

Maryland 4-H CLUB LEADER GUIDE BOOK



UNIVERSITY OF
MARYLAND
EXTENSION



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References:

Baltimore County 4-H Club Leader Guidebook
National 4-H Council
USDA and NIFA

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Welcome to 4-H!

Welcome to _____ County 4-H. Our office is located at _____.

Our phone number is _____.

We hope that this Club Leader Guide will help you become more familiar with the many aspects of the _____ County/City 4-H program. This Guidebook includes information about the 4-H Club Structure, resources, typical annual activities, guidelines, and ways in which you can best become involved. The 4-H program is grounded in the belief that the club can only be as strong as the activity level and dedication of the members, parents, and volunteers. Within 4-H, older club members and adults will learn how to mentor young people in a positive and engaging way to produce programs that will benefit the individual, our communities, and our world.

If you are new to 4-H, you should know about the longitudinal study that examined 4-H's unique hands-on approach which gives kids the opportunity to learn by doing to develop skills they will use throughout their lives. For more than 10 years, 4-H partnered with Tufts University to study the effectiveness of its youth development programs. Dr. Lerner and the team found that 4-Hers are 4 times more likely to give back to their communities, 2 times more likely to make healthier choices, and 2 times more likely to participate in STEM activities.

Learning the 4-H method of experiential learning and student led leadership takes some time to master, but well worth the results and impossible to achieve without dedicated leaders and mentors like yourself. We are thankful that you are working alongside us to empower our young people to reach their full potential through youth-adult partnerships and research based experiences.

This Guidebook summarizes the information you learned during volunteer orientation and presents both background and practical information about the 4-H Youth Development Program.

Thank you for helping to make our best better!

From your 4-H team



1. Introduction to 4-H

WHAT IS 4-H?

4-H is the largest youth organization in The United States with over 7 million participants. The Maryland 4-H Youth Development Program provides a supportive setting for youth to reach their fullest potential. Children learn beneficial cognitive and life skills based through community-focused, research-based experiential educational programs. Participation is open to all youth ages 5-18. The Clover Program is open to ages 5-7 years and the 4-H Program is targeted toward 8-18 year old participants.

4-H has an over 100 year history of public-private partnerships at federal, state, county/city and community levels. Local volunteer leaders partner with County/City Extension staff to provide direct leadership and educational support to young people in urban, suburban and rural communities.

The 4-H youth development program is a group of young people learning, doing, and sharing together in various projects, events, and activities in informal situations with the guidance of adults and teen leaders and their families. Regardless of the program, each 4-H group involves youth, family, and community members working and learning together.

HISTORY OF 4-H VISIT:

<https://4-h.org/about/history>

4-H NAME AND EMBLEM

The 4-H Name & Emblem is a highly valued symbol within our country's history. The 4-H Name & Emblem was granted a very unique and special status; it is in a category similar to the Presidential Seal and Olympic Emblem.

The 4-H Name & Emblem is officially protected by the Secretary of Agriculture and United States Government under Title 18 U.S. Code 707.

4-H MISSION

The Maryland 4-H Youth Development Program provides a supportive and inclusive setting for ALL youth to reach their fullest potential in a diverse society. Youth learn beneficial and cognitive life skills through community focused, research-based experiential education programs.

4-H VISION

The Maryland 4-H Youth Development Program is a recognized leader for educating and helping youth to become competent, caring, responsible individuals. The program achieves these goals by:

1. Addressing present and emerging youth needs.
2. Employing a proactive program approach.
3. Using a focused, experiential designed, age appropriate curriculum.
4. Working collaboratively with established networks of human and financial resources.
5. Having diverse programs, audiences, staff and delivery techniques.



4-H Mission Mandates

Three Mission Mandates:

- Science
- Healthy Living
- Civic Engagement

All three intertwine and can be integrated across project areas and activities. The content development of the mission mandates is closely tied to the research and teaching of the land grant university system, and provides the educational foundation of 4-H.

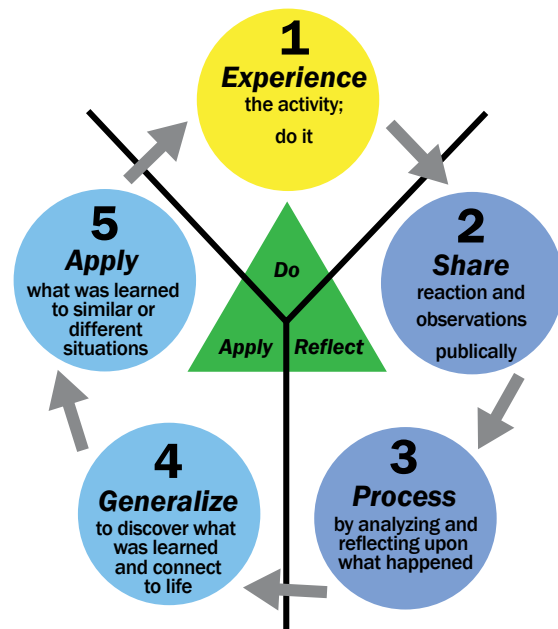
Science - 4-H science programs provide 4-H youth the opportunity to learn about Science, Technology, Engineering and Math (STEM) through fun, hands-on (experiential) activities and projects.

Healthy Living - Focus areas for 4-H healthy living programs include nutrition, childhood obesity, drug awareness, bullying prevention, health and fitness, safety, stress management, and food science. Programs are designed to help 4-H youth learn about living a healthy lifestyle through fun, hands-on activities.

Civic Engagement - 4-H civic engagement programs empower young people to be well-informed members of society who are actively engaged in their communities and the world. Youth learn about civic affairs, build decision-making skills, and develop a sense of understanding and confidence in relating and connecting to diverse people.

EXPERIENTIAL LEARNING

Experiential learning puts the focus on the learner and enables them to process through several stages. The unique part of 4-H is the experiential learning process, or “learning by doing.” The best way to reinforce learning is to show members how to do something, allow them to experience it themselves and provide time for reflecting.



ESSENTIAL ELEMENTS

4-H designs successful youth development programs and services around the below 8 Essential Elements of youth development. 4-H believes it is essential for youth to experience these elements to better prepare them for adulthood.

Belonging	Mastery
<ol style="list-style-type: none"> 1. Positive relationship with a caring adult 2. An inclusive environment 3. A safe environment 	<ol style="list-style-type: none"> 4. Engagement in learning 5. Opportunity for Mastery
Independence	Generosity
<ol style="list-style-type: none"> 6. Opportunity to see oneself as an active participant in the future 7. Opportunity for self-determination 	<ol style="list-style-type: none"> 8. Opportunity to value and practice service for others

4-H DEVELOPS LIFE SKILLS



The 4-H Youth Development Program builds life skills. The Targeting Life Skills Model includes the eight different competencies that 4-H programs target as they relate to the four H's of the pledge. The following chart lists the specific skills that lead to mastery in the four categories and eight subcategories of the 4-H Targeting Life Skills Model.

Head	Heart	Hands	Health
Thinking	Relating	Giving	Living
Learning to Learn Decision Making Problem Solving Critical Thinking Service Learning	Communications Cooperation Social Skills Conflict Resolution Accepting Differences	Community Service- volunteering Leadership Responsible Contribution to Group	Healthy Lifestyle Choices Stress Management Disease Prevention Personal Safety
Managing	Caring	Working	Being
Goal Setting Planning/Organizing Wise use of Resources Keeping Records Resiliency	Concern for Others Empathy Sharing Nurturing Relationships	Marketable/Useful Skills Teamwork Self-motivation	Self-esteem Self-responsibility Character Managing Feelings Self-discipline

Source: 4-H National Headquarters

4-H Delivery Modes

The four main delivery modes are 4-H Clubs, 4-H Afterschool Programs, 4-H School Enrichment, and 4-H Summer Camps.

4-H CHARTERED CLUBS

A 4-H Chartered Club is an organized group of youth, led by adult volunteers, with bylaws, officers with a planned program that is carried on throughout all or most of the year. These Clubs must have an EIN number and must meet annual IRS financial requirements. These clubs are authorized by the state 4-H program to operate on the program's behalf.

4-H SCHOOL ENRICHMENT

School Enrichment Groups are groups of youth receiving a sequence of 4-H learning experiences during school hours, to enrich the school curriculum.

Teaching may be done by Extension educators, UME volunteers, teachers, or other school-based staff.

4-H AFTERSCHOOL

4-H Afterschool Groups are organized within out of school time programs administered by Extension educators, interns or staff (i.e. schools, Police Athletic Leagues [P.A.L.], recreation centers, and libraries).

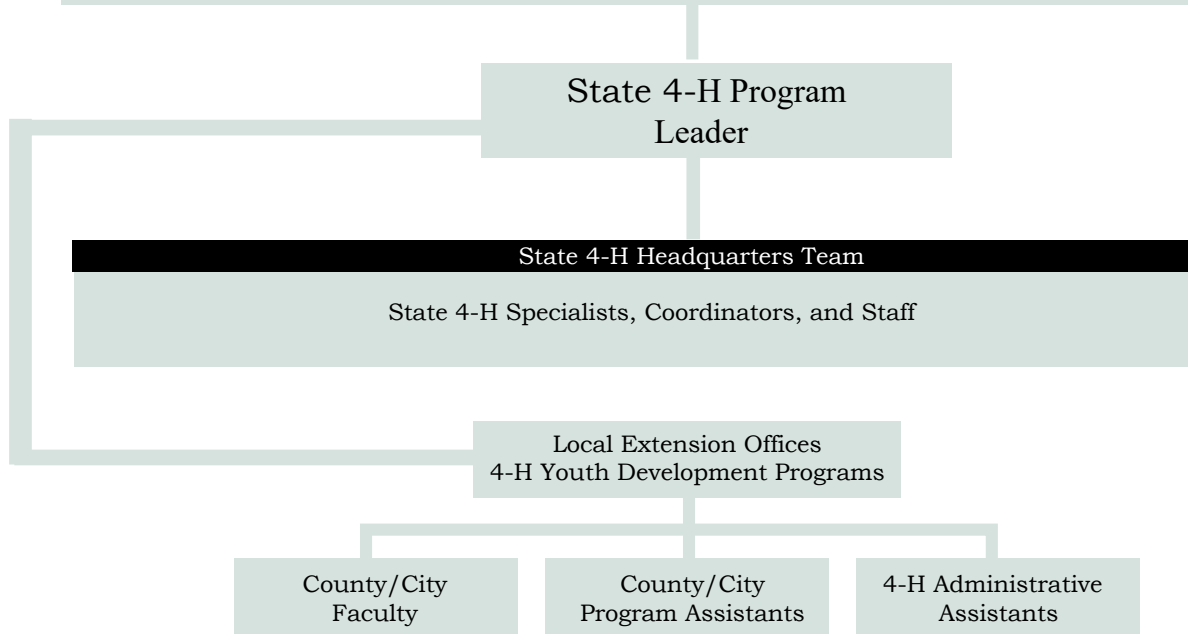
4-H CAMPS

Camps are a method that is used to educate and provide learning opportunities for youth ages 8-18. Camping programs are typically available to youth throughout the summer. These include overnight camps and day camps. Older members serve as youth leaders and adult staff and Extension Educators coordinate and supervise the camps.





Maryland 4-H Youth Development Program Structure



USAGE OF 4-H NAME AND EMBLEM

The 4-H Name and Emblem is a Federal mark, protected by 18 U.S.C. 707, and is entrusted by Congress to the Secretary of Agriculture. The Secretary has delegated responsibility for the proper use of the 4-H Name and Emblem to 4-H National Headquarters, which resides in the National Institute of Food and Agriculture (NIFA) within the United States Department of Agriculture.

The 4-H Name and Emblem is intended to represent the ideals of the 4-H Youth Development Program. 4-H National Headquarters is responsible for providing authorization for the use of the 4-H Name and Emblem whenever that use crosses state lines. This includes the authorization of multi-state 4-H events. 4-H National Headquarters delegates state level authorization to the State Extension Director at each Land Grant University.

4-H National Headquarters provides standards and support to the state and local 4-H offices responsible for using and authorizing the 4-H Name and Emblem.

Anyone wishing to use the 4-H Name & Emblem must obtain permission to use it ahead of time. Being a chartered 4-H Club, Certified Volunteer, or 4-H member, enables you to use the emblem. To obtain permission you should contact your local 4-H Office. Chartered 4-H Clubs and Affiliates are authorized to use the 4-H Name and Emblem:

- For their own educational and or informational purposes
- On materials which are originated, requested, purchased, distributed or sold by them within their local area

For more information about Using the 4-H Name and Emblem visit:
www.csrees.usda.gov/nea/family/res/pdfs/using_the_4h_name.pdf



NAMING A 4-H CLUB

The 4-H Name is also protected under federal statute Title 18, U.S. Code 707 with the same level of protection. Both the 4-H Club Name and the 4-H Emblem is subject to regulations and policies determined by 4-H National Headquarters, National Institute of Food and Agriculture (NIFA) at United States Department of Agriculture, (USDA) and approval of the appropriate State 4-H Program Office.

Naming 4-H clubs, units, programs, events, and/or websites is an important matter within the 4-H program as the name selected for an individual 4-H entity is the public face that showcases 4-H to the greater community. The 4-H system nationwide strives to maintain and enhance a positive public image of 4-H.

For more information about naming a 4-H club visit: www.csrees.usda.gov/nea/family/res/pdfs/NamingClubs_rev_7_11.pdf



**UNIVERSITY OF MARYLAND EXTENSION
EDUCATIONAL OPPORTUNITY
STATEMENT**

The UME Equal Educational Opportunity and special needs statement must be included on all 4-H materials, such as flyers, posters and newsletters:

**I A 9'9ei U'9Xi W|hcbU'Cddcfli b|hm
G|U|Ya Ybh**

“The University of Maryland Extension programs are open to all and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.”

Special Needs Request Statement:

“If you need special assistance for your participation in the 4-H program, please contact the 4-H Office at _____.”



2. Basic Facts About 4-H

4-H CLUB STRUCTURE

CHARTERED 4-H CLUBS

A Chartered 4-H Club is an organized group of youth who meet regularly with adult volunteers for a long-term, progressive series of experiential learning activities, citizenship development, and social experiences. The structure of a 4-H club is:

1. Minimum of five members from three different families between the ages of 8 and 18 as of January 1st of the current year.
2. The club has at least two trained UME volunteer leaders.
3. Organized with elected youth officers such as president, vice president, secretary, and a treasurer.
4. At least six or more regularly scheduled meetings per year.
5. A written, planned education program that provides a variety of learning experiences.
6. The club has a federal EIN tax number.
7. By-laws developed by the club leader and members. These must be on file in the County/City Office. Clubs have the latitude to develop by-laws based on the youth's interest, however, by-laws must include particular statements included on the by-laws template.
8. The club has completed an affiliation agreement with the Maryland 4-H Foundation to secure federal tax exempt status, signed by club leader and president.
9. The club is in compliance with the Affirmative Action guidelines, signed and a copy of Public Relations Efforts by Clubs Form (AA-4H/HE4) is on file in the County/City office.

4-H CLOVER CLUBS

A 4-H Clover Club is designed for children ages 5 to 7. Clover Clubs may be individual units or part of a larger 4-H Club with members ages 8 to 18. In a combined program, Clovers must meet separately from the older members to work on their Clover curriculum activities. Typically these activities are very “hands on.” Clovers do not participate in competitive events like older 4-H members. Youth Development research shows that competition at this age could be detrimental to children. Clover Clubs are not chartered like the typical 4-H Clubs.

The minimum requirements for a Clover Club are:

1. Two UME volunteers.
2. Volunteer to member ration of 1:5
3. Five or more youth, ages 5 – 7.
4. A planned program which utilizes age appropriate Clover curriculum.

SPECIAL INTEREST GROUPS

4-H Special Interest Groups are organized groups of youth who meet for short periods of time, usually 6 weeks with adult volunteers or a University Maryland Extension staff for a series of experiential learning activities related to one project area.



4-H AGE CATEGORIES

(As of January 1st of the current year)

Clover 4-Her's
5-7 Years Old

Junior 4-Her's
8-10 Years Old

Intermediate 4-Her's 11-13 Years Old

Senior 4-Her's
14-18 years old

IS THERE A FEE TO JOIN 4-H?

YES... Contact your local office. Individual clubs may also charge club dues. There may also be fees for workshops, camps and some other 4-H opportunities.

4-H MEMBER ENROLLMENT

Members must enroll and re-enroll annually on the 4-H Online system. To be eligible to participate in the 4-H programs for the following year. Contact your local county/city office for enrollment deadlines.



WHO'S WHO IN THE COUNTY/CITY 4-H PROGRAMS?

Extension Educators – Are University of Maryland faculty who guide, teach, and administer the 4-H program.

4-H Program Assistants – Are staff who work with the Educator(s) to deliver the 4-H program.

4-H Administrative Assistants -- Are the front line staff who support our educators in local offices.

4-H CLUB VOLUNTEER ROLES

Club Organizational Leader – An adult volunteer who is responsible for managing and the organization of the club. Maintains communication among the member families, and between the club and the Extension Office.

Activity Leader –

A volunteer who is responsible for organizing and conducting club and/or county/city workshops and activities.

Project Leader – A volunteer who works with members enrolled in a specific project or project area assisting them to reach their goals.

Parents – Are very important for the success of their child in the 4-H program. Parents are encouraged to stay at the meetings and activities with their child to support their child to reach their 4-H goals.



3. Chartering of 4-H Clubs or Groups

WHAT DOES IT MEAN TO BE CHARTERED?

A 4-H Charter indicates that a 4-H Club or Authorized Group is organized in accordance with objectives of the 4-H Youth Development program. UME grants 4-H Charters which formally authorizes the 4-H Club or Group to use the 4-H Name and Emblem for educational purposes in accordance with laws and regulations established by Congress and the U.S. Department of Agriculture.

The 4-H Charter process also enables the Club or Authorized Group to be eligible for federal tax exempt status as a Maryland 4-H Club or Authorized Group under the IRS General Exemption Number (GEN) held by the Maryland 4-H Foundation.

HOW DO CLUBS BECOME CHARTERED?

To receive a 4-H Charter, a new Club or Group must complete the applicable 4-H New Charter Application form and file it with the local 4-H Youth Development Educator. 4-H Charters must be renewed annually.

STEPS FOR CHARTERING:

1. The club has obtained a federal EIN tax number.
2. The club has at least five members from three different families.
3. The club has at least two trained UME volunteer leaders.
4. The club has elected and trained youth officers.
5. The club has adopted bylaws that includes a dissolution clause should the club stop functioning.
6. The club has completed the Affiliation Agreement with the Maryland 4-H Foundation.
7. The club has a planned educational program that provides a variety of learning experiences.
8. The club is in compliance with the Affirmative Action guidelines and a copy of the Public Relations Efforts by Clubs Form (AA- 4H/HE4) has been submitted.
9. The club plans to hold at least 6 meetings per year.





DOES THE CHARTER EXPIRE?

No. The USDA 4-H Charter, once issued, would be valid for as long as the 4-H entity receiving the 4-H Charter existed. However, Maryland 4-H clubs must renew their charter annually to remain active. If the 4-H entity disbanded, separated into multiple entities, or changed its name, a new charter would need to be issued. 4-H Charters may be revoked at any time by the Maryland 4-H Office for failure by the club to meet any aspect of the agreement. For more information about becoming a Chartering 4-H Club or Group go to: <http://extension.umd.edu/4-h/volunteers/clubs-groups-chartering-and-financial-resources>

CHARTERED 4-H CLUBS/AUTHORIZED GROUPS CHANGE OF NAME

Any name change for a 4-H Club or Authorized Group will require the original 4-H Club or Authorized Group to be considered ending or dissolved. A new EIN number needs to be secured and a new Charter Application and Affiliation Agreement will need to be completed and approved.

FOR A 4-H CLUB OR AUTHORIZED GROUP THAT DIVIDES

If a 4-H Club or Authorized Group divides, both 4-H Clubs and Authorized Groups will need to meet charter requirements to be chartered. If the new club or authorized group name(s) is (are) different, the old charter is void and the club/group(s) will have to apply for a new charter.

DISSOLUTION OR NON-RENEWAL OF CHARTERED 4-H CLUBS/AUTHORIZED GROUPS

If a 4-H Club or Authorized Group loses its 4-H Charter or is otherwise dissolved, disbanded or ceases operations, any funds remaining after payment of any club or authorized group obligations must be transferred to the local Extension Advisory Council/Board or the Maryland 4-H Foundation. All property belonging to the club or authorized group must be turned into the County/City Office.





4. Club Meeting and Program Planning

PLANNING-THE KEY TO SUCCESS

Most 4-H leaders, members and parents are involved in a variety of family, school and community activities. 4-H has much to offer, and families must choose the opportunities that best fit their needs and schedules. Planning a yearly calendar will help everyone integrate 4-H activities with the rest of their personal commitments.

PLANNING A CLUB PROGRAM

An effective planning process will create a well- balanced program and provide 4-H members with opportunities for personal development. Each member should be encouraged to voice his/her interests and goals. A well planned program will:

- a. Provide opportunities for each person to assume responsibility, leadership roles, and public speaking roles.
- b. Include a variety of activities that address each of the four H's
- c. Identify the preparation needed for meetings and events
- d. Provide for timely communication

ESSENTIAL GOALS FOR CLUB MEMBERS

4-H CLUB PLEDGE

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

THE 4-H MOTTO

“TO MAKE THE BEST BETTER”

THE 4-H COLORS

GREEN and WHITE

Tips for Conducting Club Meetings

Club meetings and structure depend largely on the size of the group and the age of the members.

4-H meetings are divided into 3 segments:

Business Meeting –Members learn how to conduct a meeting and practice democratic decision-making.

Educational Program– Usually project work, but may involve special presentations or activities conducted by resource people, parents or older members.

Refreshments and Recreation – usually supplied by member's families. Recreation is important to a child's social and emotional development and should be designed to accommodate all youth's interests and abilities.



Parliamentary Procedures for Club Business Meetings

1. Call to Order
2. Pledge of Allegiance and the 4-H Pledge
3. Roll Call
4. Approval of Minutes
5. Treasurer's Report
6. Committee Reports
7. Old Business
8. New Business
9. President's Report/4-H Leader's Report
10. Announcements
11. Adjournment

The club meeting should follow with an educational program/project work and recreation/refreshments

CLUB LEADERS RESPONSIBILITY

A 4-H staff member or experienced volunteer will meet with the new leaders and parents to help with making decisions about:

- Meeting site
- Meeting frequency & schedule
- Parent/Guardian involvement
- The first 4-H project or activity for the club
- Countywide 4-H activity participation
- Financing – money needed to cover projects and activities

ROLES OF OFFICERS

Clubs elect youth to fill leadership positions to help run club meetings and promote leadership opportunities. Below are the most common offices youth members hold in 4-H clubs.

1. President: Presides at all meetings. Appoints committees as needed.
2. Vice President: Serves in the absence of the President. May serve as program chair for meetings.
3. Secretary: Keeps complete and accurate minutes of all meetings. Handles correspondence. Keeps the 4-H Secretary's Book up-to-date.
4. Treasurer: Takes care of all group funds. Collects annual dues for the club. Keeps the 4-H Treasurer's Book up-to-date.
5. Reporter: Writes interesting reports of meetings and special club events for the local newspaper.
6. Historian: Collects newspaper clippings, and pictures of the club's activities and events and puts them into a club scrapbook.

Other roles youth may play in the club include: flag leader, caller, greeter, game leader, song leader, paper passer, parliamentarian, and photographer.





YOUTH LEADERS

Youth leaders are 4-H teens who partner with adults to provide leadership for 4-H clubs and county and citywide 4-H activities. Depending on his or her age and experience, a youth leader can serve as general assistant, teach a project, mentor individual members, coordinate activities and assume other 4-H leadership roles under the supervision of an adult.

Involving youth leaders in your club not only “lightens the load” for you, it also adds sparks of energy and enthusiasm, provides role models for your members and provides teens with a valuable opportunity to practice their leadership skills.

COMMITTEES

Referring a task to a committee is one of the best techniques for avoiding long business meetings. Frequently, when an idea is brought to the club, it’s not possible to discuss it thoroughly and vote without taking valuable meeting time.

When possible, the President should refer the matter to the appropriate committee.

Each club will need to determine the committees to carry out their club’s goals. Some committees may be set-up at the beginning of the club year, while others will be created as new ideas come forward. Create committees to carry out big club tasks like managing a community service project or club fundraiser, helping to design the clubs recognition program, designing the club’s fair banner, or planning a club tour.



SAFE AND EFFECTIVE LEARNING

The key items to remember for creating a positive, safe, and effective learning environment are:

- Attention to youth development principles
- A well-planned program
- Individual attention to all participants
- All youth are made to feel welcomed and included
- Teamwork between parents, volunteers, and youth
- Clear expectations
- Appropriate response to both positive and negative behavior of all.

Risk Management is a critical element of all 4-H youth development programs. For risk management procedures and policies contact your County/City educator.



5. 4-H Projects

4-H projects are a planned series of learning activities/experiences that engage youth in the use of their heads and their hands in ways that result in enhanced competencies, open hearts and better health. Through 4-H projects, youth gain new knowledge and develop critical thinking skills. A 4-H project is the foundation for 4-H club work. With over 150 projects to choose from, members may need help in their selection of a project. Below is a list of 4-H topic areas in which youth can pursue projects. For more information contact your 4-H Educator.

Agricultural & Animal Science	Engineering & Technology	Science Discovery
Alpacas	Aerospace	Health and Fitness
Beef	Computer	Bicycle Adventures
Cats	Electricity	Child Development
Dairy Cattle	Filmmaking	Keeping Fit and Healthy
Goats	Geospatial	Nutrition
Meat Goats	Robotics	Foods
Dog	Sewing Expressions	Microwave Magic
Embryology	Small Engines	Community Action
Entomology	Welding	Service Learning
Exploring Farm Animals	Wind Energy	Citizenship
Horse	Woodworking	Leadership
Small Pets	Environmental Science	4-H Treasurers
Poultry	Ecology	Leadership
Rabbit	Exploring Your Environment	Personal Development
Swine	Forestry	Consumer Savvy
Sheep	Outdoor Adventures	Personal Finance
Veterinary Science	Shooting Sports	Workforce Preparation
Communication and Art	Sport Fishing	Entrepreneurship
A Palette of Fun	Weather Quality	Workforce Readiness
Visual Arts	Wildlife Management	
Communications	Plant Science	
Photography	Gardening	
Cultural Arts	Horticulture	
Theater Arts		



6. Additional 4-H Animal Science Information

Youth gain many important values from animal science projects such as work ethic and responsibility. 4-H is an educational organization with many practical applications for learning. 4-H focuses on best practices of animal husbandry including nutrition, health and safety. 4-H members are required to use appropriate methods in the care and showing of their animals.

REQUIREMENTS FOR ANIMAL SCIENCE PROJECTS:

1. All youth and parents must sign a Maryland 4-H Code of Animal Science Ethics.
2. All Market Livestock must be registered with the local 4-H office.
3. All Dog, Horse & Pony, Rabbit and Poultry must be registered with the local 4-H office.
4. All animals must be owned and in the 4-H member's possession by established dates.
5. All Market and Commercial Livestock must be tagged with a MD 4-H Tag.
6. All animal science youth must follow Maryland Department of Agriculture guidelines in regard to 4-H fairs and competitions.
7. All 4-H youth enrolled in the alpaca, beef, dairy cow, goat, horse and pony, meat goat, poultry, sheep, swine, and rabbit projects are required to complete the Maryland 4-H On-Line Animal Husbandry & Quality Assurance (AH&QA) Program to be eligible to exhibit in Maryland 4-H shows.





7. 4-H Activities and Events

Youth can participate in county and citywide, statewide, and nationwide opportunities. 4-H activities and events fall under four general categories.

1. Educational
2. Competitions
3. Citizenship
4. Awards Recognition

For more information about what is offered in your county/city, contact your 4-H Educator or the Maryland 4-H Website: www.extension.umd.edu/4-h

MARYLAND 4-H SCHOLARSHIPS

The Maryland 4-H Foundation offers many scholarships for senior aged 4-H youth and alumni. Members are evaluated on quality and quantity of 4-H project work. More information about statewide scholarships can be found on the Maryland 4-H website: www.maryland4hfoundation.com

Club Leaders' Best Resource.....

is your local 4-H Educators and Staff. Your local educators and staff are excited about being your support to "Make the Best Better".





8. Risk Management

CONDUCT & BEHAVIOR

Maryland 4-H is committed to providing opportunities for young children and youth to build character in a safe, supportive environment. To maintain a positive environment, both 4-H youth and adults agree to observe, enforce, and model the Maryland 4-H Code of Conduct. The Code of Conduct is based on the Character Counts!™ six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

There is a separate code for youth and adults. Youth and adults (both volunteers and non-volunteers) must agree to the Code of Conduct to join or participate in Maryland 4-H. If a 4-H member or adult acts in a manner inconsistent with the Code of Conduct, s/he may be subject to sanction or disciplinary action, up to and including removal or ban from the 4-H Program. Both the Youth and Adult Maryland 4-H Code of Conduct forms are included in the Appendix of this guide.

Risk Management is a critical element of all youth programs, that helps create a physical and emotionally safe environment. Risk Management is the set of plans and policies that document proper conduct, resource use, and emergency procedures, to minimize the possibility of a negative outcome of unexpected events.

Club Leaders are provided with many policies and rules about 4-H programs and activities, but you must take things “one step further” when it comes to applying them to your club’s events, activities, and operations.

When you plan a club activity, think about the “best case scenario” of the event running perfectly. Then consider the “worst case scenario” and how you would respond if something bad happened. Finally, think about how you would modify your response if a lesser problem or challenge arose. Conducting this analysis is the most basic form of managing risk, and should be a natural part of your planning as a Club Leader.

Contact your County/City 4-H Office for more information on risk management requirements, policies, and procedures. A conversation with your County/City 4-H Educator will help you determine “best practices” for your club and what you are expected to do to minimize risk for individuals and the 4-H program.

TRANSPORTING 4-H YOUTH

One of the realities of 4-H is that families work together to drive kids to and from the many 4-H events, meetings, and activities that happen every month. As a Club Leader you will undoubtedly be aware of “carpool plans” for your 4-Hers, or perhaps even transport 4-Hers to/from 4-H activities yourself. There is obviously some risk involved in transporting a child who is not your own in your personal vehicle, but it can be managed by using good judgment and common sense.

4-H Leaders and parents who transport non-family members in their personal vehicle should be aware that they do so at their own risk.



If an accident or incident occurs, any liability will be the responsibility of the driver, and claims will be made against his/her personal automobile insurance policy. Adults who transport 4-Hers who are not their own children are encouraged to get written permission of the 4-Her's parent/guardian before travel. The Maryland 4-H Permission to Travel Form can be used for this purpose. A copy of the Permission to Travel Form can be found in the index of this Guide.

SUPERVISION OF YOUTH BY ADULTS

All adults who are involved in leadership or supervision of 4-H youth must be certified UME Volunteers. Each 4-H Club is required to have at least two certified UME Volunteers as Club Leaders. It is strongly encouraged that all parents/guardians of club members complete the UME Volunteer certification process, so they may fully participate in 4-H activities along with their children.

Non-Volunteer adults (parents, grandparents, older siblings, etc) who attend club meetings, programs, or events often volunteer to help. Non-volunteer adults may reasonably help with group activities as long as they are in a public, group setting and under the direct supervision of a certified UME Volunteer (Club Leader) or a 4-H professional. Non-volunteer adult help should be limited to administrative or general tasks such as helping with check-in or registration tables, handing out refreshments, setting up/cleaning up meetings or events, hanging displays, helping with craft projects, accepting entries, etc.

Adults involved in 4-H activities should avoid being alone with a youth who is not their own child. Ideally, at least two adults and two children should be together in all circumstances involving 4-H activities. This includes parents who transport other youth to/from 4-H events, even if approved by the child's parent or guardian. Contact your County/City 4-H Educator for more information and advice on "smart" adult-child supervision strategies.

OVERNIGHT EVENTS

Special rules regarding adult supervision of youth and risk management apply to 4-H overnight events. Contact your County/City 4-H Educator if your club would like to hold an event involving an overnight stay such as a field trip, camping trip, retreat, "lock-in," or other activities. There are special requirements for these types of events, such as liability release forms, health forms, insurance, contracts, etc. Your County/City 4-H Educator must approve any overnight activity that is an "official" 4-H club or group event.

EMERGENCY SITUATIONS

As part of the club's risk management plan, leaders should be prepared to deal with emergencies. Club leaders should have current, accurate emergency contact information for each club member readily available at all times. An emergency contact roster in the Club Leader's binder or stored electronically in a phone is a critical resource that Leaders should keep up-to-date at all times.



Club Leaders should also have ready access to the phone numbers for the County/City 4-H Educator and any other critical people or services they may need to contact (poison control, non-emergency police line, on-call veterinary care for animal activities, etc).

Club Leaders should also be aware of any medical conditions or special needs of the 4-H members in your club. Many children today have food or environmental allergies that could be life-threatening. Parents are asked to include information such as allergies and medical conditions in their child's 4-H Online profile when they enroll for the year, but that information is often incomplete. Parents or grandparents may also have conditions that could cause a medical emergency at a 4-H event.

The best way to be aware of health or other conditions that could cause an emergency is to communicate with parents and guardians, and ask them to help you ensure their child's (or their own) safety. It is also a good idea to identify 4-H adults who may have medical or emergency response training (nurses, police officers, EMTs, military personnel, etc) who can step up to help. Also talk with your County 4-H Educator, especially if you have a 4-H family that has unique or significant medical issues.

If you experience an emergency situation at your club meeting, event, or activity, notify your County 4-H Educator as soon as possible after the emergency has been controlled. You will need to complete an Accident/Injury Report Form to document the emergency and provide it to your County 4-H Educator within 24 hours.

The form is included in the Appendix of this guide, and is available from your County 4-H Educator. Much of the information on the form should be completed "on the scene," so it is a good idea for Club Leaders to have blank copies of the form on hand at every 4-H activity. Your 4-H Educator will instruct you how to complete and submit the form.

INSURANCE FOR 4-H MEMBERS, VOLUNTEERS, AND CLUBS

One of the ways some 4-H programs help manage risk is by purchasing medical or liability insurance for 4-H members, volunteers, or events. Some counties purchase annual coverage for their 4-H members and volunteers through this program, while others purchase coverage specifically for certain events. Clubs that wish to hold meetings or activities in public or private facilities (church, school, stable, rec center, etc.) may be required to provide "proof of insurance" for a certain amount of coverage. Contact your County/City 4-H Educator to discuss what types of insurance coverage are available for your club, volunteers and members.



Appendix

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Additional forms that a leader can download from the Maryland 4-H website (<https://extension.umd.edu/4-h>) or are available from your local office include:

- Maryland 4-H Club Charter & Financial Documents
- Maryland 4-H Club Fundraiser Approval Request Form
- Maryland 4-H Liability Release & Informed Consent

Forms that members and UME Volunteers sign in 4-H Online (<https://md.4honline.com>) include:

- Maryland 4-H Adult Code of Conduct
- Maryland 4-H Youth Code of Conduct
- Maryland 4-H Animal Science Code of Ethics
- Maryland 4-H Publicity Release Form



MARYLAND 4-H INCIDENT/ACCIDENT REPORT FORM

The University of Maryland Extension is requesting information to report the nature and circumstances of accidents and incidents occurring at UME programs. If you do not provide requested information the report may be without pertinent information. The information you provide may be shared with UME employees, UME volunteers, officials, medical personnel, and others as appropriate. Information provided to UME may also be shared among offices within the University of Maryland and the University System of Maryland and outside entities as necessary or appropriate in the conduct of legitimate University business and consistent with applicable law. Because the University is a State educational institution, such information (excludes medical and psychological information) may also be subject to disclosure under the Maryland Access to Public Records Act (the "Public Records Act."). Individuals may inspect and/or correct their personal information as provided by the Public Records Act and/or other applicable law or University Policy.

Camp / Event Name: _____ Date: _____
mm/dd/yyyy

Date of Incident/Accident: _____ Hour: _____ a.m. p.m.

Type of incident: Behavioral Accident Epidemic Illness Other (describe below):

Address / Location of Event: _____

Name of injured/individual person(s) _____ Date of Birth: _____
Sex: Male Female mm/dd/yyyy

Check one: Participant Camper Visitor UME Volunteer Employee Parent

Address: _____ Phone: _____

Name of Parent/Guardian (if minor): _____
Address: _____ Phone: _____

Name/Addresses/Telephone Number of Witnesses (Attach signed statements):

1. _____
2. _____
3. _____

Describe the Accident/Incident in detail, including the sequence of activities and what the individual/injured was doing.
[Attach extra pages if needed]:

Where occurred? [Specify location of accident/incident, including location of individual injured and witness(es). Use diagram to locate persons/objects, if appropriate]:

Was individual/injured participating in an activity at time of injury?: Yes No If so, what activity?:

Actions taken at time of incident/accident: by Extension Employee(s) or UME volunteer(s)

Medical Report of Accident / Incident

Were parents notified? Yes No By: Writing Phone Other

By whom? Title: When? [time & date]:

Parent's Response:

Description of Injuries:

If first aid/treatment was given at the camp/event site, describe:

Where: By whom:

Action(s) taken:

Were Universal Health Care Procedures used while administering first aid or treat? Yes No

Describe procedures used:

Additional Assistance Summoned? Yes No If yes, time of call:

Ambulance #/Name of Company Responding:

Police Department/Officer Responding:

Was injured transported? Yes No If yes, by whom:

Where: Doctor's Office Hospital Camp/Site Health Service Other

Person(s) to be notified of transport (attempt to notify immediately and continue efforts):

Name(s): Phone #:

Relationship to injured:

Contact Made: Date Time Method

If not transported, subsequent action taken:

Check here if Injured (over 18 or parent or guardian if under 18) refused treatment or transport

UME Persons notified of accident / incident:

Name: _____ Position: _____ Date: _____

Name: _____ Position: _____ Date: _____

Name: _____ Position: _____ Date: _____

Describe any contact made with/by the media regarding this situation:

Signed: _____ Position: _____ Date: _____

- Insurance Notification:
- | | | | |
|-----------------------------------|-------------|------------|-----|
| 1. Parent's Insurance | Date: _____ | By: Parent | UME |
| 2. Camp/Event Health Insurance | Date: _____ | By: Parent | UME |
| 3. Worker's Compensation | Date: _____ | By: Parent | UME |
| 4. Camp/Event Liability Insurance | Date: _____ | By: Parent | UME |
| 5. Personal Health Insurance | Date: _____ | By: Parent | UME |
| 6. Automobile Insurance | Date: _____ | By: Parent | UME |



Maryland 4-H Youth Code of Conduct

A goal of the Maryland 4-H Program is to provide opportunities for children and youth to build character. Maryland 4-H supports the CHARACTER COUNTSSM six pillars of character: **TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING, AND CITIZENSHIP**. In order to ensure Maryland 4-H programs provide positive environments for all individuals to learn and grow, 4-H participants agree to abide by these expectations of behavior:

- ☘ I will be **TRUSTWORTHY**. I will be worthy of trust, honor, and confidence. I will be a model of integrity by doing the right thing even when the cost is high. I will be honest in all my activities, and I will not cheat, lie, knowingly give false information, or be dishonest in any other way. I will follow through on commitments I make and responsibilities I accept. I will not engage in illegal or unethical behavior.
- ☘ I will be **RESPECTFUL**. I will show respect, courtesy, and consideration to everyone, including other program participants, those in authority, and myself. I will act and speak respectfully. I will not use vulgar or abusive language or cause physical, mental, or emotional harm. I will dress in a manner that is appropriate, tasteful, and respectful for youth. I will take care of property and facilities and will not intentionally cause harm or damage. I will appreciate diversity in skill, ability, gender, ethnicity, family, and personal beliefs. I understand that Maryland 4-H does not tolerate statements or acts of discrimination or prejudice.
- ☘ I will be **RESPONSIBLE**. I will be responsible, accountable, and self-disciplined in the pursuit of excellence. I will live up to high expectations so I can be proud of my work and conduct. I accept my personal responsibility to be informed of and follow policies, rules, and procedures of Maryland 4-H and 4-H events or activities in which I participate. I will be accountable for my choices and actions and I will take responsibility for any mistakes or misconduct in which I participate.
- ☘ I will be **FAIR**. I will be just, fair, and open-minded. I will participate in events by following the rules, not taking advantage of others, and not asking for special exception or consideration. I will demonstrate good sportsmanship and will accept the final outcome of events and contests.
- ☘ I will be **CARING**. I will be caring in my relationships with others. I will be kind and show compassion for other people and living things. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will help members of my group to have a good experience by striving to include everyone.
- ☘ I will be a **GOOD CITIZEN**. I will be a contributing and law-abiding member of the organization, community, and society. I will not use illegal or illicit substances such as tobacco, alcohol, or drugs. I will not act in a manner that is threatening, harassing, demeaning, or violent toward others, and I will not use technology or media to promote such actions. I will be respectful to the environment and contribute to the greater good. I will promote a spirit of inclusion by welcoming individuals from all backgrounds in my club and community. I will positively represent Maryland 4-H by holding myself to the standards of the 4-H Pledge and Motto.

SMCHARACTER COUNTS! Is a service mark of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics.



Maryland 4-H Youth Code of Conduct Agreement

Youth Code of Conduct:

Maryland 4-H expects youth participating in programs to behave in an acceptable manner and in accordance with the Maryland 4-H Code of Conduct outlined on the reverse of this document. 4-H participants who engage in unacceptable conduct are subject to discipline. Youth behaviors that are unacceptable under the Code of Conduct include, but are not limited to:

- Possession, use, or distribution of alcohol and/or illegal or illicit drugs
- Possession or use of weapons or dangerous materials
- Possession or use of tobacco products
- Misuse of prescription or non-prescription drugs or substances
- Sexual activity
- Lying, cheating, misrepresenting project work, or other unethical practices
- Unauthorized absence from program site
- Physical, verbal, emotional, or mental abuse of, or threats toward, another person
- Theft, destruction, or abuse of property
- Use of electronic devices and/or social media to bully, demean, harass, or threaten another person
- Use of technology to create, transmit, post, or willingly receive unacceptable content such as that containing profanity, advocacy of use/possession of alcohol or drugs, violence, sexual misconduct, nudity, etc

Maryland 4-H Disciplinary Policy and Procedures:

A participant in a 4-H program who engages in conduct that may jeopardize the health or safety of the participant, other people, or the integrity of 4-H will be immediately dismissed from the program or activity. This determination and dismissal will be made at the discretion of the University of Maryland Extension (UME) faculty/staff member or UME volunteer in charge of the program or activity. The dismissed youth participant's parent or guardian will be responsible for providing transportation away from the program or event.

Following dismissal from a program, the 4-H participant and his/her parent or guardian will be notified in writing of the nature of any unacceptable conduct for which sanctions, up to and including suspension or dismissal from 4-H programs or activities, are being considered. In such cases:

- The county/city UME faculty or staff member with overall responsibility for the program will set up a meeting to hear the 4-H participant. The 4-H participant's parent/guardian will be present at this meeting. At the discretion of UME or at the request of the 4-H participant, a committee may be appointed by UME to review the matter.
- Following the meeting, the 4-H participant and his/her parent/guardian will be notified in writing of the outcome of the meeting and any sanction(s) to be imposed.
- Sanctions may be appealed in writing within seven (7) calendar days after the 4-H participant receives notice of the decision, to the Area Extension Director (AED). The AED will consult with the appropriate State 4-H Specialist(s) in considering the 4-H participant's appeal. The 4-H participant and his/her parent/guardian will be notified in writing of the decision of the AED.
- The decision of the AED may be appealed in writing to the State 4-H Leader within seven (7) days after the 4-H participant receives notice of the decision. The 4-H participant and his/her parent/guardian will be notified in writing of the State 4-H Leader's decision. The decision of the State 4-H Leader is final.

BEHAVIOR PLEDGE

I have read the Maryland 4-H Code of Conduct and the Maryland 4-H Disciplinary Policy and Procedures. I am aware that my actions and decisions affect me and others and that poor actions or decisions may result in my loss of privileges for current and future 4-H programs. I will accept the appropriate and logical consequences of my actions, as determined by Maryland 4-H.

4-Her's Printed Name

4-Her's Signature

Date

As the parent/guardian of _____, I have read the Maryland 4-H Code of Conduct and the Maryland 4-H Disciplinary Policy and Procedures. I will support and uphold these principles, and will model positive behavior for my child and other 4-H youth and families. I will support the individual in charge of maintaining appropriate behavior at 4-H programs, events, and activities. I agree to accept the appropriate and logical consequences of my child's actions as determined by Maryland 4-H and the University of Maryland Extension.

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date

Maryland 4-H Adult Code of Conduct

A goal of the Maryland 4-H Program is to provide opportunities for children and youth to build character. Maryland 4-H supports the CHARACTER COUNTSSM six pillars of character: **TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING, AND CITIZENSHIP**. In order to ensure Maryland 4-H programs provide positive environments for all individuals to learn and grow, 4-H Adults agree to abide by these expectations of behavior:

- ✿ I will be **TRUSTWORTHY**. I will be worthy of trust, honor, and confidence. I will be a model of integrity by doing the right thing even when the cost is high. I will be honest in all my activities, and I will not cheat, lie, knowingly give false information, or be dishonest in any other way. I will follow through on commitments I make and responsibilities I accept. I will not engage in illegal or unethical behavior.
- ✿ I will be **RESPECTFUL**. I will show respect, courtesy, and consideration to everyone, including youth participants, other adults/volunteers, those in authority, and myself. I will act and speak respectfully. I will not use vulgar or abusive language or cause physical, mental, or emotional harm. I will dress in a manner that is appropriate, tasteful, and respectful for youth. I will take care of property and facilities and will not intentionally cause harm or damage. I will appreciate diversity in skill, ability, gender, ethnicity, family, and personal beliefs. I understand that Maryland 4-H does not tolerate statements or acts of discrimination or prejudice.
- ✿ I will be **RESPONSIBLE**. I will be responsible, accountable, and self-disciplined in the pursuit of excellence. I will live up to high expectations so I can be proud of my work and conduct. I accept my personal responsibility to be informed of and follow policies, rules, and procedures of Maryland 4-H and 4-H events or activities in which I am involved. I will be accountable for my choices and actions and I will take responsibility for any mistakes or misconduct in which I participate.
- ✿ I will be **FAIR**. I will be just, fair, and open-minded. I will assist with events by following the rules, not taking advantage of others, and not asking for special exception or consideration. I will demonstrate good sportsmanship and will accept the final outcome of events and contests.
- ✿ I will be **CARING**. I will be caring in my relationships with others. I will be kind and show compassion for other people and living things. I will treat others the way I want to be treated. I will show appreciation for the efforts of others. I will help members of my group to have a good experience by striving to include everyone.
- ✿ I will be a **GOOD CITIZEN**. I will be a contributing and law-abiding member of the organization, community, and society. I will not abuse illegal or illicit substances. I will refrain from using tobacco, tobacco products, or tobacco substitutes in the presence of youth at 4-H events. I will not act in a manner that is threatening, harassing, demeaning, or violent toward others, and I will not use technology or media to promote such actions. I will be respectful to the environment and contribute to the greater good. I will promote a spirit of inclusion by welcoming individuals from all backgrounds in my club and community. I will positively represent Maryland 4-H by holding myself to the standards of the 4-H Pledge and Motto.

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Maryland 4-H Adult Code of Conduct Agreement

Adult Code of Conduct:

Maryland 4-H expects adults participating in programs to conduct themselves in an acceptable manner and in accordance with the Maryland 4-H Code of Conduct outlined on the reverse of this document. Adults, both parents and volunteers, who engage in unacceptable conduct are subject to sanctions. Adult behaviors that are unacceptable under the Code of Conduct include, but are not limited to:

- Possession, use, or distribution of alcohol and/or illegal or illicit drugs while attending a 4-H program or event
- Use of tobacco, tobacco products or tobacco substitutes in the presence of youth at a 4-H program or event
- Abuse and/or misuse of prescription or non-prescription drugs or substances
- Sexual advances or activities involving youth
- Actions that create a hostile environment such as sexual innuendo, slander, profane language, racial/ethnic slurs or other disparaging remarks or hostile/bullying behavior
- Use of physical punishment for discipline
- Actions that create an unsafe environment, such as irresponsible or potentially hazardous behavior
- Failure to report suspected neglect and/or physical or sexual abuse to appropriate authorities
- Lying, cheating, or other unethical practices
- Physical, verbal, emotional, or mental abuse of, or threats toward, another person
- Theft, destruction, or abuse of property
- Use of electronic devices and/or social media to bully, demean, harass, or threaten another person
- Use of technology to create, post, or transmit to or willingly receive from youth unacceptable content such as that containing profanity, advocacy of use/possession of alcohol or drugs, violence, sexually explicit content, etc
- Promotion of religion or political preferences
- Breach of personal or professional confidentiality

Maryland 4-H Disciplinary Policy and Procedures:

An adult, parent, or volunteer in a 4-H program who engages in conduct that may jeopardize the health or safety of themselves, youth, other people, or the integrity of 4-H may be sanctioned or removed from the program or activity. The appropriate action will be made at the discretion of the University of Maryland Extension (UME) faculty/staff member.

Following the incident of inappropriate conduct, the individual will be notified in writing of the nature of any unacceptable conduct and potential sanctions. In such cases:

- The county/city UME faculty or staff member with overall responsibility for the program will set up a meeting to hear the individual. At the discretion of UME or at the request of the individual, a committee may be appointed by UME to review the matter.
- Following the meeting, the individual will be notified in writing of the outcome of the meeting and any sanction(s) to be imposed.
- Sanctions may be appealed in writing within seven (7) calendar days after the individual receives notice of the decision, to the Area Extension Director (AED). The AED will consult with the appropriate State 4-H Specialist(s) in considering the individual's appeal. The individual will be notified in writing of the decision of the AED.
- The decision of the AED may be appealed in writing to the State 4-H Leader within seven (7) days after the individual receives notice of the decision. The individual will be notified in writing of the State 4-H Leader's decision. The decision of the State 4-H Leader is final.

BEHAVIOR PLEDGE

I have read the Maryland 4-H Code of Conduct and the Maryland 4-H Disciplinary Policy and Procedures. I will support and uphold these principles, and will model positive behavior for all 4-H youth and families. I will support the individual in charge of maintaining appropriate behavior at 4-H programs, events, and activities. I am aware that my actions and decisions affect me and others and that poor actions or decisions may result in restriction or revocation of my access to current and future 4-H programs. I agree to accept the appropriate and logical consequences of my actions as determined by Maryland 4-H and University of Maryland Extension.

Adult/Volunteer Printed Name

Adult/Volunteer Signature

Date

PERMISSION FOR TRAVEL TO/FROM 4-H EVENT

4-Her's Name: _____ County/Unit: _____

Event: _____ Date(s): _____

Parent/Guardian Name: _____

E-mail: _____ Phone: _____

Travel TO a 4-H Event:

My child has permission to travel TO the above listed 4-H event with the following person. This person has my authorization to transport my child in his/her personally-owned vehicle and/or to escort my child on public transportation, and to sign my child in at the 4-H event upon arrival.

RESPONSIBLE PERSON:

Name: _____ Relationship: _____

Address: _____ Phone: _____

_____ E-mail: _____

Is this person a UME Volunteer or Employee? YES NO

Travel FROM a 4-H Event:

My child has permission to travel FROM the above listed 4-H event with the following person. This person has my authorization to transport my child in his/her personally-owned vehicle and/or to escort my child on public transportation, and to sign my child out of the 4-H event before departure.

RESPONSIBLE PERSON:

Name: _____ Relationship: _____

Address: _____ Phone: _____

_____ E-mail: _____

Is this person a UME Volunteer or Employee? YES NO

 Signature of Parent/Guardian

 Date