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*J://UWXX/4HShared/4HCommunityClub/ClubSupport*

# A 4-H Guide To Youth Leadership and the Educational Plan



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## What makes a 4-H club?

Did you know that there are **EIGHT** requirements for 4-H clubs in Wisconsin 4-H? These **requirements** must be met and maintained:

- Club name
- Five or more youth (from three families)
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines or bylaws
- Open to all youth eligible for 4-H membership



*Notes....*

In this guide, you will learn how to meet **TWO** of those requirements: developing the **educational plan**, and **involving youth in leadership and decision-making**.

Keep in mind that there are **MANY** additional ways that youth can be involved in leadership and decision-making in their clubs. **The sky is the limit!**

## HOW DID IT GO? Evaluation!

Your leadership/planning team has just one task left at the end of the year. And that task involves taking a few minutes to look back and think about how the year went.



Here are some questions you might ask about your educational plan:

- What really worked **WELL** this year?
- What are some things that we could have done better?
- What changes might we do next year?
- What did the members think? (What are some ways that you could find out what they thought?)

But what if things **DIDN'T** go well? That's ok, too. Some of our best learning comes from those things that **DON'T** go well. Just remember to take that look back and think about what you might do differently next time.

**HINT:** Celebrate your 4-H year!!! Plan a project-themed party, have a club fair, invite another club to celebrate with you!



## Let's start with **YOUTH LEADERSHIP!**

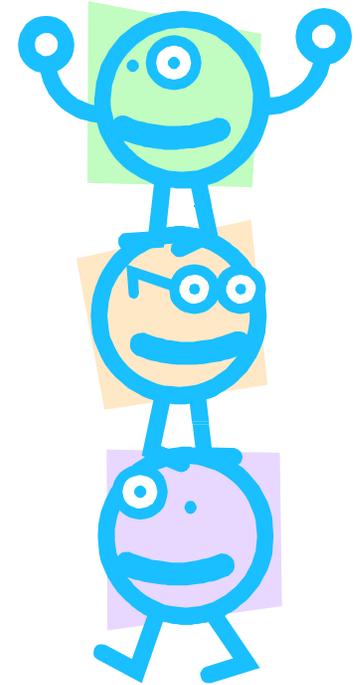
**Step One. Identify your leadership/program planning team.**

The **members** of this team are **YOUTH**. But there is one more important part of this team: the **ADULT LEADER**. Your adult leader provides **guidance and support**.

**Who** will be on the leadership team? Your club has an important decision to make! Here are two options for members for your leadership/program planning team:

- The elected club officers (if your club elects officers) **ARE** the leadership or planning team
- The club elects or appoints members to the team.

Your club may also come up with another way to decide which youth are on the team.



## Step Two. Get input!

What do the members see as the goals of the club? What would they like to accomplish in their 4-H club **THIS YEAR**? How about the parents and leaders? What are they thinking?

Be very careful to include **ALL** club members in this process. It is important that all club members are heard. Leaders and parents can provide important direction in this process, by asking good questions.

**HINT:** Design a process that works to get input from even your quietest members, in a way that is comfortable for them.

Here are some questions that you might want to ask:

- Which projects interest you?
- What does our club want to learn to do in the next year?
- What do **WE** as a **CLUB** want to learn to do better?
- What can we learn that would involve everyone in our club activities?
- What might attract new people to our club? What might people say who **AREN'T** members of our club?



## Step SIX. Check in with your membership.



The role of your team was to create a plan. Now it's up to club membership to decide if it meets their needs.

Take your plan to the group. Ask them what they think at your next meeting during the **BUSINESS** portion of the meeting. Make any adjustments that the group agrees upon.

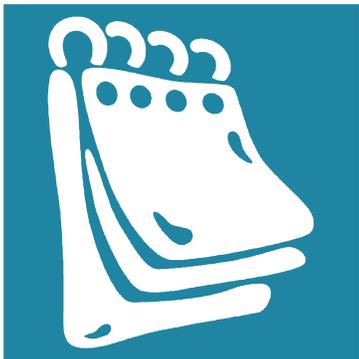
**Hint:** Be open to suggestions from the group. Think of your plan as a **DRAFT**, and be ready to change it if that's what the group wants!

Now it's time to fill in the blanks on your club calendar — either as a leadership team, or with the help of your club. You have lots of options. The sky really is the limit!

**How about this?** Create a **theme** for each meeting. For example, if you are learning about the Sports Fishing Project by tying flies in January, you may want to have the roll call answered with the member's favorite kind of fish. And recreation? Can someone come up with a fish game? And how about serving goldfish crackers for snack?

Don't forget to assign a responsible person for each thing that needs to be done! And **HAVE FUN** with your great 4-H Educational Plan!

## Step FIVE. Prepare your 4-H Club Calendar



It's time to use your 4-H Calendar planning sheet (<http://www.uwex.edu/ces/4h/clubs/starting.cfmw>) With your leadership or program planning team, fill in each month's **PROGRAM** using the ideas that your club members shared with you.

**HINT:** It's important to do the PROGRAM part of your calendar FIRST. Can you think of why that is so? (See answer below.)

**BE CREATIVE!** Look for new and different ways to learn at each meeting. This will keep it fun and interesting. Here are some different methods that you can use to learn at club meetings:

- Demonstration
- Make and take project
- Field trip
- Guest Speaker
- Service Learning Project
- Hands-on activity

Can you think of other ways to LEARN in your club?



**ANSWER:** Other parts of the monthly meeting may be tied to the program. Like, maybe for an NatureSpace program, roll call will be to answer with your favorite bird.

Here are some ways to get input from club members! Remember to make it FUN! (Adapted from *Illinois Extension*):

**Suggestion Box** - Have a decorated box out at every meeting. Explain to parents, members, and leaders that members can put their ideas about things they'd like to do next year.

**Sharing ideas** -- Tape a large piece of paper to the wall. As members arrive, ask them to write down one or two things they would like to do in the 4-H Club in the coming year.

**Collages** - Divide into groups. Give each group a stack of magazines and newspapers. Ask them to make a collage of things they would like to do or learn about in their 4-H club.

**Roll Call** - Have members respond to roll call with suggestions for an activity or a club program. No response should be repeated.

**Fish Bowl** - About six people sit in a tight circle. The rest of the club members sit in a larger circle around them. The inner circle members (in the fish bowl) talk about the sort of things they would like to do in 4-H. Only the folks in the fish bowl get to talk. When someone in the outer circle would like to talk, they tap an inner circle member on the shoulder, and take that person's place, if it is agreed. Have an adult record the ideas.

**Brainstorming** - Divide into groups of five or six members, with at least one adult or older youth acting as facilitator. Give each group a marker and a big sheet of flip chart paper. Put all ideas down on the paper - and remember, there are no wrong answers, or bad ideas! Have each group chose (by voting), their top five ideas.

**Written Survey**— Use a paper and pencil survey for your members and families.

**Buzz Group** - The "Buzz Group" is a quick way to get information on ideas by breaking large groups into small ones, of 3 - 5. People put their heads together and "buzz" ideas. Each group has a discussion leader, a reporter, and a topic to discuss. They get 10 - 20 minutes for discussion, after which time the reporter then brings back the ideas to the whole club. After all the groups have reported, the club can vote on the ideas or prioritize them.



## Step Three. Sort!

It's time for the team to sort the ideas that you got from the club. Do you see any similarities in the answers? Can you group the ideas together into any specific areas, like **TEAMWORK** or **COMMUNITY SERVICE**, or **ELECTRICITY**, or **ROBOTICS**, or **FORESTRY**?



Can you turn the ideas you got into **GOALS** or a **FOCUS** for the coming year? A club can have one or more goals.

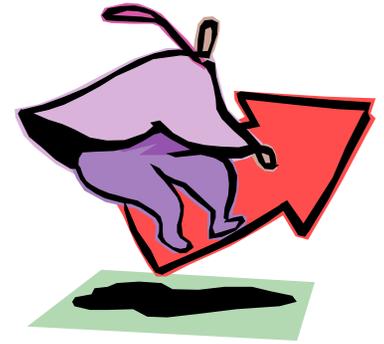
Here are examples of goals for a 4-H club's annual educational plan:

- As a club, we'd like to learn more about the **ELECTRICITY PROJECT**.
- As a club, we'd like to learn more about **TEAMWORK** and **COMMUNICATION**.
- Our club would like to **EXPLORE** different 4-H projects at each meeting. We have selected the following projects: *Geospatial, Robotics, Pets, Home Environment, and NatureSpace.*
- Our club would like to become more involved with the Community through **SERVICE LEARNING PROJECTS**.

**HINT:** Think of your goal as your road map for the year. Where does your club want to **GO**? How will you get there?

## Step Four. Develop your plan

Now that you have your goal, it's time to develop your goals into an Educational Plan! (THIS is how you'll get there....)



**Plan your steps.** If you are going to learn more about the Electricity Project, what things can you learn?

You may want to use your 4-H Project Literature Book as a guide to plan the **STEPS** you'll take to meet your goal.

Would your club like to build flashlights? Send a message using Morse code? Evaluate different types of light bulbs?

**HINT:** Each project literature series (Electricity, Aerospace, etc) comes with either a Group Activity or Helper's Guide. In them you'll find **LOTS** of great ideas that can be used in your club.

**Select the topics** for each monthly meeting. At this point, you probably won't know **EXACTLY** what you are going to do, or who is going to do it, but that's OK. The details can come later. You may get more ideas of speakers and activities after you talk with your club.

**Write it down.** What does your plan look like right now? You might put your goal at the top, and the months in a line down the left-hand side of the paper. Next to each month, put a brief description of what you will learn at that meeting.