



#### **4-H Youth Development Faculty: Policy**

- plan and carry out an appropriate 4-H youth development program for the county emphasizing learner outcomes appropriate to the region;
- recruit, train, place, screen, evaluate, and recognize adults who serve as mentors and leaders for 4-H youth development members;
- Act as the authorized representative of the Director of the WVU Extension Service in the assignment of the 4-H name and emblem to activities and clubs that follow appropriate guidelines.  
(<http://www.national4-hheadquarters.gov/>)
- act as the responsible professional in authorizing 4-H youth development activities within the county;
- provide for accident and liability insurance to cover all participants (youths and adults) at 4-H youth development events;
- create programs that are consistent with the educational purposes, character-building objectives, and dignity of 4-H youth development programs;
- seek resources from state and national Extension sources and other appropriate youth-serving organizations to implement appropriate 4-H youth development programs at the county level; and
- review annually all 4-H club, county foundation, and leaders' association financial summaries that are due to the county Extension office by October 31.

*(Refer to the section for responsibilities related to money management, membership records, Treasurer's book requirements, and due process.)*

#### **4-H Youth Development Volunteer Selection Process**

##### *Overview*

The purposes of the WVU Extension Service 4-H Youth Development Program's volunteer selection process are:

- ⌚ to provide a safe atmosphere for youths involved in Extension activities, and
- ⌚ to select and place qualified volunteers for 4-H youth activities.

##### **Official records**

Completed records will be maintained in a secured, individual, confidential file in the county Extension office. For each volunteer who works directly with 4-H youth development programs, the following will be on file:

1. Application form;
2. Reference forms completed by mail and/or written responses to questions asked in a telephone interview; dated and signed by the agent or key leader;
3. Notes from the personal interview, if held; dated and signed by the agent or key leader; and
4. Letter of appointment.

**Due Process:** It is the right of participants to know in advance any rules, expectations, and standards to be followed in 4-H programs, events, and camps. They will be informed in advance of possible consequences if they fail to follow such rules, expectations, and standards. A plan or outline must be made before each event and communicated in writing.

A volunteer may be relieved of specific duties by the WVU-ES volunteer leadership specialist or 4-H youth development director working with that volunteer when it is shown that the volunteer:

1. Does not follow WVU Extension Service program policies, guiding principles, and/or code of conduct.
2. Emotionally or physically harms a young person or adult;
3. Fails to meet the volunteer service description; or
4. Is convicted of a crime.

**West Virginia University Extension Service  
4-H Youth Development Volunteer Application  
Posted at Web site**

**[http://www.wvu.edu/~exten/infores/pubs/fyres/volunteer\\_application.pdf](http://www.wvu.edu/~exten/infores/pubs/fyres/volunteer_application.pdf)**

## **Cloverbud (Pre 4-H membership) Policy**

1. The West Virginia University Extension Service cloverbud (pre 4-H members) policy states that an individual who will not reach his or her 9<sup>th</sup> birthday on or before September 30 of the current year is not eligible for club membership, project enrollment, 4-H competitive events, or resident camping. Cloverbud is a program for first- and second -grade youths and is not part of a 4-H'er's record when being considered for recognition.
2. Counties that program for pre-4-H age are encouraged to use family-based or separate group activities and learning experiences. Leaders should plan age appropriate activities. Groups should be small, (5-10 members). Consultation can be sought with state and county faculty responsible for youth development programming. It would be expected that at such activities the pre-4-H child would be accompanied by a parent or older sibling and would not be the responsibility of the 4-H leader or agent.
3. **Cloverbuds Policy** is a pre-4-H program for first and second grade youths that became available during the 1992-93 club years. Many West Virginia counties offer a Cloverbud program. The Cloverbud curriculum is available through the 4-H Publication order form.

## **General Rules: 4-H Judging Contests**

*Age Division:* There will be a junior and senior division in each contest. 4-H members in the junior division must not have passed their 14<sup>th</sup> birthday on or before January 1 of the current 4-H year. 4-H members in the senior division must have passed their 14<sup>th</sup> birthday on or before January 1 of the current 4-H year and not have passed their 21<sup>st</sup> birthday as of this date.

## **Job Description**

### **General purpose:**

- Serve as a liaison between the county Extension office/county 4-H professional and 4-H members, their parents and other volunteers regarding 4-H club programs.
- Support 4-H professionals, volunteers and members in conducting meaningful educational experiences to help youth grow and reach their fullest potential.
- Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities and follow state and federal policies and guidelines of 4-H.

### **Specific Responsibilities:**

- Be committed to young people and their growth in all areas.
- Serve as the primary communication link between the county Extension office/county 4-H professional and the club.
- Secure club organization materials from the county Extension office.
- Complete enrollment forms and other registration forms as requested by the county Extension office. Provide the county Extension office with a copy of the current club constitution and club programs.  
*\*Club enrollment summaries and yearly club audit are due to the Extension office on/or before November 30th. Any 4-H Community Club not having completed their yearly review with the agent on/or before November 30<sup>th</sup> will not be authorized to participate as a recognized 4-H Community Club for the 4-H year.*
- Ensure adequate supervision at all club functions.
- Involve members in developing club programs, including project work, community service, social events and participation in county, district and state 4-H events.
- Help officers learn their responsibilities and are prepared for each meeting; teach members basic parliamentary procedure, allowing them to run their own meetings, develop committees, and plan and conduct activities.
- Publicize what the club is doing.
- Maintain appropriate communications with, and coordinate the contributions of other club advisors.
- Be dedicated to young people and sensitive to their abilities and needs.
- Encourage 4-H members' and parents' interest and participation.
- Welcome parents' ideas, activity and project assistance, cooperation, support and attendance at 4-H activities.
- Follow all 4-H guidelines and policies of West Virginia University Extension, West Virginia 4-H

program and county 4-H program. Recruit new members when the club has openings.

- Attend all (or most) of the club meetings and activities.
- Read 4-H newsletters and literature from the county Extension office and keep members, parents and other advisors informed.
- Participate in one or more volunteer development opportunities each year.
- Be aware of 4-H projects available, help members select projects and encourage parents to support their child's project work.
- Inform members and parents of project evaluation requirements and dates.
- Continually provide feedback to members, letting them know when they are doing a good job and advising them when they need to improve.
- Praise members for the progress they make.

**Qualifications:** An individual serving as 4-H Club Organizational Advisor must have:

- The ability to teach and motivate youth while nurturing positive self esteem, decision making, responsibility and leadership in the youth.
- A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.
- The ability to organize information and materials and delegate responsibility.
- The ability to work and communicate effectively in both verbal and written forms.
- The ability to motivate parents and other volunteers to assume leadership positions.
- The ability to work with minimal supervision from professional staff.
- A sincere interest in working with other volunteers and professional staff in an educational setting.
- A willingness to become familiar with and work within the philosophy and guidelines of West Virginia University Extension, West Virginia 4-H Program and county 4-H program.

**West Virginia University Extension Agrees To:**

- Provide training opportunities that will help the volunteer meet the needs of members, advisors and parents.
- Provide appropriate manuals, pamphlets, audio-visual aids, newsletters and other resource materials.
- Have professionals available to consult with advisors on a one-to-one basis.
- Provide opportunities for professionals to listen to advisors' ideas to help improve the 4-H program.
- Provide appropriate recognition and awards to advisors.

**\*4-H Members Responsibility to Complete and Meet Due Dates.**

It is the responsibility of a 4-H member to complete their project requirements on time. This includes their project book requirement which are due to the club leader on or before the June club meeting. It is the responsibility of the leader to see the project books are scored and provide copies of those scores to the Extension office on or before July 10, 2012. Any member not having a project score submitted by July 10, 2012 will not exhibit at the fair and will complete their project at the club level by September 30, 2012. If they are enrolled in a 4-H Animal Project it is their responsibility to complete the animal guide, check in their market livestock and/or register other livestock as scheduled by fair officials to exhibit at the Berkeley County Youth Fair. If they miss the check in, registration due date, or do not have their project book completed on time they need to understand they will not exhibit at the Berkeley County Youth Fair and will complete their project at the club level by September 30, 2012.

Due dates and registration forms will be posted to the Berkeley County Extension and Berkeley County Youth Fair web sites in a timely manner. Access is available through the Berkeley County School web site (click on the clover) or by clicking on <http://www.berkeleyextension.com> or <http://www.berkeleycountyyouthfair.org> If they have questions they need to ask their leader or 4-H agent.