



UNIVERSITY OF MISSOURI
M Extension

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To: 4-H Club Organizational Leaders

From: Alison Copeland, Interim Director,
University of Missouri 4-H Center for Youth Development

Date: Fall 2017

Subject: Missouri 4-H - 2017-2018

First of all, **thank you**, for giving your time and talents to help 4-H members! We could not reach the young people engaged in the 4-H Youth Development program without you and we anticipate another exciting year in 4-H! I hope the following information helps you get started.

Please read this carefully as it contains important information about 4-H for the new program year. It will help your members, parents, and leaders be successful in 4-H. Information on any of these resources or programs is available from your local University of Missouri Extension Center and from your 4-H faculty or staff member.

Missouri 4-H Club Leader Kit:

Each fall, every 4-H club should download the Missouri 4-H Club Leader Kit from the Missouri 4-H website. This kit is intended to make your job simpler and to convey to you our appreciation for your work as a 4-H volunteer. Please be sure that the information is passed on to the right person in your club. Be sure to look at *Starting the New 4-H Year LG912* included in the kit. <http://4h.missouri.edu/club-management.aspx>

Member Enrollment and Projects:

4-HOnline is the 4-H member enrollment system. Due to annual 4-HOnline maintenance, the system will close in September and be ready for the new enrollment year on October 1. Check with the county extension center for other enrollment deadlines. In the Leader Kit, you will find *Enrolling in 4-HOnline*, a guide sheet that walks you through the enrollment process. The *4-H Clover* also gives basic information about requirements for 4-H membership. Encourage every family to read this information, as well as county newsletters and updates. Use our link mo.4honline.com to enroll and to update your enrollment.

Ordering or Downloading 4-H Project Literature:

All 4-H project literature is available for purchase and some resources are free. Review the Missouri 4-H website or *4-H Clover* for order information.

Dues:

State 4-H membership dues are \$20. The state dues help support a variety of statewide 4-H programs including volunteer screening and training. In addition, they pay a portion of the costs for 4-H literature and educational materials. Dues are collected at the county level with club

enrollments. Check with your 4-H faculty or staff member for details and due dates. Of course, if dues present a problem for an individual or family, talk with your local 4-H faculty or staff member about scholarships or assistance.

Officers/Treasurer's Resources:

Review the resources for 4-H Club Officers in the *4-H Clover* or on the 4-H website. Use them to help your club officers prepare for important leadership roles.

Your club **must** use the *Missouri 4-H Club Treasurer Record Book Y672*, found on the 4-H website. This publication provides the required financial policies and records for any 4-H organization (clubs, county councils, committees, etc.). In the 4-H Club Leader Kit, you will find a memo that outlines those key policies to share with your group's treasurer. Please review this with the treasurer and the adult that will be working with the member.

<http://4h.missouri.edu/club-management.aspx>

Volunteers:

Missouri 4-H Volunteer Application Process

Being a volunteer for Missouri 4-H is a privilege and not a right. All persons who want to volunteer with 4-H must meet several criteria. The steps are outlined at the following link:

<http://4h.missouri.edu/volunteer.aspx>.

All returning club leaders should complete all volunteer application steps by December 1, 2017. New club leaders and project leaders should complete all steps by December 31, 2017. This ensures that youth begin their 4-H experience without delay

Volunteer Resources

Many resources are available to help you be a successful 4-H volunteer. Please review the volunteer section of the Missouri 4-H website at <http://4h.missouri.edu/volunteers.aspx> or contact your 4-H faculty or staff member. Volunteers will have an opportunity to learn practical tips working youth. The 2017 National 4-H Volunteer e-Forum series will take place on October 5, November 11, and December 7. For more information visit www.4-H.org/volunteerprofessionals

Resources:

Opportunities...recognition, trips, scholarships, contests and more! In addition to project information, the *4-H Clover* and 4-H website contains information on recognition, 4-H scholarships, trips for members and volunteers, educational events, and other resources. Encourage 4-H families to read it!

Community Service:

Missouri 4-H clubs are encouraged to help the community and serve others. A special recognition program is available to all 4-H clubs who keep records of their service and submit it to their local University of Missouri Extension Center using the *Youth Service to Communities Form LG760* found on the Missouri 4-H website and in the *4-H Clover*. Your club can also apply for a cash grant from the Missouri 4-H Foundation for community service projects. The Missouri 4-H Foundation website has details at <http://4h.missouri.edu/foundation/community-service.aspx>

Websites:

The following websites may be useful to you:

- Missouri 4-H - Information on 4-H programs. Look for updates and information. <http://4h.missouri.edu/>
- National 4-H Council – A site where members, volunteers and staff can connect. <http://www.4h-usa.org>

- National 4-H - National 4-H Headquarters at USDA/NIFA has information on 4-H organizations and rules.
<https://nifa.usda.gov/program/4-h-national-headquarters>

THANK YOU!

Missouri 4-H is a leader in positive youth development and you are integral in this great mission. Although this letter focuses on the details of managing our program, let's keep our mission in sight "4-H ... creating environments where young people are valued, contributing members of their community." On behalf of all Missouri youth, thank you for the hours, energy and personal dedication that you bring to your job as club leader. Best wishes for a great year!