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NEW YORK STATE 4-H Club Leader Handbook



Cornell Cooperative Extension



How to Use This Book

This handbook summarizes the information you learned during your volunteer orientation session and presents both background and practical information about the 4-H Youth Development Program, 4-H club activities and special events. You may use it as a self-training manual, a reference book or a resource to help you and your members to plan a well balanced 4-H club program. Here are some suggestions to get you started:

- ◆ To understand the 4-H purpose and mission, read Section 1 - "What is 4-H?" When you have questions or suggestions from members or parents about your club's programming, refer to this section to determine whether their suggestions are compatible with the 4-H purpose and mission.
- ◆ Before you conduct an organizational meeting with parents, read Sections 2 through 4 to guide your decision-making about organizing and planning your club program.
- ◆ Section 5 will help you guide your members in their selection of projects. This information should also be shared with project leaders.
- ◆ Refer to Section 6 when you receive information about upcoming 4-H events and activities. Also read the information about community service and service learning activities before your members select their service activities for the year.
- ◆ Section 7 will help you understand the unique aspects of working with teens. As your club members mature, be sure you encourage your members to get more involved with planning their educational opportunities in 4-H.
- ◆ Section 8 will help you understand Cornell Cooperative Extension and its relationship with Cornell Cooperative Extension Volunteers.
- ◆ Appendix: "Policies and Procedures" will help you understand the recommendations, requirements and restrictions that apply to your activities as a 4-H Leader.

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- Risk Management
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 - County emergency procedure guidelines (To be inserted by local association)

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