

4-H Club Management Guide

How to Use This Guide

As a volunteer/paid staff working with 4-Hers in MN, we hope that you find this Management Guide a useful tool for you and your club. This Guide is a collection of resources and practical information about the MN 4-H Youth Development Program. The following information may help you use the Guide more effectively.

The first three sections of the Management Guide, ***This is MN 4-H, Basic Facts About 4-H Clubs*** and ***Charter, Constitution & Bylaws*** helps you get grounded in the purpose of the 4-H program and how it helps youth grow.

When you are planning your meetings and wanting to get the most out of them, check section ***4-H Club Meeting & Program Planning*** for ideas. In addition, there are six sample meeting agendas provided in the Toolkit section. If you need help in keeping order at your meetings or need to find out if your club is on the right track, refer to the section ***Tips for Conducting Club Meetings***.

To better understand the youth you are working with, check out the section on ***Understanding Ages of Youth*** and ***Manage Group Activities for Safety, Efficiency, and Effective Learning***.

Money Matters is a section that will answer your club financial questions.

Make sure you read the ***4-H Projects*** section so you can help guide your members in the selection of their projects and you understand the real purpose of projects.

To better understand your job as a volunteer/paid staff with the 4-H program, read ***Volunteering with 4-H*** section.

The last two sections ***Public Presentations*** and ***Community Service-Learning***, will give you a better understanding of these opportunities so you can encourage your members to get involved in these programs.

A very important part of this Guide is the accompanying ***Toolkit*** which includes many resources to help you as leader of your club.