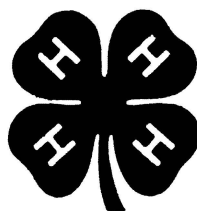


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LEADERS
AND
AGENTS
GUIDE
FOR



AN
INTRODUCTION
TO 4-H
PROJECT

M4-H 85

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Leaders and Agents Guide
for
An Introduction to 4-H Project

Extension Agents and adult leaders from time to time have expressed a desire to see an "Introduction to 4-H" type project. Some leaders and agents have also said that starting new 4-H'ers into the 4-H program with project work is not advisable. These same people have indicated a need for acquainting new 4-H'ers with some history of 4-H, so they would know more about the total program.

The members manual for the "Introduction to 4-H" project is designed with the above in mind. It is impossible to design a project book for beginning 4-H'ers to cover everything. Therefore, the manual will try to highlight those items of importance and give suggestions for activities which will broaden the beginning 4-H'ers concept of 4-H. The manual is written primarily for the fourth grade age group. It is in keeping with guidelines for preparing text material for this age group.

Like all 4-H project manuals, this one will only be as useful as the guidance and assistance that is given by Extension Agents and adult leaders. It is not designed to be put in the hands of a beginning 4-H'er with the feeling that "here is your project book--fill it out and follow the instructions." Instead, it is thought provoking and will give an overview of the program plus an insight to 4-H projects.

Since many of the beginning 4-H'ers in Virginia are in school, the project is set up on a nine month basis. However, the manual is adaptable to on-going twelve month 4-H programs and in the back contains suggestions for 4-H activities to conduct during the summer months.

This guide will suggest more than what is needed to carry out each of the meetings and will cover those ideas mentioned in the member manual. It is essential that those people working with the 4-H clubs do some preparation prior to the club meeting in order to explain and give effective guidance in filling out the completion sheets.

Meeting Number One

1. Explain to members the importance of having officers within a club (any club). Explain to 4-H'ers the responsibilities of each of the 4-H officers.
2. Determine whether or not the club will have a treasury. Explain the procedure for the election of officers. Refer to "Roberts Rules of Orders."
3. Explain the purpose of the enrollment card in the 4-H program. Use your visuals in helping the member fill it out correctly.
4. Explain that the enrollment card is a part of a bigger system with which they may be working within school, within their future employment, and throughout life. Set the stage for the next meeting. Assign those needed to take part in the next meeting in addition to the club officers. Have them refer to the member manual to learn the pledge and other important items concerning 4-H.
5. Briefly explain National 4-H Week. Explain that it is the first full week in October and show some news clippings or color slides of what your county has done in the past.

Meeting Number Two

1. Review the important parts to conducting a 4-H meeting. If members do not know the 4-H pledge by now teach it to them.
2. Teach them the proper way to say the pledge to the American flag. Use The Flag, Publication 445 (May 1971) as a teaching tool for the U.S. and 4-H flag. Use color slides if appropriate.
3. Make sure that desk sets of the 4-H and American flag are available for the club meetings.
4. Review the 4-H catalog explaining items that can be useful to conducting 4-H meetings. This may be an appropriate time to explain that the club may desire to buy a set of flags if they do not already have them. How could a club raise money for flags or other useful 4-H paraphernalia?
5. Keep in mind 4-H members this age like uniforms, 4-H regalia, and items their peers possess. Relate this to 4-H.
6. Try to keep the idea before the youngsters that "4-H is action" and a guiding principle of 4-H is "learning by doing." Practice this throughout the club meeting and set up situations where each member may take an active part. This could be done by asking each member to give an example of each of the H's on the clover. It could be a review of the 4-H colors and why they are significant. It could be an assignment as to why we have 13 stripes on the flag.

Meeting Number Three

1. November -- month of election. Brief explanation of citizenship and 4-H. Encourage people to vote. Some counties have campaigns with their older 4-H'ers.
2. Be sure that 4-H'ers now have their I.D. cards. Assist, if necessary, with filling them out correctly. Remember, 4-H members enjoy possessing such things as I.D. cards, identification pins, uniforms, etc.
3. Explain the purpose of the 4-H pin, how it can be worn, and how it can be obtained.
4. Follow up National 4-H Week by asking for reports from various members of clubs as to what they did for this observance.
5. Lead discussion of conservation. Since the term ecology is more up to date, perhaps it should be introduced at this time. This would be an excellent time to study how conservation and ecology are very similar.
6. Plans for bird feeders are available through Extension. It would be appropriate to discuss the woodworking project and how building bird feeders and bird houses could be a part of it.
7. Briefly mention hunting season opens in November and discuss hunting safety. Conservation and wildlife is an interesting subject to both boys and girls and this meeting should be made very meaningful.

Meeting Number Four

1. Theme of Christmas -- helping others. This is a good time to develop programs and activities to involve those 4-H'ers out of school for the holidays (All Stars, National 4-H Congress delegates, college alumni, etc.)
2. Christmas should be made very safe. The experiments with material for fire-proofing Christmas trees would make an excellent demonstration for the club meeting. It would be good to talk about the possibility of using a fresh tree if fireproofing is not available. If a cut tree is used, make sure it is watered often.
3. Extension Agents, Home Economics, usually have original ideas for making Christmas decorations. This could also be a project for the December meeting.
4. The hunting season is still open during most of the Christmas holidays and the safety should be discussed thoroughly.
5. The month of December which is focusing upon Christmas leaves lots of openings for original ideas from Extension Agents, adult leaders, and 4-H members themselves. This can be made one of the most important meetings of the year.

Meeting Number Five

1. Construct a bulletin board. This may be done with the celotex as described in the project manual or in some way adult leaders and Extension Agents feel would be more useful for the particular 4-H club. Perhaps the entire club would like to help construct a bulletin board for the classroom.
2. It would be a good time to introduce refinishing furniture, desks, or improving the looks of what is already in the study room at home. For some young people that do not have such facilities, it would be good to suggest constructing bulletin boards and maybe even make electric lights from kits. Refer to the electric project information for an introduction to proper study lighting.
3. January is an excellent time to discuss and illustrate other 4-H projects available to the members. Since it is the time of year when things may be a little drab, it might be good to discuss the total 4-H program and have a slight review of the types of things that were covered in September or October.

Meeting Number Six

1. February, the shortest month of the year, contains many important dates. There are holidays that might be studied such as Valentines Day. One of the purposes of this approach to the February meeting would be to encourage the use of library research among the 4-H'ers. This would complement their school program and would build good relations between teachers or educational people and 4-H members.
2. Discuss 4-H camp thoroughly. Stress camp attendance now and follow up by a slide presentation of the previous year's camping experiences. It would be good to encourage the paying of the deposit for camp at the May meeting.
3. Suggest possible ways for 4-H members to raise money to send deserving youngsters to camp that are financially unable to attend.
4. Explain other trips that are available besides camp to 4-H'ers.

Meeting Number Seven

1. What is the purpose of the 4-H awards program and how does it affect young people? Some 4-H'ers and adults do not understand the purpose of the awards program. This is an excellent time to explain it to them since contests will soon begin.
2. Explain the purpose of demonstrations and how they work into the club contest, county contest, district contest, and later to State 4-H Congress.
3. It would be appropriate to have slides to show pertaining to each of the different events. Slides of past participants known to young 4-H'ers would be appropriate.
4. It would be good to give a simple demonstration to this age group at this time. Explain to them that some areas are having junior judging contests and that perhaps this is a good time for them to learn more about contests by giving demonstrations. Assign someone to give a simple demonstration at the next meeting.

Meeting Number Eight

1. "April showers bring May flowers" is an age old expression which has merit at this time. It would be a good time to present to the 4-H group projects related to growing things. This could concern flowers in the house, outside the house, the garden type projects, horticulture, and other 4-H projects that are related.
2. In the project manual, we discussed germination of some seeds. This could be expanded to mean all kinds of seeds and what goes into making them grow correctly.
3. It would be a good time to explain the use of science projects in 4-H. The science of soils, plants, or animals could be discussed and educational approaches used to make this very interesting to this age group.
4. A demonstration with the avocado seed would be an excellent one for this time of year to explain germination.

Meeting Number Nine

1. Beautification month -- encourage 4-H'ers to do something to improve their surroundings. This may be erecting 4-H roadside signs, picnic tables, or just cleaning up an area that needs cleaning. It would be a good time to explain the "Keep Virginia Green" program and how other 4-H'ers in the state have won various national awards in this area.
2. Complete the sheets in the project manual. Since this is the last meeting of the school year, it would be good to collect all these books making sure that everyone has made a contribution. Design an award that will fit the young boy or girl that might not have been capable of completing the entire record but did learn something on their own. This is an important part of the awards program.

3. Discuss important dates with 4-H'ers if this is the last meeting. Explain to them where they may join 4-H during the summer months if it is available to them and if not, how they can be 4-H club members in the school the following year.
4. Explain to the group that 4-H is a year-round, on-going program but in some cases it is only nine months due to meeting facilities. Encourage them to follow up the coming year so they will not lose out on any of the opportunities in 4-H.
5. It was mentioned in the beginning of this leaders' guide that suggestions contained herein would be recommended as guides only. Hopefully, Extension Agents and leaders working with 4-H'ers will use some of these and add their own to make the 4-H program very meaningful. This is "An Introduction to 4-H" project and should leave the young person at the end of this project with the desire to learn more about the 4-H program. You, the Extension Agent or adult leader, will be the key person in making this come about. Follow-up is necessary to any program if depth and success are desired.