

## Staff Guide for Training Volunteers – Unit I ABOUT 4-H

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After completing training of this unit, the leader will understand:

- The mission of 4-H
- The 4-H pledge, colors, emblem, motto, philosophy
- Targeting Life Skills
- Youth Protection Policy
- How 4-H is funded
- How to volunteer

### Introduction and Purpose of 4-H

4-H is an informal youth development program of *Washington State University* Extension. Nationwide, 4-H is conducted in partnership with the U.S. Department of Agriculture, Cooperative States Research, Education and Extension Service, state land-grant universities, and county governments. 4-H combines the work of federal, state and local Extension staff and volunteer leaders in fun, life-skill youth development experiences. The 4-H program is conducted in each of the 39 counties in the state of Washington. Participation in 4-H is open to all interested youth, regardless of race, color, gender, national origin, religion, age, disability, and gender preference. Participants are between the ages of 5 and 19 and reside in cities, suburbs, on farms and every area in between. 4-H focuses on life skill development of youth that results in productive, caring, capable citizens for the betterment of society. The 4-H youth development Program creates a supportive environment for culturally diverse youth and adults to reach their fullest potential. This is accomplished by the involvement of parents, volunteer leaders and other adults who organize and conduct educational activities that relate to the total concept of youth development in community and family settings. Achievement of this purpose will result in capable, competent, contributing and caring citizens who will move us forward into the 21st century.

## **Mission of Washington State University**

As a premier public, land-grant and research institution, Washington State University enhances the intellectual, creative, and practical abilities of the individuals, institutions and communities that we serve by fostering learning and inquiry in all their forms.

## **Mission of Washington State University Extension**

Washington State University Extension helps people develop leadership skills and use research-based knowledge to improve their economic status and quality of life. Washington State University Extension is known for having:

- Faculty with strong academic competencies and methodological skills.
- The ability to adapt to changing socioeconomic conditions and population needs for education and development programs.
- A network of functional relationships with government, industry, community organizations, and other institutions of higher education.
- A system of delivery that provides distance learning opportunities for every citizen of the state.

## **Vision of WSUE 4-H Youth Development Program**

Washington State 4-H Youth Development Program is a recognized leader in developing young people to become productive citizens who are involved in positive change to meet the needs of a diverse and changing society. Involvement of adults, youth and families is the cornerstone of this vision.

## **Mission of WSUE 4-H Youth Development Program**

4-H youth development education creates supportive environments for all youth and adults to reach their fullest potential. In support of this mission we:

- Provide formal and non-formal experiential learning,
- Develop skills that benefit youth throughout life,
- Foster leadership and volunteerism in youth and adults,
- Build internal and external partnership for programming and funding,
- Strengthen families and communities,
- Employ research based knowledge and the land grant university system, and
- Embrace and expand the traditions of the 4-H Youth Program.

Participating in the actions of this mission statement result in capable, competent and caring citizens of the 21st century.

To view the National 4-H Strategic Plan, go to:

<http://www.national4-hheadquarters.gov/library/strategic.pdf>

To view the Washington State 4-H Strategic Plan, go to:

[http://4h.wsu.edu/ws4h/strategic\\_plan.pdf](http://4h.wsu.edu/ws4h/strategic_plan.pdf)

## The 4-H Pledge

The term 4-H was first used in a federal publication written in 1918 by Gertrude Warren, one of the pioneers of 4-H. In the early 1920's, a group at a conference in Washington D.C., discussed the need to give boys' and girls' club a distinctive name that could be used nationally. Several people, including Miss Warren, favored 4-H as the name for the organization. In 1924, Boys' and Girls' Club work became known as 4-H. The pledge was adopted in 1927. The 4-H pledge elaborates the meaning of each of the four "H's."

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.

Some states and counties have inserted the word "family" prior to club in the last line of the pledge to recognize the important role that family plays in the 4-H member's experience.

### Pledge Puzzle Activity

Cut each line (or parts of a line) of the pledge apart. Mix up the parts in a paper sack and have each 4-H'er draw out a part (one at a time) and place the part in the correct order, to recreate the pledge. This can be done as a relay, with teams competing with each other. Points could be given for correct placement of each part plus an extra point for the team finishing first.

## 4-H Colors and Emblem

The 4-H colors are green and white. The green four leaf clover has a white "H" on each leaf to represent one of the four H's -- head, heart, hand, and health. The Secretary of the U.S. Department of Agriculture holds the 4-H name and emblem in trust. The Director of Extension in each state authorizes their use. In each county, the Extension agent delegates their use to 4-H clubs or groups. All uses of the 4-H name and emblem should be consistent with the educational purposes, character building objectives, and dignity of 4-H. Particular care must be observed in raising funds for 4-H through sale of a commercial article. 4-H leaders should consult with Extension staff on questions regarding use of the 4-H name and emblem.

For information on the use of the 4-H clover and emblem go to:

[http://www.national4-hheadquarters.gov/emblem/4h\\_name.htm](http://www.national4-hheadquarters.gov/emblem/4h_name.htm)

## The 4-H Motto

The 4-H Motto is “To Make the Best Better”. It emphasizes the aim of each member in improving project work and in strengthening clubs, families, groups and communities.

## 4-H Educational Philosophy

The “Learning by Doing” philosophy of 4-H emphasizes the importance of involving members in the learning process. “What people hear, they may doubt; what people see, they may possibly doubt; but what people do, they cannot doubt.”

## Targeting Life Skills

A life skill is a learned ability to do something well. Life skills are learned one step at a time and assist people in functioning well throughout their lifetime. Over time, learning moves from simple to more complex skills. Mastery of any skill requires opportunities to try, make mistakes and to try again in a non-threatening and supportive environment.

Positive youth development programs like 4-H identify the skills that are appropriate to the youth in their program. 4-H uses the 4-H Pledge as a way to organize these basic life skills. It is essential to also have some understanding of the different developmental stages of youth. These are covered in Module II.

The “Targeting Life Skills Model” has been developed to assist the 4-H Leader and Educator to provide ways to coordinate life skill development with developmental stages of youth. To view the “Targeting Life Skills Model” go to:

<http://www.extension.iastate.edu/4H/lifeskills/previewwheel.html>

If using the wheel graphic is confusing, another way to look at the information can be found at the end of this module.

## Youth Protection Philosophy

Washington State University Extension believes in the right of child to a safe and nurturing environment. Actions against children that contribute to child abuse or neglect are contrary to the values of Extension. Such actions are opposed in all settings where children are concerned.

The process of providing a safe environment for youth activities includes:

- Screening and training of volunteers
- Providing Extension volunteers and salaried staff with training on how to recognize and properly respond to suspected child abuse/neglect
- Encouraging youths and parents to participate in ethics education

## Volunteer Application, Screening, Training Agreement

Washington State University Extension requires an application, screening and training process for all new 4-H volunteers who desire to work with young people. This includes a criminal history check by the Washington State Patrol prior to becoming a 4-H volunteer. Additionally, 4-H volunteers are required to read and sign the 4-H Volunteer Agreement form, "A Valuable Partnership" form C1000, and to participate in your county's training sessions. This agreement and training clarifies what Extension will provide and what expectations Extension has of volunteers. Contact your county Extension office for the appropriate forms and training dates.

### Who funds 4-H?

4-H is supported by a unique combination of public funding, private contributions, and fund raising. Public support includes federal (U.S. Department of Agriculture-CSREES), State, and county funding. Federal and state support come through Washington State University. County government provides office space, clerical assistance, supplies and other financial help for Extension, of which the 4-H youth program is a part. Washington, like most states, has a state 4-H foundation to handle private donations. The National 4-H Council in Chevy Chase, Maryland provides support from private donors at the National level.

### Glossary of Terms

***Achievement Program.*** Event at which awards and honors are presented to the 4-H members, adult volunteer leaders, and others for accomplishments in 4-H or in support of the 4-H program.

***Activity.*** Any group program selected and carried out by all members, short or long term; for example Safety, Health, Community Service, Career Exploration, and Judging, or Knowledge Bowl.

***Advisory Committee.*** Designated group of individuals who advise Extension about 4-H program directions and priorities. It may be a permanent or ad hoc group.

***Ambassadors.*** 4-H Members in the 8th through 12th grade who assume responsibility for assigned leadership roles within the county.

***Ambassador Advisors.*** Adult leaders who work with youth in the Ambassador program.

***Area Extension Educator.*** Extension Agent responsible for a program area in two or more counties.

***Citizenship-Washington D.C. Focus.*** One week program conducted by the National 4-H Council staff; includes visiting congressman, touring historic sites and discussing citizenship topics.

***Community 4-H Club.*** The most prevalent type of 4-H club. One or more project groups within the club are organized based on the interests of members and leadership available. Meetings include a general meeting usually held once a month or quarter, and individual project meetings as determined by the group.

***Community Pride.*** Program sponsored by Extension in cooperation with Chevron USA that encourages youth to learn about and participate in decision making and improvement of the communities in which they live.

***Community Service.*** Specific activity undertaken by a 4-H club or group to help make their community a better place to live and work.

***Community Service Learning.*** Similar to community service, with the addition of the youth and leaders having the opportunity to reflect and discuss what they learned from their community service experience.

***County Committee.*** Group of 4-H leaders and members responsible for organizing, carrying out, and evaluating one county program, such as Public Presentation Day or Super Saturday educational event.

***County Extension Educator.*** The WSU Extension Agent who conducts an Extension program in a county and is county based.

***County Teen Representative (CTR).*** Program designed to strengthen leadership opportunities for 4-H youth in 7th through 10th grades. They are the bridge between 4-H clubs and county activities, and the county to district events. Two teens and an advisor are selected from each county.

***County 4-H Leaders Council.*** An organization of all volunteer 4-H leaders within a county. Elected representatives of this group work with the county Extension staff in planning, implementing and evaluating the county 4-H program. Can include parents and members in some counties.

***Cross-Cultural Programs.*** Programs that encourage youth and adults in communities to develop understanding and interest in cross-cultural awareness, to recognize the contributions and concerns of other cultures, and to become aware of the interdependence of all nations and people.

***Curriculum Development Committee.*** Designated group of people representing Extension faculty, volunteer leaders, youth or others whose primary purpose is to review selected programs/curriculum materials and make recommendations.

**Danish System of Judging.** Evaluation method awarding a blue, red or white placing on each exhibit as measured against a prescribed standard. No limit exists on the number of placings in each category.

**Event.** An occurrence with a definite time and place. Examples: achievement program, talent show, camp, state 4-H conference, tours, county fair.

**Extension.** One of three missions of a land-grant university, which at Washington State University is located in the College of Agriculture, Environment and Human Sciences. Extension has the responsibility of sharing university based research and information with the citizens of the state of Washington. Every county in the state has an Extension program conducted by county educators who are Washington State University faculty members.

**Expanded Food and Nutrition Education Program (EFNEP).** Youth and adult nutrition education program conducted in selected Washington counties primarily with limited income populations. The EFNEP youth program is an integral part of 4-H.

**Extension Specialist.** A state faculty member of Washington State University Extension responsible for leadership in a particular area (citizenship, environmental issues, diversity, volunteer management, animal sciences, etc).

**Family 4-H.** A concept of organizing a 4-H unit within an individual family

**Insurance.** Medical, accidental, or liability insurance that covers members and volunteer leaders while engaged in designated 4-H functions. It may even be an annual policy or coverage for a specific event. Note: Insurance is not automatically provided. Check with your county Extension office.

**International Exchange Programs.** Programs for teens and young adults that offer experiences of six weeks to one year in many countries in the world with 4-H type programs. Exchange delegates live and study with host families to share experiences and ideas, learn new skills, make cross-cultural friendships, and observe youth programs abroad.

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**Interview Judging.** Evaluating a 4-H member's project in an interview with the member.

**Judging.** Activity in which the 4-H member compares and ranks a class of four animals or products and gives reasons for these decisions.

**Junior Leader.** Intermediate (sixth to eighth grade) 4-H member who works under the direction of an adult leader and has responsibility to help younger members with their 4-H project.

**Key Leader.** Volunteer with expertise in one or more areas willing to assist in the county 4-H program.

**Land Grant University.** State institution of higher learning with a special mission of providing education to all areas of the state, supported by grants of federal land and other federal funding. Washington State University is the Land Grant University for the State of Washington.

**Life Skills.** Abilities useful for day-to-day living. Through 4-H projects, members develop life skills such as, but not limited to: 1) problem solving; 2) decision making; 3) responsible citizenship; 4) self-responsibility; and 5) accepting differences.

**Multi-Project Club.** Club organized around two or more project areas.

**National 4-H Conference.** Weeklong experience at the National 4-H Center, Washington D.C., which provides selected youth with an opportunity to be involved with major national 4-H program concerns and program development.

**National 4-H Congress.** The national recognition event for youth ages 14-19. A lifetime individual and cross-cultural experience designed to meet the needs of youth while helping to develop capable, competent, caring citizens. Takes place in November in Atlanta, Georgia.

**National 4-H Council.** A not-for-profit educational organization that uses private resources to help expand and strengthen the 4-H program throughout the United States and the world.

**National 4-H Week.** The first full week of October is observed each year as National 4-H Week. During this week, an extra effort is made to promote the 4-H program to the community through newspaper articles, window displays, and personal contact.

**Premium Book.** Publication of county or state fair boards, listing classes and lots in which members enter their projects; includes premiums to be paid

**.Primary Members.** Kindergarten through second grade children. Programs are designated to be informal, noncompetitive and fun.

**Program.** A broad term to describe a group of like projects. Examples are animal science and family living.

**Program Assistant or Coordinator.** Works with the county 4-H program under the supervision of an Extension educator.

**Program Leader.** Volunteer authorized by Extension to provide leadership in a program or project. They work in cooperation with Extension staff.

**Project.** Area of interest in which a 4-H member enrolls. Examples are dog, horse and computer. See EM2778, Projects and Publications  
<http://4h.wsu.edu/publications/em2778.htm>

**Public Presentation.** 4-H program designed to teach youth communication skills. Demonstrations, illustrated talks, and speeches are included.

**Record Book.** Booklet in which a 4-H member records information about projects, events, awards, leadership involvement, and community service, thus learning basic record keeping skills.

**State 4-H Faculty.** A group of WSU Extension faculty providing leadership for the statewide 4-H program.

**State 4-H Fair.** Annual event held in September at the Western Washington Fair, Puyallup, in which 4-H members exhibit projects or compete in contests after qualifying at the county level.

**State 4-H Fair Board of Trustees.** Volunteer 4-H leaders elected by the Washington 4-H Council to help advise Extension concerning State 4-H Fair and to manage and conduct the State 4-H Fair.

**State 4-H Forum.** Annual educational event for 4-H leaders held in a different location each year, usually in October.

**State 4-H Teen Conference.** Annual educational event for senior members and interested non-members held in June on the WSU Campus.

**State 4-H Youth Development Program Director.** Person responsible on a statewide basis for the total 4-H program, implementing and evaluating all aspects of the program.

**Teen Leader.** Recommended for senior members (9th to 12th grade or 19 years of age). Responsible for assisting an adult leader in planning, teaching, and carrying out a combination of project and club activities.

***Teen Rally.*** A weekend getaway for educational workshops, meeting youth from other counties, learning more about 4-H, listening to motivational speakers and a whole lot of fun! Takes place in the fall and is held in each of the four districts.

***Washington State 4-H Council.*** Representative body of volunteer 4-H leaders (two to four voting delegates from each county based on 4nrolled 4-H members) who make 4-H program recommendations and elect State 4-H Fair Board of Trustees and State 4-H Advisory Board members.

***Washington State 4-H Foundation.*** A non-profit corporation formed for the purpose of raising funds for the 4-H youth development program in Washington State.

***Western Regional 4-H Leader Forum.*** Annual educational event of 4-H leaders from the 13 western states, held in a different state each year.

**UNIT I**  
**Self-Assessment**

1. The real purpose of 4-H is to help young people

win ribbons at the fair  
become popular with other kids  
help youth to learn life skills

2. Who owns the 4-H name and clover

The National 4-H Council  
U.S.D.A.  
The State 4-H Program

3. An adult volunteer in 4-H must:

pass a Washington State Patrol Background check  
understand and sign a “Volunteer Partnership” agreement  
both of the above

4. A youth must be at least \_\_\_\_years of age by Jan. 1 of the 4-H year and be enrolled in kindergarten.

4  
5  
6

5. 4-H is funded by

The Federal and State Government  
The State and County Government  
Public and private sources

## TARGETING LIFE SKILLS - *appendix*

- **Thinking:** Learning to use your mind to form ideas and make decisions, to imagine, to examine carefully, to consider.

- *Learning to learn* – acquiring, evaluating and using information
- *Decision Making* – choosing among several options
- *Problem solving* – identifying and planning solutions to problems
- *Critical thinking* – thinking and then deciding what to do
- *Service Learning* – gaining skills by participating in community service

### HEAD -

- **Managing:** Learning to use resources wisely to reach goal

- *Goal setting* – something to work towards
- *Planning or organizing* – a way of doing something that has been planned a head of time
- *Wise use of resources* – not being wasteful, managing personal finances
- *Resiliency* – able to deal with change, overcoming problems

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- **Relating:** Learning to get along with other people

- *Communication* – exchanging ideas, information, etc. in a respectful manner
- *Cooperation* – working together for a common purpose
- *Social skills* – showing respect and consideration for others
- *Conflict resolution* – finding ways to resolve differences
- *Accepting differences* – accepting differences are okay

### HEART -

- **Caring:** Learning how to show understanding, kindness, concern and affection for others

- *Concern for others* – caring about the well being of others
- *Empathy* – being sensitive to another person's feelings
- *Sharing* – doing together with others
- *Nurturing relationships* – providing care and attention to others

## TARGETING LIFE SKILLS - *appendix*

- **Giving:** Learning to provide, supply or make something happen

### HANDS -

- **Working:** Learning physical or mental effort needed to accomplish something

- **Living:** Learning to live without disease or injury, having a sound body and mind

### HEALTH -

- **Being:** learning to be all you can be; taking delight in who you are as a person

- *Community service and volunteering* – giving of one's time and effort to help make difference for someone else without expecting a reward

- *Leadership* – helping a group reach goals by showing or directing the way

- *Responsible citizenship* – being involved in your community

- *Contributions to group efforts* – sharing the responsibility of reaching a goal

- *Marketable skills* – developing abilities to accomplish something

- *Teamwork* – working together to accomplish all parts of a task

- *Self motivation* – being able to make the effort to complete a task

- *Healthy lifestyle choices* – eating right, exercising, enough rest, avoiding harmful activities

- *Stress management* – learning positive ways to manage stress

- *Disease prevention* – taking care of oneself and avoiding risky situations

- *Personal Safety* – taking care to avoid danger, risk or harm in order to be physically and emotionally safe

- *Self esteem* – taking pride in and valuing oneself

- *Self responsibility* – being accountable for one's behavior

- *Character* – managing one's own emotions and being sensitive to others

- *Self-discipline* – exercising self control that keeps in mind what is right or wrong