

Making 4-H Event Councils Effective

Webinar II- February 26, 2020

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Objectives

- ✓ Understand 4-H Council Finances
- ✓ Learn ways to make 4-H Events Council more effective
- ✓ Learn new ways for engaging council members as they represent their club and help advance 4-H youth development program outcomes through educational events
- ✓ Respond to feedback and questions

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Youth Program Quality Principles

4-H Thriving Model

Dr. Mary Arnold

[Youth Program Quality Principles](#)

Oregon State University Extension 4-H Youth Development Programs



Youth Program Quality Principles



Research shows that youth programs must be done well if they are to make a positive difference in the lives of youth.

Dedicated volunteers and staff spend many hours working directly with youth in 4-H programs. From exploring topics in a CloverBuds program, to learning science skills by building a robot, to attending National 4-H Congress, 4-H provides many different types of programs to meet the needs of youth as they grow and develop. What happens in 4-H programs, how they are planned and led, makes a huge difference in the impact of the program on youth! In order to have the biggest impact, programs need to adhere to eight critical principles of program quality.

1. Physical and psychological safety - youth need to feel safe in 4-H programs and be able to interact positively with others.
2. Appropriate structure - whether it is a club meeting or leadership camp, 4-H programs must have clear and consistent rules and expectations, with clear boundaries and age-appropriate monitoring.
3. Supportive relationships - all youth need to feel warmth from and closeness to others in 4-H. Youth need to feel others care about and support them. They also need to receive clear guidance and communication from 4-H volunteers and staff.
4. Opportunities to belong - all youth need to feel included in a meaningful way in 4-H, regardless of their gender, ethnicity, sexual orientation, or ability. Youth should have opportunities to share their culture and heritage with others and to forge a positive identity.
5. Positive social norms - Youth should experience clear rules and expectations for participating in 4-H, including the values, morals, and ethical expectations of being a 4-H member.
6. Support for efficacy and mattering - Youth in 4-H should be taken seriously and respected for their ideas and contributions. Youth should be given opportunities to develop responsibility and be challenged to set and achieve goals.
7. Opportunities for skill building - Youth need to develop physical, psychological, intellectual, emotional and social skills as they grow and develop. 4-H provides opportunities for youth to develop these skills, skills that support a young person into adulthood and the workplace.
8. Integration of family, school and community - Youth in 4-H do best when there is a connection to their 4-H experience with their family, school, and community. This is why 4-H programs begin at the local level, in the community where youth can practice their emerging leadership skills as they grow and develop.

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The 4-H Thriving Model

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Youth Program Quality Principle

Opportunities For Skill Building

*"My most meaningful leadership role in 4-H is being president of our **county council**. This is a very honorable position. I am able to be seen as a leader to my county, club, and peers around me."*

16 year old KYLF Delegate
Community Vitality Survey

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Youth Program Quality Principle

Integration of Family, School and Community

"I have used my 4-H leadership skills outside of 4-H by leading in my local FFA Chapter and District FFA officer team. Without 4-H, I would not be able to have all the leadership experience that I have now. 4-H has helped teach me many life skills that I will use the rest of my life. Since I have been little, 4-H has made a positive impact on my life, and has helped shape me into the Leader that I am today!"

16 year old KYLF Delegate
Community Vitality Survey

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Finances

Principles of Managing Funds for Extension Affiliated Groups

- Principle #1 Accountability for all Funds/Accounts
- Principle #2 Two Signatures Required
- Principle #3 Receipt all Financial Transactions
- Principle #4 4-H Accounts and the IRS
- Principle #5 Financial Reviews

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Finances

Management:

- Active PARTNERSHIP with the local office
- Accounting software or plan
- Paying bills between meetings
- Managing multiple funds within 4-H Events Council Account(s)

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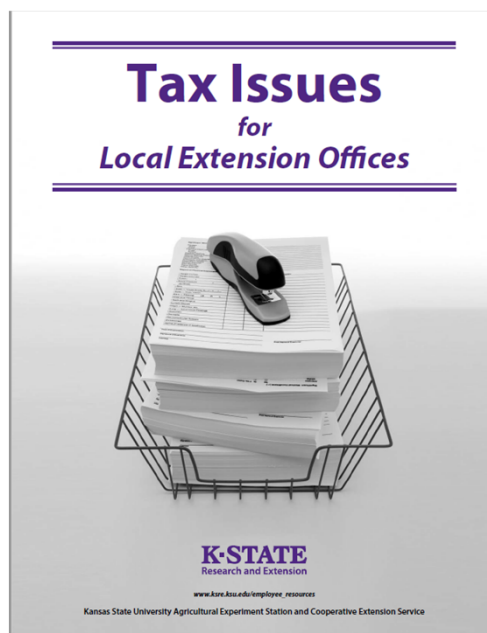


Finances

- Fundraising
- Tax Exempt Status
- Sales Tax Exemption
- Raffles

<https://www.kansas4-h.org/resources/4-h-library/4-h-clubs/club-finances/index.html>

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Finances

Setting a budget each year does several things:

1. With appropriate information, it allows for data driven decisions
2. Maps the financial plan for the year giving committees goals and boundaries
3. Helps members learn an important life skills



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Finances

Sample budget

2019 Clover Unit 4-H Events Council Budget				
Proposal	2017 Actual	2018 Proposed	2018 Actual	2019 Proposed
INCOME				
4-H Camp	4341.35	4500	3855	4500
Achievement Banquet	6	0	1500	1500
Leader / Volunteer Training	0	0	0	0
Officer Training Donation	0	50	50	50
4-H Curriculum Enrichment	0	0	0	0
Fair BBQ	2391	2500	3140	3200
Fair Supplies/Advertising	137.75	200	170	200
Food Stand Operation	12870	13000	10570	12000
State Fair	106.9	100	125	125
4-H Building Chairs/Tables Rental	512.5	750	945	1200
Pancake Ticket Sales	206	200	140	200
4-H Insurance	0	0	0	0
Donations	1750	2000	470	500
County-wide Project Support	0	0	1450	0
Miscellaneous	510.04	1950	1915	500
INCOME TOTAL	22831.54	25250	23930	23975
EXPENSES				
4-H Camp	5467.58	5500	4750	5000
4-H Promotion / Ambassadors	10	100	100	500
Achievement Banquet	1461.53	1500	1430	1500
County 4-H Day	274.97	300	165	200
Regional 4-H Day	88.31	100	70	100
Educational Scholarships	437.5	600	540	540
Leader / Volunteer Training	266.37	500	300	400
Officer Training	110	150	110	150
4-H Curriculum / Enrichment	500 pending	500	350	400
Fair BBQ	2254.61	2500	3450	3500
State Fair	18.4	100	40	60
Fair Supplies/Advertising	167.59	500	190	200
Food Stand Facility/Fairgr. Improvements	344.9	3000	985	3000
Food Stand Operation	8239.53	8500	6720	6900
Postage	29.9	50	0	0
State Fair	122.9	100	185	125
4-H Building - Chairs/Tables	469	500	1470	500
Pancake Sales	149	200	140	200
4-H Insurance	202	250	305	350
County-wide Project Support	255.8	200	390	250
Miscellaneous	55.38	100	945	100
EXPENSE TOTAL	20425.25	25250	22635	23975

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Poll 1

How many total members make up your local 4-H Events Council?

- Less than 10
- 10 to 20
- 21 to 30
- 31 to 40
- 41 to 50
- Over 50

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Poll 2

On average, what percentage of your total council membership attends meetings?

- Less than 50%
- 50%
- 75%
- 90% or more

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Diagnosing the Situation



Take a moment to think about your local 4-H Events Council

- Social Environment: Who is doing the talking? Youth or Adults?
- Physical Environment: Is the size of room suitable for the number of meeting participants? Room arrangement? How are the acoustics?
- What changes need to occur to engage members?

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Engaging Members

Guidelines for Producing a Climate of Trust

Youth Program Quality Principle:
Supportive Relationships & Appropriate structure

- Accept Others
- Speak for Yourself
- Avoid Put-Downs
- It's Okay to Pass
- You Are Responsible
- Expect Unfinished Business



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(Resource: LEADS Unit III, Module, 1 page 9)

Engaging Members

Youth Program Quality Principles:
Supportive relationships & Appropriate structure

- Small group discussion, call on youth to share
- Are all ideas presented given consideration?
Sticky wall



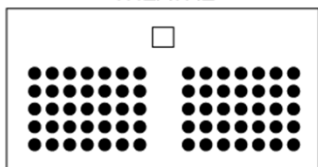
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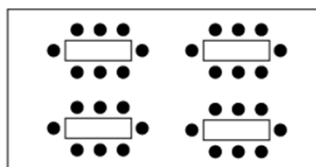


Room Set Up

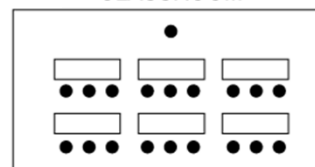
THEATRE



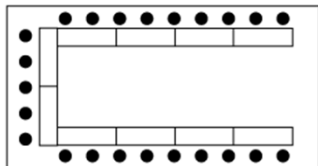
MULTIPLE TABLES (Round or Rectangle)



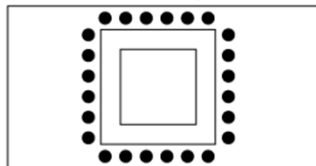
CLASSROOM



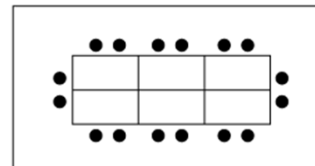
U-SHAPE



HOLLOW SQUARE



CONFERENCE



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Poll 3: What room set up are you currently using?

- Theatre q Hollow Square
 Round Table q Conference
 Classroom q Other
 U-Shape

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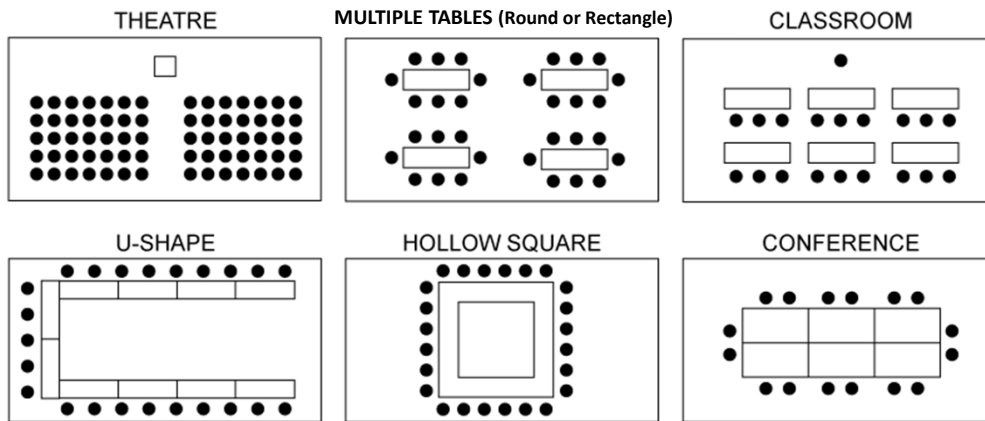
Room Set Up	Advantages	Disadvantages
U Shape	Convenient for 6 to 20 people Easy for leader to have eye contact with all	Discourages small group team building Reduces getting to know other people Limits movement of the leader
Classroom/ Theatre	Allows for many people Leader is clearly in charge	Encourages one-way communication Encourages side-bar conversations Hard to hear in the back of the room
Hollow Square	Hard to select leadership position Good morale for people	Hard to select leadership position
Conference	Leader can assert control in front of room	Limits number of people to size of tables Encourages discussion
Multiple tables	Encourages discussion Encourages small group team building	Hard to select leadership position Encourages side bar conversations Some will have their back to the front of the room

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Room Set Up



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Sample Agendas

Edwards County 4-H Council Meeting
Monday, January 27, 2020
7:00 pm
Fair Building in Kinley
HOST: Northern Star 4-H Club

Call to order

Flag Salute

4-H Motto & 4-H Pledge

Roll Call (What project would you like to do for Project Fest Week?)

Reading & Approval of Minutes

Communications:

Treasurer's Report (see attached)

- 4-H Council Balance \$
- Ambassador Balance \$
- ETC Balance \$
- Dog Project \$
- Horse Project \$
- Monsanto Fund Balance \$
- Food Boy/Girls for Kids \$

Ambassador Report

Business:

A. New 4-H Record Keeping Pilot
To get your families started, direct parents to:

1. Visit <https://4h.youth.org/>
2. Click on "Sign Up"
3. Complete the prompts to register new household
4. Once the household is established, then have them add each 4-H member profile

Please also remember that if a member or family has poor internet access, they may choose to complete the pdf report forms located here: <https://www.kansas4-h.org/resources/4-h-library/record-keeping/pdfs>

B. Project Fest Week
March 16-20, 2020
Tuesday, March 17th is Fashion Review Day with surrounding counties.
4-H Record Book Day - 7th
Barn Quilt Painting Day - 17th
What projects would you like to do?

C. Livestock Weigh-In Dates
Market Steers & Market Heifers - Saturday, March 7th, 1:30 p.m.
Ricket Calves, Goats, Sheep, & Swine - Wednesday, April 22nd, 8:30 p.m.

D. Heart of Kansas 4-H Camp
Dates: June 13-18, 2020
Camp Fees: \$125/Camper, \$200/Counselor
Scholarship for Edwards County Campers _____
(If the post has been 224 comments and good notes for counselors)

E. County Fair Concession Stand Manager
We need at least one adult from each club to serve on the Concession Stand Committee and act as manager for 1 day at the County Fair. Please let the Extension Office know ASAP your club's committee member.

F. 4-H Scholarship Fund Silent Auction - will be held during the Edwards County Fair, July 6-11, 2020
Number of items from each club (last year it was 1 item per 10 members). Let Extension Office know by June 1st your items so a flyer can be circulated. Day 1 - Lewis; Day 2 - Northern Star; Day 3 - Trenton Workers

G. 4-H PDC Recommendations for 4-H Achievement Night Pins

H. Others:

- Make sure all 4-H Families know about the closed group Edwards County 4-H Members Facebook page.
- Do you want to continue to sell Duck Sals?? If so, we have to order 100 cases.

Announcements:

- Feb 1 Levi Taylor & Jean Hurstley work at Palace Theater
- Feb 16-17 Citizenship in Action, Topeka
- March 7 Beef Weigh-In (market steers and heifers)
- March 16-20 Project Fest Week
- March 21 Regional 4-H Day, Pratt (registration due March 1)
- April 27 4-H Council Meeting, Kinley, Trenton Workers hosts
- April 29 Small Livestock Weigh-In (Buckee Calves, Sheep, Goats, Swine)
- May 26-29 Discovery Days, Manhattan
- May 30 Livestock Showmanship Clinic, Dodge City
- June 9 Action for Area
- June 12 Contractors to Camp
- June 12-16 Heart of Kansas 4-H Camp, Rock Springs
- June 25 SW District 4-H Horse Show, Dodge City
- July 6-11 Edwards County Fair
- Sept 11-20 Kansas State Fair
- Oct 1 New 4-H Year

Next Meeting: Monday, April 27, 2020 at 7:00 pm at the Office/Methodist Church
Host Club: Trenton Workers 4-H Club

Adjournment

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Components of Orientation

1. Understanding the Council Rep. Position Description
2. Council Organization and Function
 - Members/Voting
 - Meeting Schedule
 - Committees
3. Budget

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Youth Adult Partnership Resource

Youth and Adults as Full Partners

Goal of Session:

The purpose of this session is to help assess the degree to which young people in your organization have an active voice in making decisions about programs that affect them.

In some organizations young people are actively involved with adults in making important decisions. In other organizations adults make most of the decisions for the young people. Unfortunately, society in general tends to underestimate the potential of young people to make positive contributions to improve the community.

In some cases young people can even be viewed as threats to society or as the source of many of the problems that exist.

DO THE ACTIVITY

***You will need two facilitators for the first part of this activity.

1. Start by outlining the goals of this session. Divide the adults and youth into separate groups. One facilitator will conduct the Adults Only Session and one will conduct the Youth Only Session.
2. Bring both groups back together for final discussion and processing.

ADULTS ONLY SESSION -

Activity: A Flip Down Memory Lane Activity- What was it like to be a Kid?

Take a look at the following statements about young people. Discuss.

Adult Perceptions 1

- because of their experience, adults know what's best for young people
- young people need to be told what to do and how to do it
- young people can run the meeting, but the important decisions should be made by the adults
- young people have no place in adult society
- we've always done it this way, why change?

How are the attitudes represented below different from those of the previous Adult Perceptions?

Adult Perceptions 2

- the opinions of young people should be welcomed and the decisions should be based on those opinions
- young people should be viewed as resources to their community
- young people should be involved in making decisions about programs that affect them. 4-H is specifically designed for youth to practice decision-making and leadership skills with adults acting as advisors
- young people should be allowed to fail because it is an important part of the learning process
- young people may take different paths to accomplish tasks than adults would

By challenging some of the conventional assumptions about the appropriate role of young people in society and changing how we interact with young people, we can make significant impacts on their growth and development while simultaneously reducing community problems.

Let's take a look at what we mean by "Youth / Adult Partnerships"

Youth / Adult Partnerships

The essence of youth participation is a partnership between adults and young people which supports joint efforts toward solving community problems and acknowledges the contributions of both parties.

This follows right in line with the Kansas 4-H Youth Development Mission Statement: Kansas 4-H Youth Development uses unique strategies and opportunities to engage youth in reaching their full potential through partnerships with caring adults.

Now think of the times that you have been involved in a group composed of both adults and youth.

In groups of 5, list on separate sheets of paper at least 5 items

1. What makes it easy to work with youth in these groups or committees?
Collect answers
2. What makes it difficult to work with youth in these groups or committees?
Collect answers

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Webinar Feedback

Please take a moment to complete the following survey:
[4-H Events Council Webinar Feedback Qualtrics Survey](#)

Resources to share? Sample Committees, By-Laws, Budgets, etc.
Send to your Regional Specialist.

4-H Events Council Q & A Webinar
9:15 am, March 10, 2020 via Zoom

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Previous Webinar Series

1. [County Fair Series](#)
2. [Officer Training Series](#)

Thank you.

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