



# LETTERS TO NEW LEADERS



## Letter 2: Getting Started with a 4-H Project

In this letter you will find:

- ▶ How to Recruit 4-H Members—And How Many Should We Have?
- ▶ How is My Group Enrolled as an Official 4-H Project?
- ▶ Are There Dues for 4-H Members?
- ▶ What about Insurance?
- ▶ Where Will Our Project Meet?
- ▶ How Often Will Our Project Meet?
- ▶ Minimum Requirements for Completion in Tehama County 4-H
- ▶ Who Pays for Project Materials?

**Dear Leader,**

This letter has answers to some of the most frequently asked questions about actually starting a 4-H project.

### How to Recruit 4-H Members- And How Many Should We Have?

First of all, how many members? 4-H projects can have as few as two to three members or as many as the leader feels can be effectively included in the group. Some suggest that 6 to 10 members per adult leader is an optimum number. The optimum number of project members for your group will depend in part on your project area. It also depends on how many co-leaders or assistant leaders will be working with you. Limit your first group to a number with which you and your co-leader feel comfortable!

As for recruiting members, it is seldom hard to do. Contact your community club leader. They usually have names of people who want to participate in your project. Your club or group may have a recruiting program or other ideas for recruiting new members.



Because 4-H receives federal and state funds, we must be certain our programs are made available to all people equally without regard to race, color, national origin, sex, or disability.

As for recruiting leaders--you may find it helpful to recruit some adults to help with the project leadership such as co-leaders or assistant leaders. Interested parents, 4-H alumni, or friends are often willing to help. This gives the leader much needed assistance and also provides continuity for project meetings in case of a leader's absence.

## How is My Group Enrolled as an Official 4-H Project?

Your county office of the Cooperative Extension has the necessary enrollment forms for you to complete and submit to the office. Official enrollment is usually done through the community club leaders. California uses a computer-based enrollment system, which means the form must be filled out completely and accurately. Be sure to check the codes listed on the back of the form.

The 4-H year starts each November 1st and runs through October 31<sup>st</sup>. All 4-H members must re-enroll every year. Each county will have a due date for enrollment. In Tehama County all enrollments are due at the November club meeting. It is a good idea to enroll promptly so you and your members stay continually on the mailing list and receive the monthly newsletter. In addition, some counties also have a deadline for enrollment additions and changes in order to be eligible to participate in state and county fairs and other activities.

## Are There Dues for 4-H Members?

There is a small annual program fee for both members and leaders. Some clubs also charge a small fee to help pay for club newsletters or other club correspondence and activities.

## What about Insurance?

4-H leaders automatically have limited liability insurance coverage through the University of California when leading a 4-H group or 4-H activity. This coverage is for officially enrolled leaders who have completed county and state requirements for enrollment, orientation and fingerprinting.

All properly enrolled 4-H leaders and members automatically receive accident/sickness coverage. This insurance covers medical costs for illness or injuries that take place at 4-H events or activities. For more information, please see the brochure entitled "California 4-H Accident/Sickness Insurance Program."

## Where Will Our Project Meet?

Most project groups meet at the leader's home. This is usually easiest for the leaders. Groups may also rotate meetings from one member's home to another so that each member has the opportunity to host. Most club meetings are held at schools or community centers. Such facilities are sometimes available for project meetings as well.



## How Often Will Our Project Meet?

There are several possibilities in choosing a day and time for club meetings, such as:

- ▶ Once a week after school (this works well for elementary age students)
- ▶ Once every two weeks, after school, or on a weeknight
- ▶ Once a month, on a week night
- ▶ Once a month, on a Saturday or Sunday (sometimes this works best for clubs with members of a wide age span)
- ▶ Other variations, limited only by the needs of your project members

It is recommended that a 4-H project meet between five and ten times during the year-more often if desired or needed. This provides continuity for the project as well as time for project development and accomplishment of individual and project goals.

Some projects can be taught on a short-term or seasonal basis. Projects can start anytime during the year.

## **Minimum Requirements for Completion in Tehama County 4-H**

Attached to this letter are the “Minimum Requirements for Completion” as a project leader. Please make yourself aware of these requirements and help the 4-H members complete them.

## **Who Pays for Project Materials?**

4-H members should pay for the project materials they use. Leaders can purchase needed items and have members reimburse them, or they may supply members with a list of items needed for each meeting. Leaders should not be reimbursed for more than the value of items purchased and can not charge members for their time. Some leaders have secured donations from local businesses to keep project costs low for their members.

*If you have any questions or concerns, we'd love to help you! Tehama County 4-H Office, 530-527-3101*

Check out our website at <http://cetehama.ucdavis.edu> or call 530-527-3101 to reach the staff at Tehama County 4-H Office:

*4-H Youth Development Advisor- **Jeanne George**, [jlgeorge@ucdavis.edu](mailto:jlgeorge@ucdavis.edu)*

*4-H Program Representative- **Lisa Humphreys**, [lmhumphreys@ucdavis.edu](mailto:lmhumphreys@ucdavis.edu)*

*4-H Secretary- **Spring Severson**, [slseverson@ucdavis.edu](mailto:slseverson@ucdavis.edu)*

Also visit the California 4-H website at <http://www.ca4h.org>

## Reference Materials

*4-H Enrollment Form*  
*California 4-H Accident/Sickness Insurance Program*  
*Publication Catalog*

### How can I use the information in this letter?

1. New activities to plan into our 4-H Program:

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2. Other people who could help us and how they might help:

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3. Questions to ask Cooperative extension staff and other leaders:

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*Read carefully – Important*

University of California Cooperative Extension  
Tehama County 4-H Youth Development Program

**MINIMUM REQUIREMENTS FOR COMPLETION**

4-H members, kindergarten and older as of January 1, who complete the 4-H year are awarded a service stripe and pin. In order to receive "credit" for the 4-H year, a member **MUST**:

1. Enroll in 4-H on or before your club's November 4-H Club Meeting of the program year.
2. Attend 80% of club meetings. The 4-H club leader may waiver primary members from this requirement.  
NO EXCUSED ABSENCES; absences may be made up by attending another club's 4-H monthly meeting, 4-H Council Meeting, or doing community service or other activity approved by your club leader.
3. For each project, participation in six hours of instruction led by a certified 4-H project leader. Make-ups for missed meetings are allowed with the project leader's prior approval.
4. Participate in one countywide 4-H event, i.e., 4-H Fair; Fashion Revue; Livestock Judging Expo; Life Skills Judging Day; Favorite Foods Day; Fur, Feathers & Udders Fair; and Presentation Day.
5. Submit a completed "4-H Record Book" that includes all required forms with signatures to your 4-H club leader by October 15<sup>th</sup>. NO EXCEPTIONS.

**PARTICIPATION IN THE TEHAMA DISTRICT FAIR**

1. The fair entry forms requires the signature of the 4-H project leader verifying that the exhibit has been part of the 4-H member's project and that the member has completed the project as stated above and has met the additional requirements below for fair participation in 4-H divisions.
2. 4-Hers must have met the above minimum requirements for completion by August 15<sup>th</sup> to be eligible to enter the 4-H Divisions in the Tehama District Fair. In addition, the 4-Her by August 15<sup>th</sup>
  - Must give a talk or demonstration at project, club or county level related to one of their projects.
  - Must have served on one (1) committee at the club or county level.
3. The 4-Her must submit the "Minimum Requirement Checklist" verifying completion of the above minimum requirements for each project by August 15<sup>th</sup> to the 4-H Office by 5 PM. – NO EXCEPTIONS.
4. To exhibit livestock and/or horse at the Tehama District Fair.
  - Must be 9 years of age or in the fourth grade and not yet 19 years of age on January 1 of the program year.
  - Must have owned and cared for the animal prior to the Fair for a minimum of
    - 60 days for sheep, goats, and swine
    - 120 days for beef and horse
    - 30 days for rabbit and poultry and breeding livestock
  - All sheep, goats and swine market animals must be weighed and ear-tagged 60 days prior to the fair; 120 days for beef. Read the Green Sheet for dates, times and location.
5. It is the 4-Her's responsibility to meet fair entry due dates and abide by all fair rules. For more information on Fair entries or the Junior Livestock Auction, refer to the Tehama District Fair Exhibitor Handbook. Call 527-5920 for a copy or visit [www.tehamadistrictfair.com](http://www.tehamadistrictfair.com)

***We have read, understand and agree to abide by the minimum requirements for 4-H completion and participation in the 4-H Division of the Tehama District Fair.***

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4-Her's Signature

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Parent's/Guardian's Signature

(Revised/Approved Nov. 2006)