

The California 4-H Youth Development Program

Mission Statement

The University of California 4-H Youth Development Program engages youth in reaching their fullest potential while advancing the field of youth development.

Core Values

- Support the UC/ANR mission and strategic planning assumptions.
- Recognize that ANR professionals provide the youth development framework for volunteers and other cooperators who bring the knowledge, experience and passion to work with youth in their communities.
- Appreciate, respect and value diversity through a commitment to inclusion of diverse Californians.
- Respond to local needs within a context of statewide criteria, practices, and priorities for 4-H programming.
- Innovate to maximize impact and resources while not duplicating other youth development efforts.

As part of the University of California's Division of Agriculture and Natural Resources (ANR), the 4-H Youth Development Program also adheres to the core values of the University and of the Division.



The
4-H
Experience

The University of California prohibits discrimination against or harassment of any person on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities or with respect to any of its employment policies, practices, or procedures. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's equal employment opportunity policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 300 Lakeside Drive, 6th Floor, Oakland, CA 94612-3550, (510) 987-0096.





Welcome to the 4-H Youth Development Program

Thank you for volunteering your time and talents as a certified University of California 4-H volunteer. You are an important part of a significant effort in your community, county, state, and nation to build and strengthen communities by helping youth develop to their fullest potential.



AN ENDING NOTE

You have undertaken what could be one of the most important and meaningful experiences in your life. Helping young people develop into responsible and caring adults is essential to the future of our country and our world. The 4-H Pledge demonstrates this commitment well.

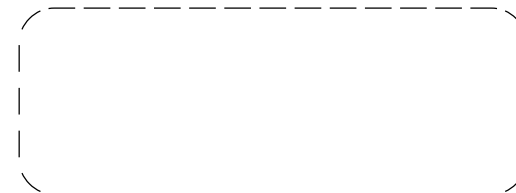
I pledge...
My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living
for my club, my community, my country, and my world.

The 4-H Emblem is a four-leaf clover with the letter “H” on each leaf, representing:



The leaves of the clover are green and the “H”s are white. The white is for purity; green is nature’s most common color and symbolizes youth, life, and growth.

For additional information about 4-H see the California 4-H web site at <http://www.ca4h.org/> or contact your local UC Cooperative Extension office.





Animal Projects and Primary Members

The only approved animal projects for primary members are dogs, rabbits, rats, cats, poultry, caviae, mice, embryology, entomology, marine science, pygmy and Nigerian dwarf goats, and therapeutic animal projects. Check with your county 4-H Youth Development staff to discover which projects are available to primary members.

Uniforms

There is no uniform requirement in the 4-H Youth Development Program, and a uniform cannot be required for participation in any 4-H sponsored activity, event, meeting, or occasion.



4-H, FFA, Grange, and Independent Exhibitors

There is an agreement among 4-H, Future Farmers of America, the Grange, and fairs regarding membership and exhibition requirements. All 4-H volunteers, members, and parents need to be aware of, and abide by, this agreement. A copy is available at your county Cooperative Extension office.

Complaint Procedures

A procedure has been developed to handle complaints by leaders, members, and the general public against the 4-H Youth Development Program. A copy of these procedures is available from your county Cooperative Extension office.

For further information about 4-H policies and procedures, please refer to the *4-H Policy Handbook* that is available in both county UC Cooperative Extension offices and on the web at <http://www.ca4h.org/>.

Table of Contents

History 4

Purpose 4

4-H Team 5

Funding 6

Membership 6

Program Delivery 7

Working with Youth 7

Resources for Volunteers 9

Outreach 9

Policies 10

An Ending Note 15



HISTORY

The 4-H Youth Development Program has its roots in serving disadvantaged youth and families in rural America. 4-H was formed in the early part of the twentieth century to extend knowledge and information from the state land-grant universities to local communities. An organization rooted in the rich tradition of American agriculture, 4-H today serves youth from urban centers as well as those living in suburbs and the rural heartland. 4-H looks back with pride at its past and looks ahead to a future of continued dedication to the positive development of young people.

4-H is a program of the University of California Cooperative Extension (UCCE) which is a collaboration between federal, state, and county governments. Each county maintains a Cooperative Extension office with academic advisors who conduct research and extend knowledge in their areas of expertise. The 4-H youth development advisors work with other staff and volunteers to deliver the 4-H Youth Development Program in your county.

PURPOSE

4-H is an educational program to assist youth in their development by:

- ◆ Providing learn-by-doing educational experiences.
 - ◆ Developing skills that benefit youth throughout life.
 - ◆ Strengthening families and communities.
 - ◆ Fostering leadership and volunteerism in youth and adults.
 - ◆ Building partnerships for programming and funding.
 - ◆ Using research-based knowledge from the land-grant university system.

The 4-H program purpose is achieved through the development and support of leadership teams of staff, volunteers, youth, and others who organize and conduct educational project experiences in community and family settings.



Equestrian Helmet Policy

A number of serious injuries have occurred in the recent past in the horse and pony project and the handicapped riding clubs. As a result, the University of California has established an Equestrian Helmet Policy. All youth and adults participating in any equestrian activity must wear an equestrian helmet that meets ASTM/SET standards when mounted on the horse or riding in a vehicle pulled by an equine.

Fund Raising and Finances

County, state, and national regulations must be adhered to when fund raising is necessary. Federal law prohibits the use of the 4-H name and the official 4-H emblem if the use will exploit the 4-H program, its volunteers, or members. To use the 4-H name or emblem, prior approval must be obtained from your County Director. Fund raising policy forbids gambling, wagering, and raffles. All fund raising efforts must be approved by the local unit and the county 4-H Youth Development staff.



All funds must be deposited in a 4-H unit or county 4-H account. When a 4-H unit disbands, all funds and equipment become the property of the county 4-H Council/VMO.

Competition and Primary Members

Formal competition does not foster the development of self-esteem in members younger than age nine. Therefore, structured competition, including the use of the American and Danish Systems of judging, is not permitted for the 5- to 8-year-olds. Primary members may receive participation recognition only.



All accidents should be reported to the county Cooperative Extension office as soon as possible. All claims should be submitted to the county office for forwarding to the insurance company.

Medical Treatment Form

Adult volunteers in charge of any group activity outside the county must have in their possession a current Medical Treatment Form (4-H 1109) with an original signature (not photocopied) of the member's parent or legal guardian. It is recommended that you have these completed forms available for activities within the county as well.

Child Abuse

4-H volunteers are not included in the statutory definition of "Child Care Custodian." However, the code does state that volunteers of public or private organizations, whose duties require direct contact and supervision of children, are encouraged to obtain training in the identification and reporting of child abuse. Volunteers, while not required to report suspected cases of child abuse, may report such suspicions to appropriate child protective agencies without incurring civil or criminal liability as a result of any such report. See Section 816 of the *4-H Handbook* for additional details.

Sexual Harassment Policy

The University of California is strongly opposed to any form of sexual harassment and this behavior is prohibited by law and by University policy. Sexual harassment will not be tolerated in the 4-H Youth Development Program. Individuals who are in any way associated with 4-H should inform the County Director or the Regional Director, if they learn of a situation involving a 4-H youth or adult which has the potential of constituting sexual harassment. Individuals may file verbal or written complaints on their own behalf or on behalf of others. Please carefully review the University of California Sexual Harassment Policy for the 4-H Youth Development Program in Section 516 of the *4-H Policy Handbook*.

4-H TEAM

In the 4-H Youth Development Program, members of the community work together as a team to develop educational programs that meet the needs and interests of youth today. The team includes UCCE county directors, 4-H staff, adult volunteers, and 4-H members.

Each county Cooperative Extension office has a **County Director** and **professional 4-H staff** who are responsible for providing a 4-H youth educational program and conducting and applying research in youth development. This is accomplished through collaboration with agencies, schools, and volunteers in local communities.

Adult volunteers are essential in carrying out the 4-H Youth Development Program. The role of the volunteers varies depending upon:

- ◆ The job to be done.
- ◆ Particular talents and interests.
- ◆ The time the volunteer has to dedicate to the program.
- ◆ The opportunities and challenges provided.

Volunteers may serve in a variety of roles. Some are **project leaders** who teach youth skills and knowledge in an area of interest. Others are **unit or community club leaders** who organize clubs, groups, camps, and other programs. **Resource leaders** are available to provide information and expertise. In addition, volunteers may serve as helpers to other volunteers, assist with transportation or telephone calls, or be responsible for all or a portion of an event or activity.

Volunteers have the opportunity to participate in management organizations called **4-H Councils or Volunteer Management Organizations (VMO)** which work under the direction of professional staff to set some county policies, plan and conduct activities and events, develop and maintain educational programs, and secure resources in support of the program.

Junior and teen leaders are another part of the leadership team. Junior leaders are 4-H members in the sixth through eight grades and teen leaders are in the ninth grade and above. These members participate in a Leadership Development project in order to learn leadership skills. It is important for adults to let the junior and teen leaders assume as much responsibility as possible.



FUNDING

Cooperative Extension is an educational program publicly funded by three levels of government:

- ◆ The United States Department of Agriculture at the federal level
- ◆ The University of California at the state level
- ◆ The county government at the local level

All three funding sources must exist for Cooperative Extension to establish local educational programming for youth and families.

In addition, private sources of funding are solicited by foundations, councils, and sponsoring committees at the national, state, and local levels. Local 4-H units also raise funds to support local goals and activities.

Sources Of Funding For 4-H Programs		
	PUBLIC	PRIVATE
FEDERAL	US Department of Agriculture	National 4-H Council
STATE	University of California	California 4-H Foundation 4-H Program Fee
COUNTY	County Governments	County 4-H Councils Sponsoring Committees
LOCAL		Local fund raising/donations

MEMBERSHIP

Youth are eligible to participate in 4-H as **primary members** if they are 5 years old or in kindergarten as of January 1 of the program year. If they are 9 years old or in fourth grade by January 1 of the program year, they can enroll as **regular members**. Please note that if youth are home schooled, the grade criterion does not apply. Youth remain eligible for membership until December 31 of the year in which they turn 19 years old.

Programming varies from county to county. Check with your local Cooperative Extension office to learn what is offered for different age groups where you live. Special policies regarding participation, competition, and animal projects for primary members are discussed on page 13 and 14.

Liability Insurance

Appointed 4-H volunteers, as agents of the UC, are provided general liability and secondary automobile liability insurance through self-insurance programs. Coverage is provided for activities that are scheduled, sponsored, and supervised by 4-H volunteers while they are acting within the course and scope of their volunteer activities.

The insurance program provides secondary automobile liability coverage while driving to and from an official 4-H Youth Development Program activity. The program provides limited liability coverage for volunteers in cases where it has been determined, through investigation, that they acted negligently.

The insurance program does not provide coverage for any personal or real property that is not within its care, custody, and control. Examples could be ownership of and use of an animal in a project, or using one's home, ranch, garden or arena for a program. Volunteers should check with their insurance carrier before assuming the risks involved in using their personal property for 4-H Youth Development Programs.

Volunteers should check with their county Extension office for the latest policies regarding liability insurance.

Transporting Children

All adults who transport 4-H youth to and from or during a 4-H event are required to have a valid California driver's license. They also must carry their own automobile liability and accident insurance, use a safe operating vehicle, and have a seat belt for each passenger. Only appointed 4-H volunteers are covered by the UC liability insurance described above. 4-H members are NOT authorized by 4-H to transport other members and are therefore NOT covered by the UC liability coverage.

Accident and Sickness Insurance

All 4-H members and adult volunteers must purchase the 4-H accident and sickness insurance. The insurance provides medical coverage to individuals for accidents and illness that occur while attending or while traveling to and from any supervised 4-H Youth Development Program activity. To be considered a supervised activity, the event must be a scheduled 4-H meeting, event, or field trip with an officially-appointed 4-H volunteer or staff member present. A brochure outlining the coverage and claim forms are available at your county Cooperative Extension office.



organization. A diverse program helps all youth develop the skills they need to live in an increasingly diverse and interconnected world. Efforts to involve more youth and families in 4-H should be a continuous process. It is expected that all 4-H units will make at least an annual effort to extend the programs and opportunities for membership to all youth in the community. Special efforts must be made to attract disabled youth and those from under-represented ethnic groups.

It is important for you as a 4-H volunteer to understand that the outreach goals include:

- ◆ Developing program content and subject matter appealing to and inclusive of potential members
- ◆ Adapting delivery systems to meet the needs of youth and their families
- ◆ Publicizing the program’s availability to all
- ◆ Examining and adjusting programs to reduce economic or social barriers

What this means is that no 4-H unit may have any type of rule or policy, either written or implied, that eliminates anybody because of race, religion, color, national origin, sex, marital status, sexual orientation, age, veteran status, medical condition, or physical or mental disability, ancestry, or citizenship.



POLICIES

Volunteer Appointment

All 4-H volunteers must submit a 4-H Volunteer Application, complete an orientation, agree to the Volunteer Code of Conduct, and be cleared in a background check prior to their appointment. Volunteer appointments are made by the County Director. Volunteers are appointed as agents of

the University of California to carry out their duties as educators under the policies set forth at the national, state, and county levels.

Agreements for Use of Facilities

For liability reasons volunteers may not sign agreements for the use of facilities or any other document which includes a clause regarding liability. All agreements must be submitted to your Cooperative Extension office for approval by the County Director. A minimum of three weeks must be allowed since some agreements must be forwarded to the statewide risk management office for review.

PROGRAM DELIVERY

4-H youth development programs can be delivered in a variety of ways:

- ◆ Clubs
- ◆ Special Interest Projects
- ◆ School-age Child Care
- ◆ Camps
- ◆ School Enrichment

Programs offered may vary according to local needs and resources.

One of the most well-known delivery methods of 4-H is the community-based club program which is operated primarily by volunteers. Members of clubs have the opportunity to conduct their own business meetings, learn how to provide leadership for younger members, and be involved in a wide variety of community service activities. The members also participate in projects in areas of interest under the guidance of their volunteer leaders.



Regardless of the type of 4-H Youth Development Program, the goal is to support young people in reaching their fullest potential. Programs focus on the development of citizenship, leadership, and life skills, such as decision-making, communication, responsibility and teamwork.

WORKING WITH YOUTH

Adults who are responsible, and who demonstrate respect and confidence in youth, make effective leaders. The roles of 4-H volunteers include teaching and mentoring youth and coordinating activities.

As a 4-H leader you should provide:

- ◆ An outline of goals, requirements, and costs of participation.
- ◆ A learn-by-doing experience.
- ◆ Well-planned meetings in a safe environment, conducive to learning, with materials available and skills to learn.
- ◆ Encouragement to participate in other 4-H Youth Development activities.



It is important that programs be designed appropriately for the age and developmental level of the youth involved. What is effective for young children may not meet the needs of older youth.

For instance:

- ◆ 5- to 8-year-olds usually have shorter attention spans, and have limited manual dexterity and hand-eye coordination. They have limited reading and writing skills and are sensitive to personal criticism.
- ◆ 9- to 11-year-olds have an increased attention span, boundless energy, and a need for self-directed activities.
- ◆ 12- to 14-year-olds have skills and abilities that are advancing, but youth in this age group are often controlled by their emotions. They have a need to find acceptance from peers and adults and have an increased interest in competition.
- ◆ 15- to 18-year-olds enjoy leadership opportunities that allow them to exercise their developing skills in adult roles.



Another important area that 4-H volunteers must address is that of safety. 4-H volunteers should:

- ◆ Set a good example regarding safe practices
- ◆ Recognize hazards and correct them
- ◆ Demonstrate proper use of equipment
- ◆ Discuss safety at every meeting
- ◆ Provide appropriate supervision
- ◆ Be prepared to handle emergencies

RESOURCES FOR VOLUNTEERS

There are many knowledgeable people and resources available to assist the 4-H volunteer.

Other Volunteers

Often the most effective help comes from other volunteers. Be sure to call on your unit or club leader for assistance and information about your specific responsibilities and the resources at your disposal.

County Cooperative Extension Office

The 4-H Youth Development staff person at the Cooperative Extension office is available to help you better understand your role as a volunteer and give you support. Many offices maintain resource libraries and have the *4-H Catalog* which lists all available 4-H publications. The catalog and many useful form are also available on the web site. Most counties also publish a regular 4-H newsletter to keep members and leaders informed.

Training Opportunities

Volunteers are expected to attend training sessions that will enhance their skills and knowledge in their area of responsibility.

Junior and Teen Leaders

Do not overlook the tremendous resource that older youth can provide. Give your junior and teen leaders the opportunity to assist you, thereby developing their leadership skills.

California 4-H Website

News of upcoming regional or state events, program resources, contact information, project ideas, and other resources can be found on the California 4-H Youth Development Program website at: <http://www.ca4h.org/>. Volunteers can also subscribe to several listservs, which will provide additional ideas, news and connection to other volunteers.

OUTREACH

As part of the land-grant system, 4-H Youth Development is a publicly supported institution that has a responsibility to provide access and service to the people that live in California in a non-discriminatory manner. Adopting and embracing diversity adds value to 4-H Youth Development programming, bringing creativity, cultural appreciation, different perspectives/skills, and sustainability to the