



4-H
Guide
to
Volunteering
in
Alachua
County



ALACHUA COUNTY EXTENSION SERVICE

The Alachua County 4-H Program is part of the Cooperative Extension Service of the University of Florida Institute of Food & Agricultural Sciences.

<u>Office Address</u>	<u>Office Telephone</u>	<u>Office Hours</u>
2800 NE 39th Avenue Gainesville, FL. 32609 (next to the fairgrounds)	955-2402 955-2406 (TDD/TYY) <u>Website:</u> http://alachua.ifas.ufl.edu	8:00 am - 4:30 p.m. Mon. - Friday

As a 4-H volunteer leader, you become a volunteer member of the Alachua County Extension Staff. Professional staff members include:

Alachua County Extension Agents

Bill Brown	County Extension Director, Field Crops
Bill Heltemes	4-H Program Leader (wrheltemes@mail.ifas.ufl.edu)
Cindy Sanders	Extension Agent, Livestock & 4-H
Gary Brinen	Extension Horticulturist
Brenda Williams	Extension Agent, Family & Consumer Sciences
Lorraine Williams	4-H Program Coordinator, half-time
Wendy Wilber	Extension Home Horticulturist

INTRODUCTION

This book has been developed to facilitate your involvement in Alachua County 4-H as a volunteer leader. As a 4-H leader you will be expected: to participate in training opportunities provided by the Alachua County Extension Service and the University of Florida; to carry out your program in accordance with affirmative action guidelines; to follow the policies and guidelines established to govern 4-H; to be committed to the mission of 4-H; and to maintain close contact with the County 4-H Program Leader.

Upon request, for persons with print-related disabilities, this Book is available in alternate formats. For more information contact the Alachua County Extension Office at (352) 955-2402 or TDD/TYY (352) 955-2406.

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COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS, STATE OF FLORIDA, IFAS, UNIVERSITY OF FLORIDA, U.S. DEPARTMENT OF AGRICULTURE, AND BOARDS OF COUNTY COMMISSIONERS COOPERATING. 9/2003

THANK YOU for showing an interest in working with the youth of Alachua County through our 4-H Youth Development Program. This guide has been developed to help you better understand what 4-H is, how we work with youth and how you can better utilize your skills, talents and energy in 4-H.

This guide is divided into three sections:

1. Information about 4-H.
2. A description of the volunteer positions available.
3. A volunteer application form.

When you decide on the position you would like to volunteer for, complete the application form and return it to the Alachua County Extension Office at 2800 NE 39th Avenue, Gainesville, FL. 32609. If you need or would like further information call 955-2402 and ask for me.

Again, thank you for your interest and I am looking forward to working with you for our children through 4-H.

Bill Heltemes
Alachua County 4-H Program Leader

“Florida 4-H was perhaps one of the earliest influences in my life. It taught me at an early age to exercise my head, heart, hands and health for the betterment of myself and the world around me. I will always be thankful for the foundation it provided my life, and for the exceptional volunteers who made it possible.”

Bob Graham
United States Senator from Florida



4-H

4-H is a voluntary, educational program designed to meet the needs and interests of boys and girls. 4-H members, parents, and volunteer leaders have great fun learning and working together in county and club activities, project groups, special interest groups, and endless special interest events. Specifically, 4-H programs help the individual:

- ◆ Develop leadership skills.
- ◆ Gain knowledge and skills in various project areas.
- ◆ Become self reliant.
- ◆ Use scientific methods in making and solving problems.
- ◆ Explore careers.

WHAT MAKES 4-H DIFFERENT?

4-H is real life experience. It is learning how to do jobs and how to make decisions similar to those that are important in adult life.

4-H can be a family affair. There is a place for all family members if they want to participate. Sometimes you can reach and teach others: friends, parents, brothers, and sisters through the 4-H'ers in "your" group.

4-H is adaptable. Programs can be and should be tailored to fit any individual, any home, or any community. That's part of the fun. You can "cut and fit" the program so that everyone gains from the experience.

4-H is decision making. Learning to stand on one's own feet and learning to work with a group are important. Early practice in making both personal and group decisions builds for the future. You can help members find possible answers. You encourage them to explore and decide which path they will follow.

4-H is based on science and fact. The resources of the University of Florida, our land-grant college, are used consistently in developing and implementing projects and activities.

Both men and women serve as 4-H volunteers, providing positive role models for our youth.

4-H is "learning by doing". It's an action program.

Participants watch others, they study, they experiment, but they "do and practice" themselves. People remember 20 percent what they are told, 30 percent of what they see, 50 percent of what they hear, 70 percent of what they say, and 90 percent of what they do and think. 4-H offers much **DOING AND THINKING!**



WHAT MAKES 4-H POSSIBLE?

4-H is a combination of many things: people (members, leaders, parents, Extension agents, Extension specialists, and others), finances, and community support to name a few.

4-H is tax supported. The combined efforts of the county, state, and federal governments have permitted 4-H to develop into a practical, educational program based on everyday living. Your county commissioners help support 4-H as they provide office space, secretarial assistance, supplies, and other financial help for your county Cooperative Extension Service. Cooperating is the National 4-H Council in Washington D.C. Local organizations and groups continually assist with programs.

Every 4-H member and volunteer leader is a part of the Cooperative Extension Service of the University of Florida and the United States Department of Agriculture. Your Extension agents are faculty members of the University of Florida. You, the 4-H leader, are considered volunteer staff of the University.

THE COOPERATIVE EXTENSION SERVICE

The Cooperative Extension was established in 1914 as a partnership of the U.S. Department of Agriculture and the land-grant universities. State legislation enabled local governments to become a third legal partner in this unique educational endeavor. The basic mission of the Cooperative Extension Service is to disseminate and encourage the application of research-generated knowledge and leadership techniques to individuals, families and communities.

The Cooperative Extension Service provides youth educational programs through 4-H, with leadership provided by county extension agents, state 4-H staff and specialists in land-grant universities, and national 4-H staff located in the Department of Agriculture in Washington.

THE UNIVERSITY OF FLORIDA - IFAS

As the land-grant university of Florida, it is the institution charged by law with the responsibility for extending education to the people of the state. This is done through IFAS (Institute for Food and Agricultural Sciences). IFAS unites research, resident teaching, and Extension personnel, so that resources of the entire University are available to Extension youth programs. Much research information used in writing 4-H project manuals comes from the University of Florida.



4-H ...VALUES

...MISSION

...VISION

OUR ORGANIZATIONAL VALUES

Florida 4-H Youth Development values the empowerment of individuals as positive, productive members of our communities. We value...

- ◆ experiential learning
- ◆ our volunteers and volunteerism
- ◆ diversity of people and program curricula
- ◆ family involvement in our total program
- ◆ leadership, citizenship and stewardship development
- ◆ the development of healthy self-esteem in program participants
- ◆ a healthy balance between competitive and cooperative learning



OUR MISSION

Florida 4-H Youth Development enhances diverse, enjoyable, research-based educational experiences through leadership, citizenship, teamwork, and hands-on learning opportunities. 4-H facilitates the development of the whole person by meeting the diverse needs of individuals from a wide variety of backgrounds to build strong and productive global citizens.

OUR VISION

Florida 4-H Youth Development is a uniquely dynamic and diverse organization uniting individuals, families, communities, and generations to achieve their fullest potential for leadership, stewardship, self-awareness, and life skills. Our contributions positively impact the future of our world.

GOALS OF ALACHUA COUNTY 4-H

- ▶ to provide a program which will aid in the positive development of our youth
- ▶ to teach youth how to make intelligent decisions and live with the consequences
- ▶ to strengthen the family, home and community life of youth and adult participants
- ▶ to provide factual knowledge to participants
- ▶ to provide useful activities and constructive group action for youth and adults

Youth and adult education, enhancement of family life, and healthy adult-youth relationships are important parts of the Alachua County 4-H Program. Every child in Alachua County is of equal importance, therefore we cannot eliminate the consideration of any child.

4-H DELIVERY METHODS

4-H delivers educational and personal development experiences through a variety of methods. All of these methods rely on adult volunteers. The primary delivery methods for 4-H are described.

4-H CLUBS

The 4-H club is the major method of delivering the 4-H program to youth. It serves as the center of activity and generates enthusiasm for participation in 4-H outside of the club. And more importantly it serves as a center where youth can find the caring and support they need to learn skills they will use throughout their lives. 4-H clubs can be community or project specific. In a community club members will learn experiences in a variety of projects and activities. In a project club members will focus on one specific project or a group of related projects.

4-H clubs are organized and conducted by the members, parents and volunteer leaders who choose to belong. The major method used to organize and conduct the club is the group meeting. Through group meetings members can participate in the planning and carrying out of 4-H club projects, activities, and events. In turn, they will.....

- Learn to make decisions
- Develop skill in group discussions
- Develop citizenship and leadership skills
- Acquire new knowledge and skills
- Try new ideas and methods
- Gain a sense of group pride
- Form a cooperative attitude
- Develop confidence in themselves

HOME STUDY

Youth who live in communities where there are no organized clubs or who cannot get to meetings because of transportation or other barriers, can enroll as Home Study members. Home Study members enroll in 4-H projects and can participate in 4-H activities that are offered in the county 4-H program.

SCHOOL ENRICHMENT

Many 4-H projects are also offered through school classroom participation. These enrichment programs are designed to support and enrich the classroom experience by providing "hands-on" activities in specific 4-H projects. Each year more than 3,000 Alachua County students participate in 4-H school enrichment projects. Volunteers assist by coordinating and teaching many of these programs.

SPECIAL INTEREST PROGRAMS

Special interest programs of a short term nature are offered throughout the year. These may consist of a series of project meetings on a specific subject, camps, field trips, events, etc.

TEACHING METHODS

A variety of teaching methods can and are used in 4-H programs. The methods most used and emphasized are "hands-on" or experiential learning. 4-H is a "Learn By Doing" program, so teaching should focus, whenever possible, on doing and making. Commonly used teaching methods are described below.

PROJECT BOOKS AND RECORDS

When a 4-H member enrolls in a 4-H project he/she receives a project book and a project record form. The book helps the member learn the knowledge and skills related to the subject matter while the record form helps the member to plan, record and evaluate the total project. Volunteer leaders are needed to conduct project meetings and activities for the members to teach specific subject matter or skills related to the project.



DEMONSTRATIONS AND ILLUSTRATED TALKS



A demonstration or illustrated talk is an oral and visual presentation of how and why something can and should be done. Its basic purpose is to convince an audience that what is being demonstrated is good and to show clearly the means of doing it. All 4-H members are encouraged to participate in the 4-H demonstration and public speaking program.

A good demonstration serves three functions. It teaches the demonstrator a good deal about the subject; it teaches the audience about the subject; and it helps the demonstrator learn to think, speak, and illustrate while standing before an audience.

CONTESTS

Contests may be used to encourage and motivate participation and learning. Youth learn through cooperative as well as competitive activities such as contests. Contests are used at all levels of 4-H.....club, county, district, state and national. Many contests relate to a specific project or 4-H activity, such as a judging contest, an essay contest, a photo contest, fair contests, etc.

JUDGING TEAMS

In many 4-H projects members can participate in judging programs or contests. They study a specific commodity or resource and use this information to evaluate, identify, and/or rank examples of the commodity. It sometimes requires the member to orally explain reasons for placing the commodity items in a given order. Judging teams teach public speaking, decision making and specific subject matter in the commodity or resource being judged. Teams usually consist of 3-4 members and are often divided into age groups.

EXHIBITING

"Making" something is one of a 4-Her's favorite activities. Exhibiting is a way of providing recognition and feedback to the 4-H member for the product (exhibit) he/she has created. A variety of fairs and shows are available in 4-H to provide an opportunity for members to show or display the exhibits they have made.

Exhibiting provides members an opportunity to apply the knowledge and skills they have learned in a project. The exhibit or product they create, raise, or grow, is a culmination of the project they have studied. Exhibits may be as simple as a poster or complex as a science display, as small as a set of earrings or as large as a beef steer. Creativity, planning, design, showmanship, and research all go into the creation of even the simplest of exhibits.

WORKSHOPS AND MEETINGS

Project workshops and meetings are held throughout the year. At the county level workshops and meetings are made available to all members enrolled in a specific project when there are volunteers available to do the teaching.

A workshop will utilize "hands-on" activities and making something to teach the subject matter or skill. Project meetings on the other hand, utilize video, lecture, demonstrations, judging activities, and other visual means of teaching.



Alachua County 4-H Volunteer Descriptions

LONG TERM (9 + Months)

4-H Club Organizational Leader
Home Study Member Advisor
School Enrichment Project Coordinator
County Project Leader/Tutor
Embryology Project Leader
4-H Master Gardener
Curriculum Committee Member
Advisory Committee Member
Finance Committee Member

SHORT TERM

School Enrichment Teacher
Legislative Program Leader
Demonstration Coordinator
Short Term Project Leader
Judging Team Coach
Youth Fair Events Coordinator
Demonstration Judge
Public Speaking Judge
Youth Fair Exhibit Judge
Community Service Coordinator

LONG TERM DESCRIPTIONS

Volunteer Title

CLUB ORGANIZATIONAL LEADER

General Description: Provide organizational leadership for a 4-H club. Coordinate club programs and activities, give guidance and direction, and serve as contact person for the County 4-H Office.

Responsibilities

1. Enroll former and new club members.
2. Arrange for and attend regular club meetings.
3. Organize election, installation and training of club officers.
4. Have planned agendas for club meetings.
5. Maintain communication with club families.
6. Provide leadership for developing annual club plan.
7. Distribute project materials to club members.
8. Maintain a balance of educational and social activities in the club.
9. Involve other adults and parents in leadership roles.
10. Attend leader training meetings.
11. Submit required reports in a timely manner.
12. Make sure club abides by affirmative action policy.



Time Commitment: 12-15 hours per month

Volunteer Title:

4-H HOME STUDY MEMBER ADVISOR

General Description: Home Study Members are youth ages 8-18 years, who enroll in 4-H but do not live near an existing club, do not have parental support needed to participate in a 4-H club, or do not have transportation to meetings. 4-H Home Study Members work on their projects at home, often on their own. They do not attend regular club meetings, but are eligible to participate in all county 4-H activities.

Responsibilities:

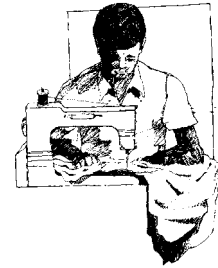
1. Maintain monthly contact with 4-H Home Study Members.
2. Serve as a liaison between Home Study Members and the 4-H Office.
3. Conduct group meetings for Home Study Members in January, April, July and October.
4. Help Home Study Members identify and obtain help needed for them to complete their projects.

Time Commitment: 1-2 hours per week

Volunteer Title: **4-H SCHOOL ENRICHMENT COORDINATOR**

General Description: Select and coordinate one of the projects below with Alachua County Schools. Help promote this program in the county. School Enrichment Programs include:

- | | |
|-------------------------------|-------------------|
| 4-H Club in the Classroom | Seatbelt Safety |
| Blue Sky Aerospace | Clothing |
| 4-H/Tropicana Public Speaking | Embryology |
| Spring Gardening | Natural Resources |
| Talking With TJ | Foods & Nutrition |



Responsibilities:

1. Contact schools who enroll in the program.
2. Distribute program materials.
3. Obtain enrollment records from the schools.
4. Conduct a pre-test and post-test of participating students.
5. Serve as liaison between schools participating and the 4-H Office.
6. Maintain contact with participating teachers.

Time Commitment: Seasonal - depends on the specific program.

Volunteer Title: **COUNTY 4-H PROJECT LEADER/TUTOR**

General Description: Select from one of the projects below. Plan, coordinate and conduct this project or program on a county-wide basis for youth. Serve as a resource person to clubs and youth participating in this project. Organize and teach educational activities in this project for youth.

Responsibilities:

1. Conduct a minimum of 3-5 project group meetings, workshops or activities.
2. Help members establish plans and goals for their project.
3. Plan sequence of learning experiences in the project that meets a stated goal in the member's project manual.
4. Help members on a 1-1 level with their project work if requested. Serve as a resource person to these members.
5. Help these members with their youth fair projects.
6. Help these members with their project records if appropriate.

Time Commitment: 5-10 hours per month

<u>Projects for Which Leaders Are Needed</u>				
Aerospace	Citizenship	Bicycle	Clothing	Dog
Child Care	Consumer Ed.	Breads	Electric	Health
Entomology	Foods & Nutrition	Computers	Photography	Pets
Gardening	Marine Science	Forestry	Safety	Leadership
Woodworking	Veterinary Science	Theatre Arts		

Volunteer Title: **4-H MASTER GARDENER**

1. Home Garden Program
2. School Garden Program
3. Community Garden Program

General Description: Choose from one of the three gardening programs above. Plan, coordinate and conduct garden project activities in a specific school or on a community basis for youth. Serve as a resource person to youth in home gardens. Teach gardening skills to youth.

Responsibilities: Home Garden Program

1. Maintain weekly contact with home gardeners during the growing season.
2. Make home garden visits to help youth 1-1.

School Gardens

1. Coordinate the garden program for assigned school(s).
2. Give classroom instruction to students.
3. Supervise and teach the planting, care and harvest of the school garden, involving students with hands-on participation.
4. Serve as liaison between the school and 4-H Office.
5. Attend Master Gardener training.



Community Gardens

1. Coordinate the program for assigned community.
2. Give instruction to 4-H participants.
3. Supervise and teach the planting, care and harvest of the community garden, involving students with hands-on participation.
4. Attend Master Gardener training.

Time Commitment: 2-4 hours per week during gardening season

Volunteer Title: **4-H EMBRYOLOGY PROJECT LEADER**

General Description: Coordinate participation in the 4-H embryology project in school(s) registering for the program.

Responsibilities:

1. Coordinate and/or teach the embryology program, "From Embryo to Chick" for one or more assigned schools.
2. Supervise the use of the incubator in hatching and caring for newborn chicks.
3. Serve as liaison between school and 4-H Office.
4. Attend the Embryology Volunteer workshop.



Time Commitment: 1-2 hours per week

Volunteer Title: **4-H ADVISORY COMMITTEE MEMBER**

General Description: Assist the County 4-H Agent with the planning, conducting and evaluating of educational programs and activities for Alachua County 4-H youth. Provide input in the setting of program priorities and in assessment of the needs of Alachua County youth.

Responsibilities:

1. Attend committee meetings and participate in its activities.
2. Become familiar with the Cooperative Extension Service of the University of Florida Institute of Food and Agricultural Resources, its mission and objectives.
3. Help to analyze the county situation as it relates to Youth Development. Help to identify problems, needs and concerns.
4. Help 4-H agents in setting program priorities.
5. Maintain knowledge of and visibility in programs implemented.
6. Give leadership, guidance and coordination to all subcommittees. Serve as chairman of the subcommittees.
8. Help to “Bridge the Gap” between local businesses and organizations.
9. Help determine County 4-H policies that insure that 4-H is accessible to all youth.
10. Keep up with local concerns of youth.
11. Review program results with 4-H agents.
12. Assist in accounting to various stake holders.
13. Assist with the development of the annual and four year 4-H plans of work.

Committee Meetings: Quarterly

Volunteer Title: **4-H FINANCIAL DEVELOPMENT COMMITTEE MEMBER**

General Description: Responsible for the development and implementation of an annual fundraiser and the cultivation and development of corporate and private donors.

Responsibilities:

1. Conduct an annual fundraising activity.
2. Maintain current annual donors.
3. Develop 1-2 new donors each year.
4. Increase public awareness of the 4-H program through fundraising projects.

Time Commitment: Quarterly committee meetings, more often if needed. Other time as determined by activities of committee.

SHORT TERM DESCRIPTIONS

Volunteer Title: **4-H SCHOOL ENRICHMENT TEACHER**

General Description: Teach one or more schools one of the school enrichment projects. Select from elementary, middle or high school levels. Projects to choose from include:

Aerospace	Foods & Nutrition	Talking With TJ - Conflict Resolution
Clothing	Public Speaking	Natural Resources
Gardening	Seat Belt Safety	Animal Sciences
	Electric	Plant Sciences

Responsibilities:

1. Distribute student materials.
2. Give classroom presentations utilizing the 4-H school project materials.
3. Provide enrollment report to the County 4-H Program Leader.
4. Conduct a pre-test and a post-test of participating students.
5. Develop teach plan and share plan with County 4-H Program Leader and the classroom teacher.
6. Provide hands-on learning experiences for the students.

Volunteer Title: **LEGISLATIVE PROGRAM ADVISOR**

General Description: Plan, coordinate and conduct this activity or program on a county-wide basis for youth. Help promote this program in the county.

Responsibilities:

1. Work with teens enrolling in the 4-H Legislative Program.
2. Plan and conduct meetings and activities that would supplement the state 4-H Legislative event such as programs on county and city government.
3. Assist participants in developing legislative bills, sponsoring them, and presenting them at the State 4-H Legislature held in June.
4. Serve as group leader for the State 4-H Legislature held in Tallahassee.

Volunteer Title: **4-H DEMONSTRATION & PUBLIC SPEAKING COORDINATOR**

General Description: Plan, coordinate and conduct this activity or program on a county-wide basis for youth. Serve as a resource person to clubs and youth participating in this activity or program. Help promote this program in the county. Organize and teach educational activities on this topic for youth.

Responsibilities:

1. Teach a countywide workshop on how to give demonstrations for 4-H club members.
2. Assist 4-H club members competing in District and/or State competition - upon request.
3. Be resource person for 4-H youth wishing to learn about 4-H Demonstrations.
4. Teach demonstrations at 4-H club meetings, upon request from clubs.
5. Take leadership for planning and conducting of the demonstration and publicspeaking contest held in February.

Volunteer Title: **YOUTH FAIR EXHIBIT JUDGE**

General Description: Evaluate (sometimes in cooperation with 1-2 other judges) a specific project area at the Alachua County Youth Fair (no live animal exhibits). Choose from one of the project areas listed below.

Responsibilities:

1. Interview the 4-H member about his/her exhibit.
2. Evaluate the quality of the exhibit using established criteria, in cooperation with the exhibitor.
3. Give a placing on each exhibit of blue, red or white and make final selections for project champion and reserve champion.

Project Areas:

Animal Science	Home Economics	Health & Safety	Foods
Communications	Recreation - art/crafts	Plant Science	Horse
Woodworking	Mechanical Science	Clothing	Aerospace
Natural Sciences	Citizenship/Leadership		

Volunteer Title: **YOUTH FAIR EVENTS COORDINATOR**

General Description: Plan and conduct an event during the February Alachua County Youth Fair. The event will have competitive activities for each grade level (k-2, 3-5, 6-8, 9-12). Events include:

Bicycle Rodeo	Small Pets Show	Muffin Bake Off
Geography Bee	Hobby & Collections Show	

Responsibilities:

1. Plan and conduct the event.
2. Promote the event in the media.
3. Utilize teen volunteers to assist with the event.
4. Recruit event participants.
5. Evaluate the event and make recommendations for the following year