



## Cooperative Extension Service

**St Charles Parish**  
1313 Paul Maillard Road, Suite E  
Post Office Box 1766  
Luling, Louisiana 70070  
(985)785-4473  
Fax: (985)785-4475  
E-mail: stcharles@agcenter.lsu.edu

### **St. Charles Parish 4-H Youth Development Program Guidelines**

#### **Bylaws**

##### Organizational Structure of Louisiana 4-H

- The 4-H Club is the largest youth organization in the United States. 4-H is conducted in Louisiana by the LSU AgCenter and its Louisiana Cooperative Extension Service.
- At the federal level, 4-H is organized within the United States Department of Agriculture. Our parent department in USDA is the National Institute of Food and Agriculture, otherwise known as NIFA. Both LSU and Southern University have an Agricultural Center. Within the LSU AgCenter, there is both an extension service and agricultural experiment stations. The two main program areas in extension are:
  - Agriculture and Natural Resources
  - 4-H Youth Development
- Since May 24, 1984, student participation in 4-H clubs has been designated as co-curricular activity by the Louisiana Board of Elementary and Secondary Education (BESE). The 4-H Youth Development Program is a program of the LSU AgCenter supported by St. Charles Parish School System and St. Charles Parish Government.

##### 4-H Mission

- 4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

##### 4-H Vision

- A world in which youth and adults learn, grow, and work together as catalysts for positive change.

##### 4-H Motto

- The 4-H Motto is "To Make the Best Better." This motto encourages youth to continue to utilize skills learned to improve their well-being and their communities.

##### The 4-H's

- Head, Heart, Hands, and Health are the four H's in 4-H, and they are the four values members work on through fun and engaging programs.
  - Head – Managing, Thinking
  - Heart – Relating, Caring
  - Hands – Giving, Working
  - Health – Being, Living

##### The 4-H Pledge

*I pledge my head to clearer thinking,  
My heart to greater loyalty,  
My hands to larger service,  
And my health to better living  
For my club, my community, my country, and my world.*

For the latest  
research-based information  
on just about anything,  
visit our website:  
**www.LSUAgCenter.com**

### The Louisiana 4-H Slogan

- The Louisiana 4-H Youth Development Program's slogan is "Learn by Doing." Utilization of this slogan is implemented through the experiential learning process.

### **Purpose of the 4-H Organization**

- The purpose of a 4-H club is to provide positive youth development opportunities to meet the needs of young people to experience belonging, mastery, independence, and generosity; and, to foster educational opportunities tied to the Land Grant University knowledge base. Through non-formal, research-based, experiential education activities, 4-H members gain knowledge and life skills enabling them to become positive, productive, capable, and compassionate members of their communities. 4-H has three mission mandates: citizenship; healthy living; and science, engineering, and technology (SET). Youth learn leadership, citizenship, and life skills through a variety of projects with topics such as outdoor skills, aerospace, animal science, nutrition, forestry, and community service.
- "Learn by doing" is the 4-H club slogan. 4-H members do not just read about things; they do them. They make things. They take part in club meetings. They learn interesting new things. They learn to follow, and they learn to lead. They help their neighbors and their neighborhoods through club activities.
- Our goal, in the Louisiana 4-H Youth Development Program, is to connect young people with caring adults leading to positive outcomes for youth. In accordance with the National Framework for 4-H Volunteerism, our mission is to:
  - Advance knowledge about volunteer development and its contribution to meeting the needs of young people.
  - Build the capacity of professional staff and volunteers in creating safe, sustainable, and vibrant learning environments for young people.
  - Foster innovative systems to engage volunteers and prepare them for voluntary action in 4-H and in their communities.

### **4-H Rules and Regulations**

#### What is a 4-H Club?

- A 4-H Club is a group of young people in your school or in your community who want to improve their heads, hearts, hands, and health. Each 4-H Club has its own officers. They are supervised by volunteer leaders and supported by 4-H Youth Development Agents. A volunteer leader may be anyone interested in helping young people. Volunteer leaders who supervise clubs are "Key" leaders.
- The primary means of delivering 4-H educational programs is through school clubs and/or school-sponsored after-school programs. Additional delivery methods used include community and project clubs, school enrichment programming, and short-term special interest groups. The project clubs meet once or twice between school club meetings to focus on project work.
- 4-H school clubs are the foundation of every successful 4-H program. As the primary delivery method of 4-H, clubs provide volunteers and members with unlimited opportunities for learning, companionship, and fun.
- A 4-H Club includes the following:
  - At least five youth members
  - One (or preferably more) caring adult volunteers working with members, teen leaders, and parents.
  - A structure that gives members the shared responsibility for making decisions and operating the club.
  - An organized, fun, and educational program planned by members, volunteers, and parents.
  - Six or more club meetings during the year.
  - Participating in learning experiences outside of the school club.
  - Involvement in the community through community service/service-learning.
  - Personal evaluation and recognition of progress on individual and group goals.

### Types of 4-H Clubs

- Two major club structures exist in Louisiana 4-H Youth Development: project clubs and school/home school clubs. All include the elements of a 4-H club listed previously.
- A school 4-H club is defined as:
  - A club conducted within a school, often during school hours, by 4-H members with the assistance of Key/School Leaders. It involves members of similar ages and variety of interests. Club size varies within each school. All members attend the “general” club meetings, which are usually held monthly throughout the school year. Club meetings ideally include a group activity, business meeting led by youth, and educational programs (led by both youth and adults).
  - Each member should participate in at least one or more projects. A school club should only be the beginning of the 4-H member’s experience. Every member is encouraged to join a project of their choice and attend project club meetings. Members should have an opportunity to share their project club experience through reports or demonstrations during their school club meeting.
- Project clubs meet on a flexible schedule at other times throughout the year under the guidance of a volunteer project leader.
- School/Key leaders and project leaders must all be registered volunteers within the parish 4-H program and have completed the 4-H Volunteer application process.

### Operating Framework for a School Club in Louisiana

- A 4-H school club is an introduction and the sound foundation for a 4-H member. When a school club is functioning correctly, opportunities start to open for 4-H members. School clubs give youth an opportunity to have leadership roles and become knowledgeable about other clubs and activities taking place on the parish, regional, state, and national level. Every school club should have a teacher or school faculty (School Club Leader) within the school serving as a liaison between the school and the volunteer (Key Leader) that works directly with the youth. The 4-H School Leader is responsible for serving as a liaison between the Key Leader and the 4-H Youth Development Agent. In addition, the School Leader needs to ensure that the Key Leader is coordinating the volunteer team by providing support, guidance, and direction to 4-H members and the club. (Note: The School Leader can also serve as the Key Leader of a club.)
- When guided by caring adults, 4-H clubs can create a sense of belonging and an avenue for members to become more active on the parish level by joining project clubs and participating in parish, regional, state, and national opportunities.

### Membership

- *Who can be a member?* A child should be allowed to join 4-H regardless of their GPA, conduct, or memberships in other clubs and extra-curricular activities. Participation in 4-H events and contests is encouraged but are not mandatory to be a member. A child should never be turned down because he/she cannot pay for his/her club dues. 4-H is a nondiscriminatory club. We want all youth to have the opportunity to join. It is proven that if students succeed outside the classroom that they are more likely to succeed in the classroom. We want to instill the confidence in them to make them more productive both in school and out of school.
- All 4-H members must fill out an enrollment card each year, which you can obtain from the 4-H office in your parish. 4-H club dues can be set by club leaders or club members. Contact the parish 4-H Agent to find out the parish 4-H dues. Club leaders reserve the right to add a few dollars to the parish dues to have operating funds for the club. Most club dues range from \$5-\$25. Please give youth a couple of meetings to collect the dues.
- Expectations of 4-H members:
  - Complete and submit a Louisiana 4-H enrollment card and club dues to School Club Leader.
  - Select at least one project from the Louisiana 4-H enrollment card.
  - Set goals for member’s project(s) and encourage members to complete a 4-H portfolio.
  - Attend regular school club meetings.
  - Join a project club and attend regular project club meetings if available and applicable.
  - Share his/her project experiences by giving a presentation or making an exhibit.

- Participate in parish, regional, state, and national activities and events.

#### Officers and Committees

- To enhance leadership development among club members, club officers should be elected. To assure you have officers that are willing and will work to make the club better, club leaders may want to hold officer elections in one of the following manners:
  - Require those interested to submit a paragraph on why they want to be an officer by a deadline date.
  - Make sure those running for office have paid club dues before they qualify.
  - Require that those running for office make a speech at the meeting.
  - Have an election where candidates make posters and campaign.
  - Have youth come in and vote at recess, before school, or during the club meeting on a written ballot.
- Responsibilities of Officers:
  - *President* – Must have Order of the Meeting and all other necessary materials such as the flags and gavel; Should ask members to lead the pledges prior to the meeting.
  - *Vice President* – Must have arranged for a special program to be presented; May ask volunteers to present demonstrations, present reports on their project work, or present a poem, game, skit, etc.; Should also have Order of the Meeting in case President is absent.
  - *Secretary* – Must have minutes of the previous month's meeting written in complete sentences to read at the meeting; Should have pencil and paper to take notes during the meeting, including roll call.
  - *Treasurer* – Prepare a summary of income and expenses to be presented at each meeting; Ensure that all dues are collected.
  - *Reporter* – Must have a short written report on some club activity since the last meeting; If possible, submit monthly reports to 4-H newsletter or school newspaper; May also make posters or a bulletin board in order to promote the club's activities and recognize club members for their achievements; May coordinate committee to create club scrapbook of club's yearly accomplishments.
  - Note: The club leader reserves the right to add additional duties to club officers' responsibilities. The club leader can also elect additional club officers, such as a Parliamentarian, who keeps order for the club, or Representatives, Committee Chairs, etc.
  - All officer positions should be elected in a fair manner. All officers should be made aware of their responsibilities prior to accepting the position.

#### Club Leader Expectations

- The 4-H School Leader serves as the primary contact person for the club with the parish 4-H staff.
- Arrange for regular meeting facilities and recruit a Key Leader (and/or parent volunteers) to help manage the 4-H club.
- Plan and implement a fun educational activity at each club meeting.
- Plan the club calendar for the year and provide dates and events to 4-H Youth Development Agent.
- Encourage members to participate in school, parish, regional, and state 4-H events.
- Work with members, club officers, and volunteers to conduct monthly meetings and activities in a safe environment conducive to learning.
- Coordinate collection and distribution of handouts and materials among members and 4-H Youth Development Agent.
- Check e-mail on a regular basis for updates from 4-H Youth Development Agent.
- Keep an accurate record of fundraising and the club account.
- Maintain communications between the 4-H club and the parish 4-H program including regular conversations with parish staff, reporting enrollment and other required data to the parish staff, reporting annual financial statement, and completing Club Organizational Leader Impact Report.

For additional information or inquiries, please contact Kali Zammit, St. Charles Parish 4-H Youth Development Agent, at 985-785-4473 or [kzammit@agcenter.lsu.edu](mailto:kzammit@agcenter.lsu.edu).