project and club meetings, county, regional, and state events.**
- ☛ Coach project members as they prepare their exhibits, demonstrations, and presentations.**

continued

Project Leader Responsibilities continued

- Help members evaluate their progress in project area and evaluate project reports at end of year.**
- Notify the 4-H office of project member additions or deletions during the project year.**
- Notify the 4-H office in writing if you are unable to continue as project leader for the remainder of the program year.**

General 4-H Policies

- **Membership fees and dues cannot be requirement for enrollment in the 4-H program.**
 - **Scholarships are available.**
- **Lotteries, drawings of chance, raffles, and bingo are not permitted under state law.**

continued

General 4-H Policies continued

- Under no circumstances should 4-H volunteers or members execute or sign leases, use agreements, facility use agreements, or any contracts that commit the UC Cooperative Extension for any type of 4-H activities.**
- 4-H members may participate, as individuals, in jackpot shows with their animals.**

General 4-H Policies continued

- **Youth may not participate as 4-H members.**
- **Nor will their participation be recognized as a 4-H experience.**
- **Coverage under the 4-H accident insurance program and protection under the University's liability program will not be extended to include jackpot shows.**

continued

Ventura County Community Club Program - Trends

- **Younger membership**
- **Movement to combined, multi-program county events**
- **More training and educational opportunities for volunteers and teens**

Ventura County Community Club Program - Some Current Endeavors

- Volunteer development and training**
- Increased opportunities for members and volunteers (program and scholarship)**
- Curriculum Library**

continued

Ventura County Community Club Program - Some Current Endeavors continued

- Developing more sophisticated systems (e-mail capability, web site)**
- Community Service**
- Agricultural literacy**
- Strengthening education component**
- Member development - new programs (Shooting Star)**
- Assessing members interests**

Ventura County Community Club Program - Strengths

- **U.C. affiliation**
- **Educational nature**
- **Family focus**
- **Traditional values**
- **Innovation**

continued

Ventura County Community Club Program – Strengths continued

- Volunteer base**
- Community support**
- Cross-age instruction**
- Members focus on interests**
- Eighty+ years in Ventura County**
- Perceived value of organization within
community**

Other Programs - Examples

- **Uncle Nick's Garden**
- **TWIGS**
- **Ag and Life Science Career Day**
- **Financial Management for YAR**
- **UCCE Showcase**
- **Ag Literacy**
- **After School – (TANF)**
- **Growing Academy**
- **Power Play**

Role of the 4-H Office and Staff

- Support volunteers and members**
 - responsible for educational program and content**
 - links volunteers with curricular resources**
 - provides training opportunities**

continued

Role of the 4-H Office and Staff continued

- **assist in organizing county events.**
- **responsible for assuring affirmative action goals met**
- **responsible for overall program adherence to local, state, and federal guidelines**
- **oversee Volunteer Management Organization**

continued

Role of the 4-H Office and Staff continued

☛ Facilitate communication/disseminate information

- publish county 4-H newsletter**
- handles mailings to middle management team 1-3x each month**
- provide staff to answer telephone and walk-in inquiries regarding the 4-H program**

continued

Role of the 4-H Office and Staff continued

- **provide link between 4-H and other youth development organizations, county supervisors, and the community-at-large**
- **link groups and committees within 4-H**

continued

Role of the 4-H Office and Staff continued

☛ Administration

- maintains enrollment database and project lists**
- houses and maintains awards/incentives inventory**
- houses and maintains equipment inventory**
- facilities agreements**
- insurance**
- maintains curriculum library**
- generates club rosters, project lists, mailing lists**

continued

Role of the 4-H Office and Staff continued

☛ Member/Volunteer Recruitment

- refers prospective members and volunteers to clubs**
- develop and/or furnish recruitment materials**

☛ Community Club Leader Support

- establishes club units**
- counsel and advise community club leaders regarding management issues**

...and everything else required to enable members and volunteers to be the best they can be.

YOU NAME IT, WE DO IT!