



## What are In-school 4-H Clubs?

4-H In-school Clubs may meet at the elementary, middle, junior high, or high school level. Meetings are held regularly during the school year and offer learning experiences in cooperation with school officials during school hours. These clubs support or enhance the school curricula. Teaching is performed by Extension staff or trained volunteers. These volunteers may be school teachers.

## As a Club Leader (teacher) of an In-school 4-H Club what are my responsibilities?

- ✿ Complete ACES volunteer club leader screening (or provide ACES with a letter from your school system stating you have undergone their screening process);
- ✿ Provide a club atmosphere that promotes a positive youth development experience for all members;
- ✿ Inform and encourage members, parents, and other volunteers to actively participate in appropriate 4-H opportunities;
- ✿ Mentor, assist and advise the 4-H members in the overall management of the 4-H club,
- ✿ Maintain order and establish discipline during club meetings;
- ✿ Secure a meeting location (classroom, library, etc.) for your club monthly;
- ✿ Serve as a liaison between the local Extension Office and 4-H members regarding 4-H club programs;
- ✿ Collect all member enrollment and health forms, ensure every member has completed these forms, and return the forms to the ACES office;
- ✿ Follow all 4-H guidelines and policies of the Alabama Cooperative Extension System, the Alabama 4-H Program, and the local 4-H program; and
- ✿ Participate in volunteer development opportunities to stay current with information, learn new skills and maintain the 4-H standard of quality experiences for youth.



## What does an In-school 4-H Club look like?

4-H In-school Clubs have five to six officers. These are president, vice-president, secretary, reporter, and 1 or 2 song leader(s). Each officer has specific duties that must be carried out for the 4-H Club to be successful. Each officer must see that the duties of that office are carried out at each meeting. Club officers are elected by club members at the first club meeting of the new school year. In Cherokee County, election ballots are provided by the 4-H office to each club leader in August so elections may take place in the September club meeting. Some club leaders ask their members to “run-for-office” by making election posters and placing them around the school. This seems to work well as it encourages members to vote according to each person’s abilities not by popularity.

4-H In-school Clubs have one County Council Representative. This person must be available to attend County Council Meetings either on a monthly or quarterly basis. The Cherokee County 4-H Council is an organization of 4-H club representatives from 4-H clubs throughout Cherokee County. The organization stresses youth leadership training and development. The County Council meets four or more times a year to conduct business, education meetings, plan community service projects, and enjoy the company of fellow 4-H’ers. All 4-H members, parents and club leaders are welcome to attend the meetings. However, only County Council Officers and Members are eligible to vote. The County Council also is a regional and state counterpart. Members of the County Council are eligible to be members of the Regional 4-H Council.

## In-school 4-H Club Meeting Order of Business

- ☘ Meeting is called to order by the Club President
- ☘ Club Song Leader(s) lead(s) the club in a song
- ☘ Pledge of Allegiance to the American Flag and 4-H Pledge led by Vice-President
- ☘ Roll Call and Minutes of Last Meeting read by Club Secretary
- ☘ Unfinished Business led by Club President
- ☘ New Business led by Club President
- ☘ Program for the day led by Extension Staff
- ☘ Announcements led by Club President
- ☘ Meeting adjourned by Club President



## **What are the Responsibilities of the Cherokee County 4-H Office to In-school 4-H Clubs?**

- ✿ As an ACES staff member, have undergone FBI background check before beginning work with youth;
- ✿ Meet with each club on a monthly basis to conduct an educational program during the club meeting;
- ✿ Provide competitive events and educational workshops outside of regularly scheduled club meetings;
- ✿ Promote and inform Club Leaders and Members of upcoming local, regional and state 4-H events;
- ✿ Provided Club Leader and Club Officer training workshops;
- ✿ Provide a club atmosphere that promotes a positive youth development experience for all members;
- ✿ Inform and encourage club leaders, members and parents to actively participate in appropriate 4-H opportunities;
- ✿ Assist and advise the 4-H members in the overall management of the 4-H club;
- ✿ Follow all 4-H guidelines and policies of the Alabama Cooperative Extension System, and the Alabama 4-H Program;
- ✿ Provide volunteer development opportunities to stay current with information, learn new skills and maintain the 4-H standard of quality experiences for youth;
- ✿ Provide support to Club Leaders, members and parents through:
  - Printed material
  - Hands-on assistance
- ✿ Provide the following to each club member:
  - Membership Card
  - Membership Button
  - Member Handbook
- ✿ Provide the following to each club officer:
  - Officer Handbook
  - Officer Button
- ✿ Provide the following to the council representative from each club:
  - County Council Handbook
  - County Council Member Button
  - County Council Officer Button upon election
- ✿ Stay in constant communication via email with Club Leader; and
- ✿ Meet with clubs on a monthly basis from September through April of the current school year.