

# **Bexar County 4-H Newcomers' Handbook**

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## **Purpose:**

This Handbook was designed to provide 4-H newcomers (adults and youths) with general information about 4-H. This Handbook will help support, expand, and strengthen their knowledge about the Bexar County 4-H Program. 4-H extends equal opportunity for membership and participation in 4-H activities to all Texas youth without regard to socioeconomic level, race, color, sex, religion, national origin, or disability.

Some of the materials contained in this publication were adapted from the Tarrant County and Waller County Handbooks for the use by Bexar County 4-H.

This Handbook was prepared by Patrice Hertzock-Barnes, Extension Agent (4-H), March, 1996 and updated August 2007. Special thanks to Iris Kalich, County Extension Agent-4-H, Bexar County, for editing this publication.



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# Bexar County 4-H



## Mission of 4-H

The mission of 4-H is to provide opportunities for youth to acquire knowledge, develop life skills, form attitudes, and practice behavior that will enable them to become self directing, productive, and contributing members of society.

## Mission of Bexar County 4-H

Bexar County 4-H provides the opportunity for youth directed involvement (with adult volunteer supervision) in developing leadership, citizenship, teamwork, and career goals in a positive, yet informal, co-educational environment.

## Vision of Bexar County 4-H

Bexar County 4-H is a diverse organization where youths and adults from city, suburbs, and rural areas unite and provide knowledgeable leaders to benefit youth in life skills to positively impact the future of our world.

## Bexar County 4-H Values

Project skills  
First-hand experience  
Effective interpersonal communication  
Learning to work together  
Volunteerism  
Personal growth  
Honesty  
Sportsmanship  
Goal setting

Building self esteem  
Leadership and citizenship  
Community service  
Concern for nature  
Individual initiative  
Fun  
Integrity  
Loyalty

Source: Bexar County 4-H Strategic Planning  
August, 1991



## **Bexar County 4-H**

3355 Cherry Ridge Dr. S-212 · San Antonio, Texas 78230 · Phone: 210/467-6575

### ***Congratulations!***

Your family has decided to join the fun and exciting 4-H Program. We want to welcome you and let you know that 4-H is not "all cows and cooking"! 4-H members will have many opportunities to experience a wide variety of 4-H activities.

Leadership training is one of the main goals of 4-H. It can start with a new member leading the Pledge of Allegiance at their local club meeting. It can go on to Club and County offices or even District or State. Your 4-H member can do whatever he or she wants, but the shy person will also be encouraged to try just a little more than they think they can do.

One of the best things about 4-H is that members participate in their own age group. There are opportunities for the older 4-H members to go to State in different events, but County and District events are open to younger 4-H members. In many activities, a 4-H member's work is judged on its own merit—not in direct competition with anyone else's.

4-H Club Managers, adult leaders, and adult volunteers meet three to four times per year on the County level, and all parents and leaders are encouraged to attend.

If you have any questions about 4-H, you can always ask at your 4-H Club meeting which is held once a month. You can also call your 4-H Leaders or the County Extension Agents. We are glad to help.

Take time to review this handbook and make notes of the things you don't understand. Many things will be explained as they come up in the 4-H year. It's never too early to ask questions. Once again, welcome to 4-H!

Sincerely,

Patrice Hertzock Barnes  
Extension Agent - (CEP) 4-H  
Cooperative Extension Program  
Bexar County

# *Welcome to 4-H!*

As a new 4-H family, you probably have several questions about 4-H. We hope this New Member's Handbook will answer many of those questions.

## *What is 4-H?*

4-H is the youth development program of the Cooperative Extension Program, a part of the Prairie View A&M University System and the Texas Cooperative Extension, a part of the Texas A&M University System. 4-H partners include the United States Department of Agriculture and local county governments. The purpose of 4-H is to provide opportunities for young people to become productive, self-directing, and contributing members of society.

The four "H"s are explained in the organization's pledge (below) which every 4-H member should know:

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.



The 4-H motto is "*To Make the Best Better*".

The emblem of 4-H is a green, four-leaf clover with a white "H" in each leaf of the clover.

## *Colors*

The 4-H colors are green and white. Green symbolizes nature's most common color and is symbolic of youth, life, and growth. White symbolizes purity.

## *Creed*

I believe in 4-H for the opportunity it will give me to become a useful citizen.

I believe in the training of my Head for the power it will give me to think, to plan, and to reason.

I believe in the training of my Heart for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my Hands for the dignity it will give me to become useful, helpful, and skillful.

I believe in the training of my Health for the strength it will give me to enjoy life, resist disease and work efficiently.

I believe in my country, my state, and my community and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

## ***4-H Year***

September 1 to August 31

## ***What Do You Do in 4-H?***

The 4-H method is ***Learn by Doing***. Members complete learning experiences called 4-H projects. A project is a subject or area of interest that the 4-H member wants to learn more about. There are more than 40 projects that are supported by project materials, but a member may also choose from other areas.

Youth participate through local 4-H clubs. Clubs are located in schools, military bases, communities, or neighborhoods. 4-H clubs meet in member's homes, churches, schools or community centers. Clubs participate in community service projects, tour interesting places, and take trips to fascinating places. 4-H'ers learn leadership skills by planning club activities and by being officers in their clubs. Older 4-H members act as teen leaders, assisting adult volunteers with projects and activities for younger members.

4-H members also attend camps, contests, and conferences at the County, District, and State levels.

## ***Types of 4-H Clubs***

Boys and girls become 4-H members in Texas by enrolling and participating in any of the following membership units.

### **4-H Clubs**

A 4-H club is an educational/learning unit with 10 or more youth managed by two or more managers and elected officers. It meets regularly over a period of 9 to 12 months with one or more regular club meetings each month. Each member is enrolled in at least one 4-H project and is a member of at least one project group. Project meetings are taught by project leaders, teen, and junior leaders and provide at least six project meetings or learning experiences.

There are four basic types of 4-H clubs:

#### **1. Neighborhood or Community Club**

Consists of members who *live near each other* in a community or neighborhood. It has project groups in a variety of 4-H projects.

**2. Project Club**

Consists of members who are conducting the *same project*. It has project groups in the main project area as well as other related projects.

**3. School Club**

Consists of members who attend the *same school*. Members attend 4-H club meetings within a school and are managed by teachers or other volunteers. Project leaders meet with project groups in one or more projects.

**4. Military Club**

Consists of members whose parents who are in the military. Members attend 4-H club meetings on the military bases.

A 4-H club charter is presented to a club when it is organized, which allows the club the full benefits of the 4-H organization. This includes the use of the 4-H name and emblem and the tax-exempt status of 4-H.

# *Who's in a 4-H Club?*

## *What Do They Do?*

### **4-H Member**

- Any child, age 8 and in the 3rd grade to 19 years of age.
- Attends 4-H Club meetings.
- Fills out an enrollment form.
- Enrolls and completes at least one 4-H project.

### **Club Manager**

- Provides guidance, leadership, and management for a 4-H Club.
- Manages executive committee meetings, monthly Club meetings, and Club organization.
- Promotes cooperation, coordination, and communication.
- Informs parents and involves them in 4-H.
- Plans yearly club program with officers and members.
- Coordinates all club activities.
- Helps recruit leaders and members.
- Provides recognition for members and leaders.
- Publicizes 4-H in community.
- Keeps records and supplies.

### **4-H Club Officers**

- 4-H youth elected by 4-H Club members each year.
- Plan and conduct all Club meetings and activities.
- Work with club manager to form an executive committee to give overall guidance to the club.

### **Project Leaders**

- Organize and conduct project group meetings and activities.
- Help members select and manage projects.
- Assist members with record keeping.



## **Activity Leaders**

- Work closely with club managers.
- Responsible for organizing and teaching in areas that are not considered projects, such as method demonstrations, Share the Fun, and record books.
- Help members organize and conduct special activities such as special community service projects, club events or activities, National 4-H Week activities, and/or 4-H field trips.

## **Junior Leaders**

- Junior leaders, age 10 years or older who has been a 4-H member for at least 1 year and who assists adult 4-H volunteers in any aspect of the 4-H program.

## **Teen Leader**

- A teen leader is a youth of age 13 to 19 who has 1 year of project experience and who takes responsibility for a project, activity or event.

## **Parents**

- Provide support and guidance to 4-H member(s).
- Attend as many activities and club meetings as possible.
- Help member(s) select and conduct project.
- Help member(s) secure finances for project.
- Responsible for member(s) getting to and from meetings and activities.
- Help member(s) keep records.

## **County Extension Agents**

- Plan and coordinate educational programs with the 4-H Program Development Committee.

# *4-H Club Meetings*

## **What Does a 4-H Club Do?**

4-H members join together in an organization called a 4-H club. It elects its own officers and conducts its own business. The club has a president, vice president(s), secretary, treasurer, reporter, council delegate, and may have a historian or parliamentarian.

The club has a business meeting at least once a month with an annual plan for their programs. At this meeting, the group discusses business and makes plans for activities. In addition, each meeting usually includes some kind of special educational program. This could be demonstrations or talks by members, parents or resource persons.

## **A Typical Meeting**

The mechanics and procedures of meetings are not complicated. A local 4-H club meeting lasts about an hour and consists of the following parts:

- Inspiration (5 to 10 minutes)
  - U.S. pledge to flag
  - 4-H pledge
  - Inspirational thought, poem, or story
- Business meeting carried out using parliamentary procedure (15 to 20 minutes)
  - Roll call
  - Reading and approval of minutes
  - Report of standing and special committees
  - Reports of 4-H activities
  - Transaction of old business
  - Transaction of new business
- Program (15 to 20 minutes)
  - Project or activity - talk(s)
  - Demonstration(s)
  - Special program
- Recreation and refreshments (20 to 30 minutes)



**COOPERATIVE EXTENSION PROGRAM**  
Prairie View A&M University  
Prairie View, Texas

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3355 Cherry Ridge Dr. S-212, San Antonio, TX 78230

Dear 4-H Parent:

You may have heard the statement, "4-H is a family affair." It's true! Every member of the family, children and parents alike, can benefit from belonging to and participating in a community group such as 4-H. Together, the 4-H member and parent can share and learn new experiences. Besides learning about 4-H projects, activities, and programs, parents also help youth to learn, understand, and practice the democratic process as the 4-H club functions in the community.

You, as a parent of a 4-H member, are extremely important. Your children need your support, help, and guidance to get the most out of any experience. There is a direct, positive ratio between the interest and support parents give their children and how much a member benefits from the program. Are there ways you can give more support, help, or guidance to them?

Parents are the most important people in their children's lives. No one can do as much for your child as you can. You cannot pay or hire anyone to do the job that a parent can do for free-to care about your child.

We believe that 4-H programs, projects, and activities offer many ways for parents to positively influence their children. We are positive both you and they will benefit from your being involved together in 4-H!

Sincerely,

Patrice Hertzock Barnes  
Extension Agent (CEP) - 4-H  
Cooperative Extension Program  
Bexar County

# *Parents: Partners on the 4-H Team*

Good youth development programs do not just happen. It takes the combined effort of parents and volunteers along with the guidance of Extension youth development professionals to establish a good 4-H program.

In 4-H we have a team...a 4-H team which contributes to the ultimate development of boys and girls. Parents become partners of the team. If this 4-H team is to be successful, then the parents must become "regular players", not "bench riders".

## **Why Parent Participation?**

Through research and experience, a number of positive effects on 4-H, 4-H clubs, and 4-H members can be attributed to active parent participation.

1. Active parent participation can strengthen and broaden the 4-H program in a local unit or in any county.
2. 4-H would be totally impossible without the active support of interested parents.
3. It has been found that boys and girls do better club work when parents show their interest not only by work but also by deeds.
4. Extending a helping or encouraging hand to a boy or girl is one of the finest ways you can express affection to your children or to other youth.
5. 4-H is a family affair offering parents many opportunities to participate in a program with their child and build family unity.
6. When parental support is positive, the chances are good for the club to become stronger, larger, and more active.
7. In clubs where parental support is good, individual club members receive more personal attention and guidance from leaders and parents.
8. Club activities and events will develop and expand with the added support of parents.
9. 4-H has a positive influence on the lives of thousands of boys and girls. This happens only when parents care enough to share their time, efforts, and talents.

## **4-H Brings the Family Together**

Closer family unity comes from planning, sharing, and working together. When a family works as a team, the strengths, talents, skills, and worth of each family member can be developed and appreciated. With love and understanding, patience and counsel, a parent can offer their child a solid start in a pleasant and beneficial experience. The family then becomes a team.

## **Important to the 4-H Parent**

Participation in the 4-H program can give the parent a feeling of contributing to their community, a feeling of being helpful to young people, and a feeling of value and worth. There is some credibility to the saying that 4-H develops both youth and adults.

4-H can provide an extended family a network of positive adult and older teen role models to help provide a positive environment in which their child can grow and develop.



**4-H—  
a family affair**

# 4-H Projects

## The 4-H Project

The project is the heart of the 4-H program. A wide choice of projects is available for members. Projects are listed on the *Project List on our website*. *Project opportunities vary depending upon the county and club*. A member or a group can also select an area of interest that is not officially listed as a 4-H project and plan and conduct a project in that area of interest.

A member may participate in one or more projects each year. The 4-H leader should help the member choose projects carefully and realistically, so that the member is setting reachable goals. Here is a partial list of projects from which to choose.

Beef Cattle	Leadership
Citizenship	Photography
Clothing & Textiles	Public Speaking
Computer Science	Rabbits
Consumer Skills	Sheep
Dog Care & Training	Shooting Sports
Entomology	Swine
Foods & Nutrition	Veterinary Science
Health	Wildlife
Horse Science	Miscellaneous

Each member chooses a project that fits his or her interests, home situation, and ability. Projects vary in difficulty, and younger members should choose those with less difficult requirements. Factors to consider when selecting a project include:

## The Member

- What are the member's interests? Many times a member doesn't really know if he or she would like a particular project without first giving it a try so interest may be stimulated.
- Is the member exploring projects that will offer new areas of interest?
- What is the member's age and what are the member's abilities (physical and mental)?
- How much time does the member have and how much time does the project require? What season of the year does most of the activity occur?
- Are the space and equipment available to the member adequate for the project?
- How much will the project cost?

## **The Club or Group**

- How many members of the group wish to take on similar projects?
- Is leadership available for each member to have a successful experience?

## **What Does a Project Cost?**

The costs vary depending upon the project chosen. A member enrolled in the foods and nutrition project might use supplies from around the home to practice the skills being learned. A member who buys and raises a horse can expect to invest thousands of dollars. Keep costs in mind as you select your projects. The project must be realistic to your family's situation.

## **Are 4-H'ers Expected to do Their Own Project Work?**

Yes, with the guidance of an adult. 4-H is a "learn by doing" program. Adults may show the member how, but members are expected to learn how to do things themselves.

4-H members may conduct some project work in groups. Working in groups can be fun, and the members get the experience of helping each other. Most projects call for some work to be done by the individual member, and each should learn to do things for themselves.

## **How are Projects Conducted?**

Projects are conducted through various activities and events such as:

1. Project group meetings
2. Regular club meetings (project talks, demonstrations, etc.)
3. Tours or field trips to visit projects of members or local businesses or agencies
4. Family activity at home
5. Exhibiting project work at home
6. Individual work toward project goals
7. Record keeping of project activities

## **The Project Group**

Members should have the opportunity to participate in group learning and peer teaching since sharing skills and experiences often provides them with greater learning opportunities. Group participation also can motivate members to follow through with commitments. Usually members are involved in group learning through their participation in a project group.

The project group is the 4-H classroom where members acquire subject-matter knowledge and skills and general life skills.

Most clubs will have several project groups, but sometimes when there are five or less members enrolled in a project, the club may not offer a project group. Then parents will be expected to help the member of the 4-H'ers to select another project. In some project areas, countywide project meetings or activities are held. Meeting dates and places are announced in the county 4-H newsletter.

## **Self Determined Projects**

Projects are not limited by the materials available from 4-H. For example, a member may be interested in model airplanes. Members should discuss such projects with their leader or the County Extension Agent. Together, you can create a program with steps and goals that will make learning about the project fun. The 4-H member must be prepared to report on the progress and to record his or her accomplishments.

## **Age Divisions**

There are four age divisions in 4-H:

Clover Kids	Ages 5 through 8
Juniors	Age 8 <u>and</u> in 3rd grade to age 10
Intermediate	Ages 11 through 13
Seniors	Ages 14 through 18

Age divisions are determined as of August 31 of each year. If you were 10 on August 31 and turned 11 on September 1, you would still be a Junior for the rest of the year. If you turned 12 on or before August 31, you would be an Intermediate.

Camps, projects, events, and activities in 4-H are designed to fit the abilities and interests of these age groups. 4-H members can look forward to new and different experiences as they get older.



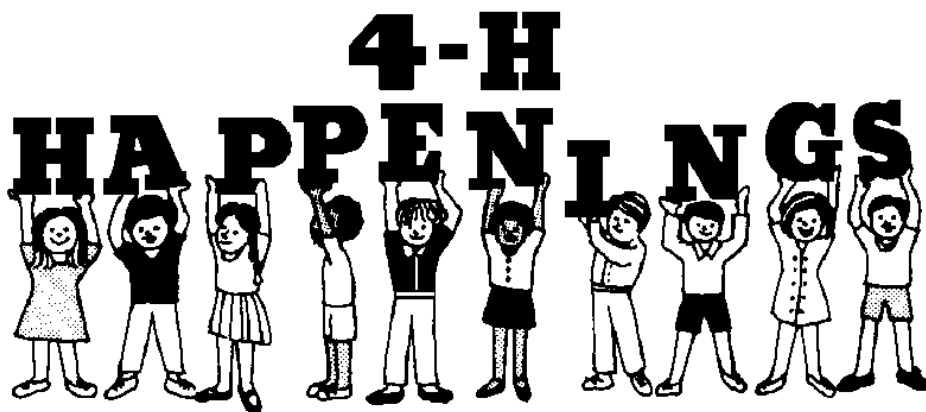
# *4-H Activities*

What is the difference between a "project" and an "activity"?

Projects and learning experiences take place at the club level. An activity usually refers to an event planned through the Extension office for all 4-H members in the county. For example, County Roundup is a public speaking and demonstration contest.

Activities that are run as contests are usually preliminary events at the County level. County winners are eligible to compete for further awards at a District contest. Senior 4-H'ers who win at the District level, may advance to state-wide competition.

Some clubs appoint or elect an adult volunteer to serve as Activity Leader. The Activity Leader becomes the club's "specialist" who advises and recruits youth for participation in these special learning experiences.



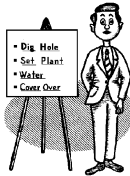
# 4-H Contests

4-H holds many contests to give members a chance to display their skills and measure their knowledge. Participation in contests is optional. Winners of most county contests advance to District and State contests. State winners may be selected for Regional or National competitions. Information about contests is mailed to each 4-H family in the monthly 4-H newsletter. Some of the contests include:

## 4-H Roundup

During 4-H Roundup, members combine the knowledge they have gained in their projects and their skills in public speaking. Presentations are an integral part of the 4-H program. They are an effective tool for teaching young people how to organize their thoughts and present their ideas and themselves. There are two categories of presentations:

Method Demonstrations: a 6 to 12 minute speech where members demonstrate how to make or do something related to their project area. The emphasis is on "showing" how to do or make something.



Illustrated Talk: a 6 to 12 minute speech during which members talk about a project using power point, slides, charts or photographs. The emphasis is on "telling" how to do something.

A third category allows 4-H members to demonstrate their creativity and showcase their talents and exercise their public speaking skills while having fun.

Share-the-Fun: Provides a chance to develop talent, leadership, and confidence, as well as wholesome recreation. 4-H members compete as individuals or club groups in a variety of categories (singing, dancing, drama or poetry).

## 4-H Food Show

A chance for members of the Foods and Nutrition project to demonstrate their culinary skills and knowledge. Participants compete in four categories: Main Dish, Fruits and Vegetables, Breads and Cereals, and Nutritious Snacks and Desserts.

## 4-H Fashion Show

An activity open to 4-H members who have completed a clothing project. Participants compete in the two divisions of buying and construction under these four categories: Casual, Dressy, Specialty, and Formal. 4-H'ers also show off their clothing skills by modeling an outfit they have made or purchased. The modeling part of the contest increases poise and reduces "stage fright" in 4-H members.



## Consumer Decision Making

Blue jeans, CD players, roller blades, and used cars are a few of the items 4-H members have studied in order to compare the relative qualities and prices of each to determine which offers the best value for the money. Each year the items change, but this judging contest teaches members how to be smart consumers and make good decisions.

## Record Books



Record books are records of what a member has learned and accomplished in a 4-H project. Members submit their completed record books to the 4-H office, where they are judged by outside volunteers with other members in the same category and age group. Each member receives a medal at the county awards program for completing a record book, and the winners in each category advance to District competition. Record books are an excellent way to teach youth how to keep records and allows them to record progress toward achieving their goals.

## Horse Show

4-H members demonstrate their horsemanship skills by participating in various Western, English, and Speed events. Older 4-H members can demonstrate their skills in training horses by participating in the Yearling Halter and two year-old Western Pleasure futurities. All 4-H horses must be owned by May 1. Futurity projects must be nominated by March 10.

## Horse Bowl

A contest of knowledge similar to a quiz show, but all of the questions and categories are about horses. Youth do not need a horse to participate in this activity. Youth are provided with a study of sample questions to study in advance. Youth compete in teams of four.

# *County Awards*

4-H members completing a 4-H Project Form are eligible to apply for several county awards. Awards are offered in age category and are judged based on their application. These awards are presented at the annual County Awards Program in August. These awards include the following:

## **4-H Member Awards**

**4-H Club Rookie Award** - At club level, this award is presented to first-year 4-H members who really tried to experience 4-H by completing community service projects, completing a project record form, and must have prepared a demonstration or talk on their project or make an exhibit about their project. Awarded based on submission of 4-H Club Rookie application form.

**4-H Honor Roll Member Award** - This award is presented to 4-H members who are 8 and in the 3rd grade to 10 years old as of August 31 of the current year. Awarded based on submission of "Honor Roll Member" application form.

**Junior 4-H All Star Award** - This award is presented to 4-H members, 11-13 years of age as of August 31 of the current year. Awarded based on specific criteria and submission of the "Junior All Star Award" application form.

**Senior 4-H All Star Award** - This award is presented to 4-H members who are 14 years of age and over as of August 31 of the current year. Awarded based on specific criteria and submission of the "Senior All Star Award" application form.

**Year Pins** - This award is presented to recognize 4-H members for completion of project workbooks and 4-H participation. Awarded based on submission of the 4-H Project Record Form or completed 4-H Record Book and a year pin application form.

**County Award Medals** - This award is presented to recognize 4-H members for outstanding 4-H project work. Awarded to members submitting complete 4H Record Book entered in each project area and a year pin application form.

**4-H Rookies of the Year Award** - At County level, this award is presented to one first-year 4-H members per club. The member must submit a completed 4-H Project Record Form or a complete 4-H Record Book. Each club is eligible to select one (1) 4-H member to receive the "Rookie of the Year" award.

**Bronze Star Award** - This award is presented to recognize outstanding achievements by 4-H members 11 to 12 years of age.

**Silver Star Award** - This award is presented to recognize outstanding achievements by 4-H members 13 to 14 years of age.

**Gold Star Award** - This award is presented to recognize senior 4-H members, 15 to 18 years of age, for outstanding achievements.

**I Dare You Award** - This award is presented to recognize 4-H youth who have demonstrated unusual integrity, balanced personal development, and a willingness to assume responsibility; must be a high school Junior or Senior.

### **Adult Volunteer Awards**

**Award of the Clover** - This Award is presented to recognize 4-H Volunteers and their contribution to the Bexar County 4-H Program; must be enrolled as a 4-H Volunteer.

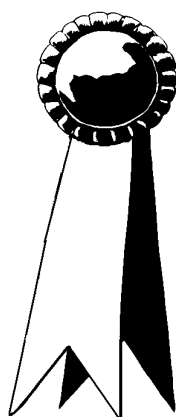
**4-H Volunteer Leader Certificates** - This award is presented to recognize 4-H volunteers and their contributions to the Bexar County 4-H Program; must be a 4-H Volunteer Leader for several years.

**Texas Salute to Excellence** - This award is presented to recognize outstanding Volunteer Adult Leaders and is presented on the State level at the recognition luncheon during Texas 4-H Roundup. All clubs may submit nominees. Following selection by committee on the County level, the nomination is sent to District. A District selection committee selects two volunteers to be recognized at the State Level.

**Golden Rule Award** - This award is presented to recognize the spirit of volunteerism in the local community. 4-H clubs and County 4-H Adult Volunteer Association can nominate one adult leader and youth.

**Texas 4-H Alumni Award** - Awards may be presented to individuals who have completed a highly-successful 4-H career and who have distinguished themselves in service to others in their adult lives. A club or individual may nominate individuals. Applications received in January and are due in February.

NOTE: Please see the Bexar County 4-H Award Recognition Handbook on how to apply for these awards. Deadlines will be published each year in the monthly 4-H newsletter.



# *Scholarships*

The Texas 4-H Foundation oversees a scholarship program that awards over \$960,000 annually in college scholarships. To apply, graduating high school senior members who have actively participated in 4-H and are planning to attend a Texas college/university, degree in an agriculture related or life sciences career and have a minimum score on the SAT/ACT test. List of schools, degrees and scores will be available in November.

The Bexar County Horse Leaders Association Scholarship is designed to recognize 4-H members who have participated in the 4-H horse project and who have gained and demonstrated knowledge and skills in the principles of horsemanship. Graduating high school Seniors are eligible to apply.

The Bexar County Association for Family and Consumer Science Education presents scholarships to 4-H members who have actively participated in 4-H. Graduating high school Seniors who are recognized for outstanding projects, leadership, and citizenship activities are eligible to apply.

Bexar County Junior Livestock Show presents scholarships to graduating high school senior members who have actively participated in 4-H and exhibited an animal at a stock show.

San Antonio Livestock Exposition presents scholarships to graduating high school senior members who have actively participated in 4-H and meet scholarship requirements (attend a Texas college/university, degree in an agriculture related or life science career).

San Antonio Stock Show & Rodeo and the Cooperative Extension Program of Prairie View A&M University presents scholarships that are for outstanding economically disadvantaged and minority students that are seeking a Bachelor of Science degree at Prairie View A&M in an agriculture related or life science career and who participate in 4-H & Youth Development Programs in the State of Texas.

USDA 1890 National Scholars Program offers scholarships to graduating seniors who seek a bachelor's degree at one of the 1890 Historically Black Grant Institutions in any field of study in agriculture or life sciences.

There are many times when scholarships are offered throughout the year and they will be announced in the monthly newsletter.



# *4-H Terminology*

**Club Managers/Adult Volunteers** - adult volunteer leaders whose purpose is to facilitate leader development, assist in resource development, and assist in planning club and county-wide 4-H events.

**Community Service Project** - an activity conducted by a 4-H member for the benefit of the community. Examples: neighborhood clean-up campaigns, voter registration drives, collecting food or clothing for the needy.

**County Awards Program** - held to recognize members, adult volunteers, county winners and friends of 4-H in 4-H programs.

**County 4-H Awards Handbook** - a handbook compiled by a committee of adult volunteers which gives specific information and details of all 4-H awards. It is available from the County Extension Office.

**County 4-H Council** - a council composed of two elected delegates, usually the President and Council Delegate, from each organized 4-H club in the county. Its purpose is to plan and coordinate activities and events on a county-wide basis. Two delegates from this group represent Bexar County on the District 10 4-H Council.

**County 4-H and Youth Development Committee** - a committee composed of 4-H members, volunteer leaders, and other community leaders which is responsible for reviewing the overall youth situation in the county and making recommendations and developing plans for expanding the 4-H program throughout the county.

**County Extension Agent** - an employee of Texas Cooperative Extension who specializes in either agriculture, family and consumer sciences, 4-H and youth development, horticulture, or urban development. The "4-H Agent" manages the 4-H program in the county.

**District Adult Leaders Association** - a district level organization consisting of two delegates from each county in the district. Responsible for planning district level 4-H events and leader development.

**District 10** - 21 Texas counties make up District 10. The District Headquarters is located at the Texas A&M University Research and Extension Center, 1619 Garner Field Road, in Uvalde, Texas.

**Enrollment Forms** - standardized enrollment and registration forms are used to record important information about 4-H members and volunteer leaders; provides mailing information for 4-H newsletter.

**Extension Agent-1890** - an employee of the Cooperative Extension Program of Prairie View A&M University who specializes in either agriculture, family and consumer sciences, or 4-H and youth development. Our primary thrust is to provide limited-resource clientele with research-based educational information, but not at the exclusion of others who are also in need of our services.

**4-H Membership Age** - 8 and in the third grade through age 18. Your 4-H age is the age you are on August 31 of each year.

**4-H Camps** - offers hands-on learning experiences in leadership, project skills, and recreation. Counties may plan and conduct camp on their own or may participate as a county group in the 4-H Summer Camp in Huntsville, Texas, or in the 4-H Summer Camp at the Texas 4-H Center in Brownwood, Texas.

**4-H Club** - a 4-H group of at least 6 to 10 youths, 1 or more adult volunteers, elected officers and chartered. The club follows an agenda and has a business meeting once a month.

**4-H Club Officers** - members of a local 4-H club elected by the membership of the club to serve a one-year term. The usual officers include president, vice-president, secretary, treasurer, reporter, and council delegate.

**4-H Emblem and Colors** - the 4-H club emblem is a green four-leafed clover with the letter "H" in white on each leaf. The four "H's" stand for Head, Heart, Hands, and Health. White is for purity. Green is nature's most common color and is symbolic of youth, life, and growth.

**4-H Leader** - an adult volunteer who works with 4-H club members. These are the main classifications of leaders:

Club Manager - responsible for the organization and management of the 4-H club.

Project Leader - an adult who helps 4-H members learn through involvement in a specific 4-H project.

Activity Leader - an adult with the responsibility for helping 4-H members learn through their involvement in one or more activities in 4-H. Some activities are recreation, method demonstrations or illustrated talks, community service, exchange programs, or recognition activities.

**4-H Project** - a subject or specific topic taught by a project leader. It is taught through a series of lessons which must include at least 6 learning experiences. Written materials are available as project leader guides. Project meetings are held at times other than when the 4-H club business meetings are held. 4-H members are required to complete at least 1 project during the 4-H year.

**4-H Record Books** - a record of the 4-H member's accomplishments. Record books may be entered in competition at the County level. Completion of a record book is required to apply for many 4-H awards.

**4-H Year** - September 1 to August 31 of the following year. All 4-H members must re-enroll in a club in September to remain active.



**4-H Youth Issues Advisory Board** - plans the Cooperative Extension 4-H Program of Prairie View A&M University in Bexar County with emphasis toward critical youth issues.

**H.S. Estelle 4-H & Youth Camp** - a residential summer camp for boys and girls third grade through 19 years of age.

**IFYE** - The International 4-H Youth Exchange. IFYE delegates live and work with host families abroad for 6-8 weeks. Must be 19-25 years old to participate. Texas families may host IFYE delegates from other countries for 2-3 week periods during the summer.

**Intermediate** - 11 through 13 years of age.

**Junior** - 8 years of age and in the 3<sup>rd</sup> grade through 10 years of age, 4-H member.

**Junior Leader** - a member 11 through 13 years of age, with at least one year of experience and between the ages of 13 and 18 years old. Assists project leaders in teaching projects, assists younger members, and recruits new members to 4-H. Also assists with county events and activities.

**Leader Training** - workshops, usually taught by County Extension Agents, Extension specialists or local resource persons for the purpose of teaching subject matter information or 4-H organization and management.

**Method Demonstrations and Illustrated Talks** - individual or team presentations given by 4-H members. Demonstrations may be presented at county, district, or state competitions. Refer to the Texas 4-H Roundup Guide for specific rules and categories.

**National 4-H Center** - located in Chevy Chase, Maryland, near Washington, D.C. Operated by National 4-H Council, the center is an educational facility that can provide lodging for over 700 people.

**National 4-H Council** - chartered as a non-profit organization with the sole purpose of supporting and complementing the 4-H program and activities of the Cooperative Extension Service.

**National 4-H Supply Service** - a service of National 4-H Council that supplies 4-H clubs and members with 4-H T-shirts, backpacks, cups, notepads, jewelry, and other 4-H items. Items may be purchased from the 4-H Supply Catalog, which is available from the County 4-H Office.

**National 4-H Week** - held the first full week in October. Provides the opportunity to increase public awareness and understanding of 4-H.

**Project Group Meetings** - meetings where 4-H members learn about their specific project area. Coordinated by an adult project leader or teen leader.

**Roundup** - a competitive event held on County, District, and State levels. 4-H members participate in public speaking, method demonstration and judging contests.

**Scholarships** - scholarships are available to graduating 4-H members meeting the minimum criteria for application. The state scholarship program is administered by the Texas 4-H Foundation. County scholarships is administered by the County Extension office.

**Self-Determined Project** - a project area in which a member is interested, but there is not a project guide available. Extension agents, leaders, and parents work with the member to set goals and objectives and plan learning experiences to complete the project.

**Senior** - 14 through 18 years of age, 4-H member

**Short-Term Project** - conducted for special interest groups and meets for only the length of time necessary to complete the objectives of the program. The groups are organized without formal structure and usually disband at the end of the project.

**Teen Leader** - members who are at least 16 years old who accept the full leadership responsibility for a 4-H project group or special interest short-term group. Must have previous experience working with younger 4-H members.

**4-H Teen Leadership Connection** - TLC is Cooperative Extension Prairie View 4-H program designed to teach youth 4-H and life skills in concentrated areas of conflict resolution, diversity, leadership, 4-H, social skills, drama and finearts, and cultural awareness.

**Texas 4-H Center** - a camp facility owned and operated by the Texas 4-H Foundation on the shores of Lake Brownwood (12 miles north of Brownwood, Texas). The Center includes a conference center with 22 motel-style rooms, 10 dormitories that can accommodate 300 persons, as well as a lakeside pavilion. Extension training programs and 4-H camps and retreats are conducted year-round.

**Texas 4-H Council** - consists of two 4-H delegates from each of the 12 Extension districts. They help plan and carry out many statewide events such as 4-H Roundup and Texas 4-H Congress.

**Texas 4-H Opportunities Handbook** - a handbook outlining statewide 4-H contests, educational workshops, and the 4-H recognition program. Includes all information on 4-H scholarships. Updated annually.

**Texas 4-H Volunteer Leaders' Association** - a statewide organization consisting of two delegates from each of the 12 District Adult Leaders' Associations.

# *4-H Policies*

**Membership** - 4-H members must be enrolled in a 4-H club and complete one 4-H project per year. If a 4-H member lives near a county line and it is easier to participate in the neighboring county, 4-H membership cannot be held in more than one county or state. 4-H members can join more than one club within their county.

**Clover Kids** - Youth who have enrolled in kindergarten on September 1 and have not enrolled in the third grade.

Projects - Clover Kids may participate in any 4-H project offered through regular 4-H programs. Clover Kids projects may be exhibited at any 4-H event with recognition based upon completing and exhibiting the project. No judging or placing is permitted.

**School Absences** - The Texas Education Agency (TEA) recognizes 4-H as a legitimate extracurricular organization, and members may apply for excused absences to participate in 4-H activities. An academic "Eligibility Form" will be mailed to you at least two weeks prior to the event you are participating in from the County 4-H Office. You will need to have it completed by the school principal or counselor. Return the form to the County 4-H Office.

**No Pass-No Play** - Because TEA recognizes 4-H as a legitimate extracurricular organization, 4-H must abide by all of the rules of House Bill 72. This means that a 4-H member must be passing all subjects in order to participate in competitive 4-H events. This rule applies even if the event is on a weekend and does not require an excused absence from school. At least two weeks prior to the event, the 4-H member should obtain an "Eligibility Form" from the 4-H Office and have it completed by the school principal or counselor. Return the form to the 4-H Office no later than the requested due date.

**Reimbursement for State Contests** - 4-H members qualifying to represent Bexar County in State 4-H Contests are eligible to have their registration fees paid for or reimbursed by the Bexar County 4-H Council. To be eligible, members must follow the 4-H Code of Conduct at all times during the events. Upon returning home, members must write a thank-you letter to the contest sponsors and submit a copy of the letter to the County 4-H Office. Your fees will be reimbursed to you or paid for by the Bexar County 4-H Council. Bexar County 4-H Council budget is updated in January every year and included in the February newsletter for posting. Check for updates on reimbursement in the February newsletter.

## **References**

*District 10 4-H Handbook*, Texas Cooperative Extension, 2003-2004

*4-H County Management Guide*, Texas Cooperative Extension, 2003

*4-H Club Manager's Guide*, Texas Cooperative Extension, 2003

*Texas 4-H Clover Handbook*, Texas Cooperative Extension, 2004

*Managing 4-H Membership Units - Agent's Guide*, Texas Cooperative Extension, 2002



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