

Sample: Recruitment of 4-H Clubs Phone Log

Sample: Telephone Contact Script

4-H Staff Rep/Volunteer: Hello is this Anne? (name of person)

Inquiry: Yes it is.

4-H Staff Rep/Volunteer: This is Rita from the 4-H office. I have received your inquiry about the program. Is this a good time for us to talk?

Inquiry: Yes.

4-H Staff Rep/Volunteer: How much do you know about the 4-H program?

Inquiry: Not very much.

4-H Staff Rep/Volunteer: 4-H Clubs are groups of kids working with their parents/guardians on a variety of exciting and educational projects that promote a wide range of skills. The Children in a 4-H Club learn practical skills such as woodworking, electricity, cooking, sewing, animal care, horticulture, public speaking, and the list goes on. They also learn life skills such as how to make decisions and organize tasks. Adults can attend leader training workshops to learn about the subject matter and how to teach the projects to the club members.

The children become officers in the club. They become president, vice president, secretary, treasurer, news reporter, etc. Eventually they learn to run their meetings by parliamentary procedures.

4-H is actually an educational program. We don't tell the children that. They are having so much fun they don't realize it. There is a \$5 registration fee, per member not to exceed \$10 per family, for the 4-H year. What do think about what I told you?

Inquiry: Sounds great! Where do they meet?

4-H Staff Rep/Volunteer: They meet in homes, recreation centers, church rooms, schools, etc.

Inquiry: When do they meet?

4-H Staff Rep/Volunteer: Each club meets when they decide, some meet in the afternoon, evenings, or weekends.

Inquiry: What club can I get my child into?

4-H Staff Rep/Volunteer: Your child can be a new member in a new club in your area. Do you have friends that might be interested in getting their children in 4-H? A 4-H Club must have five youth or more. Parents/ Guardian are involved in the 4-H club as leaders doing many different jobs.

Inquiry: I can ask them.

4-H Staff Rep/Volunteer: Let's set a date when I can come over and speak with them. I'll go over the program in detail and if they are interested we can do the paperwork and get a club started.

Sample: Cover Letter for Information Packet

Date: _____

Dear _____,

Thank you for contacting the (Orange County) 4-H Program. We are working on your request and will be in touch with you soon.

You may not be aware of the size of the 4-H Program in (Orange County). At this time over 1500 young people between the ages of 9 and 19 are members of (120) 4-H clubs across the county. Guiding these 4-H clubs are (800) adult and teen volunteer leaders. These leaders are much like yourself, involved members of their communities who are interested in the growth and development of young people. Although they each have their own strengths and talents, they all receive training and support from a network of 4-H professionals and experienced volunteers here in (Orange County).

We are sending you the enclosed information so that you can take a closer look at the opportunities the 4-H Program has to offer you and your family. Please take a few minutes to read over the information. If you have any questions, please feel free to call (a staff representative or volunteer) at (phone number). He/she is an experienced 4-H staff/volunteer who is willing and able to answer any questions you may have regarding the 4-H Program in (Orange County).

We are pleased that you and your family have expressed an interest in joining the 4-H family. We look forward to working with you.

Sincerely,

Cooperative Extension Educator
4-H Program Leader

Enclosures

Sample: Superintendent's Letter

Date_____

(Name and address)

Dear Superintendent (insert last name),

It is indeed a pleasure to bring you greetings from Cornell Cooperative Extension's 4-H Youth Development Program. In January our 4-H Staff Representatives will be distributing resource information to the schools in Orange County. Copies of those materials explaining how you and your students can benefit from our 4-H Club Programs are enclosed. We request your approval for the distribution of these materials within your district.

Please look over the two items listed below and feel free to contact our office (344-1234) with any questions you may have.

1. 4-H Program Information Flyers for 2nd & 3rd graders
2. Cloverbud Program for students in grades K & 1

We appreciate the opportunities we have had to serve your schools in the past and look forward to continuing that relationship in the New Year. One of our 4-H Staff Representatives will contact your secretary for your reply in approximately two weeks. Thank you for considering this request.

Sincerely,

4-H Membership Coordinator

The Experience Inventory

This inventory is to help you, a 4-H volunteer, to think about your talents and skills you can use to help 4-H kids. It will help you write your job agreements.

My Experiences	I can do	I need help	I'd rather not do
Teach kids how to make and do things			
Lead recreation			
Organize 4-H meetings			
Help kids do community service activities			
Work with parents/other adults			
Talk and listen to adults			
Recruit new members			
Recruit new leaders			
Plan an event (party, tour, etc)			
Help kids plan events			
Help adults plan an event			
Delegate responsibility			
Coach a demonstration team			
Handle disagreements			
Discipline kids			
Keep records			
Talk and listen to kids			
Help kids try new things			
Help kids feel accepted by others			
Discover individual interests of kids			
Help people feel useful and needed			

What special interests, skill(s) or hobby(s) would you like to share with others?

What do you want to accomplish?

What do you want to learn as a leader?

(Source: Kansas State University)

Sample - 4-H Year "To Do" List

October

1. Elect club officers.
2. Complete the separate Enrollment Sheets and Program Plan. Return to 4-H office.
3. Talk about projects and community service and have members think about it for the next meeting.
4. Have members learn the 4-H pledge and symbol for the next meeting.
5. Discuss club name and dues.
6. Remind officers about the Officer Training.
7. Explain about 4-H Teen Council.
8. Watch for notice of Leader Training meetings.
9. Plan to attend Achievement Night.
10. _____
11. _____
12. _____

November

1. Have members select projects for the year.
2. If not already done, complete the enrollment sheet and Program Plan and mail to 4-H office.
3. Practice 4-H pledge.
4. If a new club, fill in top of page 1 in Secretary's book and send to 4-H office to receive charter.
5. Check to see who doesn't know pledge.
6. Remind older 4-H members of the 4-H Teen Council.
7. Watch for notice of Leader Training meeting in Dates for Yates.
8. Discuss the Public Presentation Programs.
9. _____
10. _____
11. _____

December

1. Hand out project materials if not done already.
2. Consider a Holiday party.
3. How about doing a community service project?
4. Send in application for a charter (new clubs only). Also send Club Program, if not already done.
5. Keep thinking about the Public Presentation Program.
6. _____
7. _____
8. _____

January

- 1. Watch for the start of County Projects.
- 2. Have all members with two years or less experience attend the Public Presentation Training. Check Dates for Yates for date and place.
- 3. Prepare for the Public Presentation program.

- 4. _____
- 5. _____
- 6. _____

February

- 1. Watch for notice of Tractor Safety Course in Dates for Yates.
- 2. Are you ready for Clothing Revue Judging?
- 3. All members must be enrolled in your club and 4-H office to receive credit for the current year.
- 4. Write the dates for Public Presentation days on your calendar.

- 5. _____
- 6. _____
- 7. _____

March

- 1. Dairy Quiz Bowls, District II Horse Communication Quiz Bowl.
- 2. Fashion Focus district wide (bi-annual)
- 3. District Public Presentations.

- 4. _____
- 5. _____
- 6. _____

April

- 1. Finish 4-H projects so they'll be ready for the Yates County Fair.
- 2. 4-H Camp Scholarship forms and brochures available.

- 3. _____
- 4. _____
- 5. _____

May

- 1. Clothing Revue.
- 2. Start making plans for the summer. Be sure everyone has a project for the Yates County Fair.

- 3. _____
- 4. _____

June

1. 4-H camps begin.
2. Are you meeting all the requirements to be named an Honor Club?
3. Animal non-ownership records due to the 4-H office.
4. Advanced entries for the Yates County Fair due.

5. _____

6. _____

7. _____

July

1. Complete Projects records in time to Yates County Fair.
2. Yates County Fair.

3. _____

4. _____

5. _____

August

1. 3A trip
2. Yates County Fair

3. _____

4. _____

5. _____

September

1. Watch for announcement and return Nominations for Achievement Night Awards forms for achievement night.
2. Think about the new year.
3. Watch for application for Clarence Tallman Memorial Grants.
4. Make a window display for National 4-H week.
5. Award trip applications due.

6. _____

7. _____

8. _____

Sample Calendar for Management of Educational Activities

October	November	December	January
<p>Activities: National 4-H Week Achievement Night (Adult/Youth) NE Regional Leader Forum</p> <p>Initial Planning For: Cloverbud Celebration Leader Trainings</p>	<p>Activities: Officer Training Volunteer Recognition Leader Dialogue</p> <p>Initial Planning For: Horse Camp</p>	<p>Activities: Cloverbud Celebration</p> <p>Initial Planning For: Project Day Public Presentation Day</p>	<p>Activities: Leader Training Horse Bowl Public Presentation Training</p> <p>Initial Planning For: Capital Days Marigold Madness</p>
February	March	April	May
<p>Activities: Leader Training Hippology Project Day</p> <p>Initial Planning For:</p>	<p>Activities: Capital Days Public Presentation Day</p> <p>Initial Planning For: Fair</p>	<p>Activities: National Volunteer Week</p> <p>Initial Planning For: Career Exploration University U Recognition Trips</p>	<p>Activities: Horse Camp Marigold Madness</p> <p>Initial Planning For: NE Regional Leader Forum 4-H Day at the Track State Fair</p>
June	July	August	September
<p>Activities: Career Exploration University U</p> <p>Initial Planning For:</p>	<p>Activities: Recognition Trips 4-H Day at the Track</p> <p>Initial Planning For: National 4-H Week Club Reorganization</p>	<p>Activities: Fair Training Programs Fair</p> <p>Initial Planning For: Achievement Night Volunteer Recognition</p>	<p>Activities: State Fair Club Reorganization Meeting</p> <p>Initial Planning For: Officer Training Leader Dialogue Horse Bowl / Hippology</p>

Tool 3-M

Orange County 4-H Club Re-Organization Packet

Read Carefully!

The new 4-H Club year starts October 1

Changes for This Year

**Volunteer Application for all new leaders
New Leader and New Member Enrollment Forms
Project Codes**

Be the first to meet the deadline!!!

**Enrollment Forms
Enrollment Fees (\$5 per child)
Club Plan for the Year**

**All due October 30 – meet the deadline and receive
handsome 4-H Clover**

Sample - to be printed on CCE, 4-H letterhead

Dear 4-H Organizational Leader,

The enclosed material is your 4-H club re-organization packet. Insurance coverage and eligibility to participate in 4-H events and activities in the new 4-H year begin when (and not until) the required forms are received. So - don't miss out - help your members to up-date their re-enrollment forms right away. *All enrollment forms and fees are due October 30.*

4-H Club Re-organization Instructions

1. **Re-enrollment Forms** (white)

The re-enrollment forms for your members and cooperating leaders have been partially updated by computer. Please check them for accuracy and add the information requested:

- **Check Personal information** - addresses, Social Security numbers, and years in 4-H (Anyone who enrolled between last September 1 and this September 1 will now enter their 2nd 4-H year). Please make all corrections directly on the forms. We strongly urge that you **do not** send forms home with the members. If any member or leader has dropped out of your club write **DROP** in large, bold letters on the top of the form and return it with the others.
- **Up-date projects and project codes** - Cross out projects that members will not be continued and list new ones. Use the specific project name and include the project code and project year.
- **Concerns at bottom of sheet** - Disabilities - describe *only if* there are special accommodation needed that you want 4-H staff to know about.

If you have any questions about re-enrollment forms call the 4-H secretary at 344-1234.

2. **Forms for New Members and Leaders** (blue for members, yellow for leaders/volunteers)

The blue forms collect the same information from new members as is given on the re-enrollment forms. New leaders/volunteers must fill out the yellow Volunteer Application form and return it to the 4-H office. Upon completion of reference checks and signing of the required volunteer agreement the leader will be enrolled.

3. **4-H Club Membership Fee Payment Log** (green)

The membership fee is \$5 per child per year or \$10 per family. Use the green payment log to list those who have paid and attach one check to cover the total amount.

4. **4-H Club Planning Calendar** (Ivory - see also orchid 4-H Program Dates)

The club's program plan for the year is due to the 4-H office no later than 2 weeks after the club's first meeting for this new 4-H year. Planning is very important for a successful program. Everyone should participate and receive a copy of the final plan.

5. **Officer Books and Membership Card Request Form** (pink)

Return the request form as soon as you know what items are needed.

6. **Welcome Letter** (on 4-H letterhead)

Please copy and distribute to the new families in your club.

(over)

Be a Super Leader

Return all enrollment forms, fees for all members and your club's completed planning calendar by October 30 to be recognized as a super leader and receive a handsome 4-H clover

Mail to:

Cornell Cooperative Extension, 4-H
Education Center, Community Campus
1 Ashley Avenue
Middletown, NY 10940

Confused? - Need Help!

The 4-H Club Program Staff is eager to help. For support and assistance at any point during the 4-H year call:

Jennifer Ponzoni (343-0360)
Jan Peirce (469-9673)

Doreen Abubakar (778-4560)
Rita A Caffaro Magdalany (564-4023)

All of us at the 4-H office wish you an enjoyable and successful 4-H year. Welcome back!

Sincerely,

H. Thomas Davis

H. Thomas Davis

Pamela A. Castro

Pamela A. Castro

Jerome Christie

Jerome Christie

Cooperative Extension Educators

4-H Club Membership Fee Payment Log

Note: Membership fee is \$5 per child or \$10 per family per year and are due with re-enrollments.
Please submit one check to cover all fees collected.

Club _____ Date _____

Organizational Leader _____

List names of all members whose fees are included in the enclosed check:

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Please list members who have already paid their fee from another club or program:

_____	_____
_____	_____
_____	_____

Make checks payable to Orange County 4-H

Total payment enclosed: _____

Request for Club Officer Books & Membership Cards

Club _____

Organizational Leader _____

Address _____
(town) (zip)

Check officer items needed:

- Secretary's Book
- Treasurer's Book
- President Card
- Vice President Card
- Secretary Card
- Treasurer Card
- News Reporter Card

Indicate number of membership cards needed:

_____ Leader Identification Cards

_____ Member Cards

Request for Club Officer Books & Membership Cards

Club _____

Organizational Leader _____

Address _____
(town) (zip)

Check officer items needed:

- Secretary's Book
- Treasurer's Book
- President Card
- Vice President Card
- Secretary Card
- Treasurer Card
- News Reporter Card

Indicate number of membership cards needed:

_____ Leader Identification Cards

_____ Member Cards



Protected Under
18 U.S.C. 707

Welcome to 4-H

As new members of the 4-H family you will discover the many ways your family can enjoy 4-H together. 4-H is fun; 4-H is learning; 4-H is a family affair.

Parents can help their children develop their heads, hearts, hands and health by actively supporting their membership, helping them to apply what they learn at home and attending 4-H functions.

Members will get the most out of their 4-H experience when they complete all the projects they start, attend meetings regularly and participate in club activities.

4-H families receive a monthly newsletter to keep you informed of activities and opportunities for service and learning.

The 4-H program effort is a partnership including your family, your community, your county government, Cornell University, and your county 4-H staff. We strive to provide equal opportunities for all youth and families in Orange County.

You are welcome to visit the 4-H office on the Community Campus, 1 Ashley Ave., Middletown, NY 10940 or call (845) 344-1234.

H. Thomas Davis Pamela A. Castro Jerome Christie
Cooperative Extension Educators

2003 - 2004 4-H PROGRAM DATES

Tool 3-Me

(KEEP THIS HANDY FOR FUTURE REFERENCE)

These dates are designed to help you set up your club program for 2003-2004. Actual dates and plans are subject to change. Watch your Cloverleaves for further details. Times are 7:30 PM unless noted. TBA, means "Time to be Announced"

SEPTEMBER 2003

- 9—Horse Leaders Meeting, 7:30PM
- 12—Horse Records Due
- 12—Achievement Night Forms Due
- 13—Open House on the Farm
- 16—Leaders Association Meeting, 7PM
- 29—Dog Committee Mtg.
- TBA — Fall Festival Work Nights

OCTOBER 2003

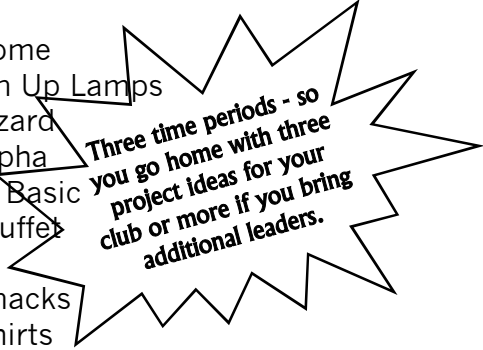
- 3—Achievement Night
- 5-11- National 4-H Week/CCE Week
- 6—Fall Dog Program Begins
- 14 —Horse Leaders Meeting, 7:30PM
- 25—Smorgasbord Workshops, 9AM - 12:30PM
- 29—Re-Enrollment & Club Programs Due
- TBA—Fall Festival, Fairgrounds

SMORGASBORD WORKSHOPS

Saturday, October 25th, 8:45 AM - 12:30 PM

Training's on Projects Including:

- * Photography
- * Rocketry I—Gnome
- * Mason Jar & Pin Up Lamps
- * Rocketry II - Wizard
- * Rocketry III - Alpha
- * Leatherworking Basic
- * Woodworking Buffet
- * Melon Baskets
- * A Pyramid of Snacks
- * Silk Screen T-shirts
- * Floral Arrangements



**Three time periods - so
you go home with three
project ideas for your
club or more if you bring
additional leaders.**

NOVEMBER 2003

- 7— Horse Science Standardbred Clinic — 7 PM
- 8—Horse Science Clinic Trotter
Hall of Fame Tour TBA
- 5, 18—Dairy Bowl/Challenge Practice
- 11—Horse Leaders Mtg.
- 14—Leaders Banquet, Spruce Lodge, Rte. 17K
- 16—Horse Program Tack Sale

ANNUAL ADVANCED ROCKET KIT ORDERS



FOR A LIMITED TIME—DUE 11/15

Besides the 3 rockets we offer at all times as standard kits this is a once a year opportunity to order something a little different or more advanced that 4-H can't afford to keep an inventory of. A large and varied selection that includes engine, igniter, wadding all at a discounted price. Call for a catalogue or check our website at:

<http://www.cce.cornell.edu/orange/4hbulletin.htm>

DECEMBER 2003

- 1—Cornell Cooperative Extension Annual Mtg.
- 2, 18—Dairy Bowl/Challenge Practice
- 9—Horse Leaders Meeting, 7:30 PM
- 10—Leaders Association Meeting, 7:30 PM
- 15— B.A.G. (Borrow A Goat) Planning Meeting, 1 PM

JANUARY 2004

- 8, 15, 22, 29—Horse Bowl/Hippology
- 5, 12, 19, 26—Dog Grooming & Handling, Middletown
- 7, 14, 21, 28—Dog Grooming & Handling, Newburgh
- 8, 20—Dairy Bowl/Challenge, 7:30PM (snowdate: 1/15, 27)
- 8, 15, 22, 29— Flytying, (5 consecutive weeks + snowdate)
- 9—Leaders Association Mtg., 6:30 PM, (snowdate: 1/16)
- 13—Horse Leaders Meeting, 7:30 PM
- 15—Dog Committee Meeting, 7:30 PM (snowdate 1/22)
- 17—Sew-A-Vest (store Visit) (snowdate: 1/24)
- 31—Sew-A-Vest (snowdate 2/7)

FEBRUARY 2004

2, 9, 16, 23—Dog Grooming & Handling, Middletown
4, 11, 18, 25—Dog Grooming & Handling, Newburgh
4,17—Dairy Bowl Challenge,7:30PM (snowdate:2/11, 2/24)
5, 12, 19, 26—Horse Bowl/Hippology
5—Flytying (snowdate 2/12)
7—Horse Level Day (snow date 1/14)
7—4-H Club Mechanics Workshop (snowdate 2/21)
10—Horse Leaders Meeting, 7:30 PM
21, 28—Sewing Lab 9AM-Noon
22—Horse Tack Auction
25—Tractor

MARCH 2004

1—Dog Grooming & Handling, Middletown
2,16,31—Dairy Judging,7:30PM (snowdate: 3/9, 3/23, 4/7)
3, 10, 17, 24—Tractor Certification, 7PM
6—Sewing Lab 9AM—Noon
8—Dog Obedience Orientation, 7PM
9—Horse Leaders Meeting, 7:30PM
13—Regional Horse Bowl, TBA
13—Dairy Level Day (snow date 3/27)
14—B.A.G. (snowdate: 3/21)
15-20—Public Presentations 5 local sites
15, 22, 29—Dog Obedience, Middletown, TBA
17—Horse Presentation Contest
17—Dairy Presentation Contest
17, 24, 31—Dog Obedience, Newburgh, TBA
18, 25—Dog Obedience, Middletown, TBA
20—Regional Dairy Bowl (snowdate 3/27)
20—Kit Day 10AM-Noon
20—Smorgasbord Trainings (snowdate 3/27)

APRIL 2004

1, 8, 15, 22, 29—Dog Obedience, Middletown, TBA
3—Tractor Test, 9AM, (snowdate: 4/20)
5, 12, 19, 26—Dog Obedience, Middletown, TBA
7, 14, 21, 28—Dog Obedience, Newburgh, TBA
13—Horse Leaders Meeting, 7:30PM
15, 27—Dairy Judging, 7:30PM (snowdate: 4/22)
15—Clothing Evaluation, Walden
17—Clothing Evaluation, Middletown
18—B.A.G. (snowdate: 4/14)
30—Horse Level Day, 6PM
30—Clothing Revue
TBA—District Presentations

TBA—State Horse Bowl
TBA—State Dairy Bowl

MAY 2004

3, 10—Dog Obedience, Middletown
5, 12—Dog Obedience, Newburgh, TBA
5, 25—Fair Work Nights
6, 13—Dog Obedience, Middletown
8—Dairy Calf/Heifer Sale & Silent Auction
11—Horse Leaders Meeting, 7:30 PM
16—B.A.G.
22—Dog. Obedience. Graduation
18 — Dairy Clipping Clinic 7PM
TBA — Horse Riding Clinic
TBA—Clothing Revue

JUNE 2004

1—Dairy Showing Clinic, 7PM
9, 29—Memorial Building/Dairy Work Nights
4-5—B.A.G. Overnight
13—Horse Show
8—Horse Leaders Meeting, 7:30PM
25—Morrisville Dairy Judging Tour
19—Dog Obedience District Show, 7:30PM
TBA—Cornell June Events (Teen Trip)

JULY 2004

13—Horse Leaders Meeting, 7:30 PM
17, 18—Horse Show
TBA — Memorial Building Work Days
TBA — Club Spruce Up Days
TBA — County Fair
TBA — Exhibit Judging
TBA — Teen Assistants
TBA — Shows for Dairy, Dog, Sheep & Rabbit
TBA — Dairy Judging Tours

AUGUST 2004

10—Horse Leaders Meeting, 7:30 PM
23—State Fair Meeting, 7:30 PM
26 through Sept. 6—NYS Fair

SMORGASBORD WORKSHOPS

Saturday, March 20th, 8:30 AM - 12:30 PM

Training's on Projects Including:

Three time periods - so you go home with three project ideas for your club or more if you bring additional leaders.

*****Stay tuned for project topics!*****

SMORGASBORD 4-H PROJECT LEADER TRAININGS

EXTENSION OFFICE, 1 ASHLEY AVENUE, MIDDLETOWN

Saturday, October 19

Registration 8:48 - 9 am

(sign-up due October 14 - please!)

Each volunteer attending will choose three of the offerings to participate in. The more parents, leaders and junior leaders your club brings the more projects you could possibly go home with for your members!

Please sign up by October 14 on the enclosed return form. Sign up for each class is limited on a first-come, first-served basis. There is a charge of \$3.00 per class (for a total of no more than \$6.00 for three classes) to help defray material expenses. People should bring a bag lunch. Come spend all or part of a day with your 4-H friends.

SCHEDULE:

Workshop 1 Choices; 9 - 10:30 am

- ◆ Tile Crafts
- ◆ Rocketry I - Wizard
- ◆ Silk Screen T-Shirts
- ◆ Stained Glass Painting
- ◆ How to Get Maple Syrup

Workshop 2 Choices; 10:45 am - 12:15 pm

- ◆ Animal Feed Boards
- ◆ Rocketry II - Alpha
- ◆ Leather Moccasins
- ◆ Cross Stitch Kits
- ◆ Venus Fly Trap Project

Lunch: 12:15 - 1 pm - Bring a Bag Lunch

Workshop 3 Choices; 1 - 2:30 pm

- ◆ Mason Jar & Wall Pin-up Lamps
- ◆ Photography
- ◆ Woodworking Buffet
- ◆ Basic Floral Arranging

WORKSHOP 1 CHOICES: 9 - 10:30 am

Tile Crafts

New for 2002-2003 - Come learn how to use tiny, colored tiles to make decorative wall hangings, coasters, heat plates and more. Come learn what you can do with plaster, tiles, glue and a little creativity! Kits will be available on a club basis to ONLY those attending this class!

Model Rocketry I - Wizard

Participants will make a "Wizard" rocket and learn what it takes to make this a fun and worthwhile club project. The "Wizard" is our easiest rocket kit. Besides construction, this training will cover finishing and launch procedures. Additional kits for club members will be made available to leader participants in this class.

Silk Screen T-Shirts

Come learn how to do this fun project and have something new to wear. You can make any design you want but it is limited to the size of the screen. *Please bring a white T-shirt that has been washed to print your design on.* We will have a number of the screens that can be loaned out to use in the clubs so you

would not have to make your own screens. Come see how creative you can be! This can also be a great way to make matching T-shirts for your club to wear doing community service and/or marketing. Class limited to 15 participants.

Stained Glass Painting

Using an inexpensive glass frame, Debbie Tamas, a 4-H leader, will show you how to make this great project. By tracing a picture, either hand drawn or from a coloring book, on the back of the glass, you will create a stained glass look by painting with special paints. This project will be great for 4-Hers to decorate their rooms or give as a special gift!

How to Get Maple Syrup

Wouldn't it be great to take your 4-Hers out and teach them how to get maple syrup! Bob Linqanti, a 4-H leader, will teach you A to Z about maple syrup. He will cover how to identify the tree, inexpensive equipment to tap the maple tree, and then how to make maple syrup from the sap. If how to get maple syrup from that maple tree ever interested you this is the training for you.

WORKSHOP 2 CHOICES: 10:45 am - 12:15 pm

Model Rocketry II - Alpha

Participants will make an "Alpha" rocket and learn what it takes to make this a fun and worthwhile club project. This makes a good second rocket project, as it is a little more work than a "wizard." Additional kits for club members will be made available to leader participants in this class.

Leather Moccasins

Come learn how to make simple leather moccasins that your members will love!! Kits will be available on a club basis to those attending this class ONLY!

Animal Feed Boards

Come learn how to make a simple display board of feed samples that animals eat. This is a terrific and fun learning tool for kids to learn about animal nutrition and the nutritional value of feedstuffs. Kits will be available on a club basis to those attending this class ONLY!

Cross Stitch Kits

This is a beginning kit for anyone wanting to learn how to cross stitch. Belinda Cornell, a 4-H Leader, will teach you the basic stitches needed to complete this kit. The kit is complete with thread backing marked, and frame. It will take 4-Hers 2-4 hours depending on age. Four patterns will be able to be ordered at the cost of \$4.50 each at the training.

Venus Fly Trap Project

This is a fun project for 4-Hers to learn about food webs, ecosystems, mutation, selection, niche and habitat. Laurie Smith a 4-H educator from Sullivan County will show you how to set this Venus Fly Trap project up in a 2 liter soda bottle. You will even make a fruit fly trap as a food source for your venus fly trap. You will be able to order venus fly traps for your 4-Hers for \$5.00 each at the training.

WORKSHOP 3 CHOICES: 1 - 2:30 pm

Woodworking Buffet

Participants can make any one of the woodworking kits we offer. This class will teach the basic woodworking skills of sanding, construction and finishing, so clubs can see what a "blue ribbon" woodworking project should look like. The 4-H office has kit supplies plus sandpaper available. Kits for 2002 - 2003 include: Tool box, K.I.D.S. I; "My Wall" Thermometers; Key Holders; Tin Punch; Barn or Cow Notepads; 4-H Clover Desk Pen Set; Sanding Blocks; Record Book Covers Wall Clock; Bookend Set; Member Signboards. *PLEASE when registering, let us know which of these you want to do on 10/19.*

Mason Jar & Wall Pin-up Lamps

Excellent 4-H electricity kits that are extremely popular and functional. Learn how to wire a socket and construct these lamps using basic electrical skills. The 4-H office keeps a supply of both of these lamps on hand for clubs to purchase at very reasonable prices.

Photography Projects

Learn how to take better pictures, how to set up a single photo and six-picture photo stories. How about a "photo study" on lighting or backgrounds or shapes?

This class will cover some fun ideas, including how to make a "Photo Journal." This is a great way to be able to look back on all the fun and what they learned! Each year members take a minimum of 5 pictures of 4-H related activities they were involved in. Members can also have someone take an additional picture of themselves. This training will cover how to take the pictures, how they should be mounted, what type of scripts and captions each picture should have and hints on what to do for a fair exhibit.

Basic Floral Arrangements

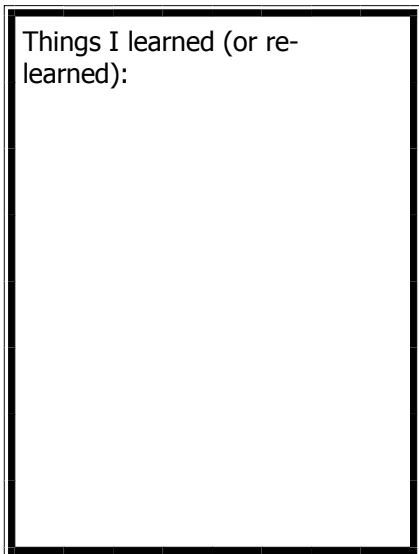
Want to learn how to teach your 4-Hers to make centerpieces for the fall and holidays? 4-H leader Pat Reineke of the Middletown Garden Club will do this hands-on training. They will teach the principles of floral arrangements, selection of size, color type of flowers and ideas of what to put your arrangements in. You can bring a small container or we will provide a container for you to do your arrangement in.

Smorgasbord Training Evaluations

Class: _____

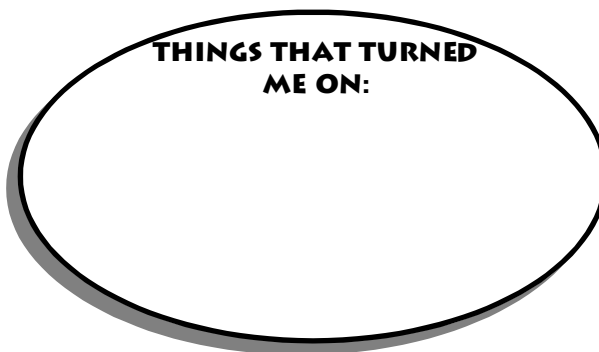
Date: _____

Things I learned (or re-learned):

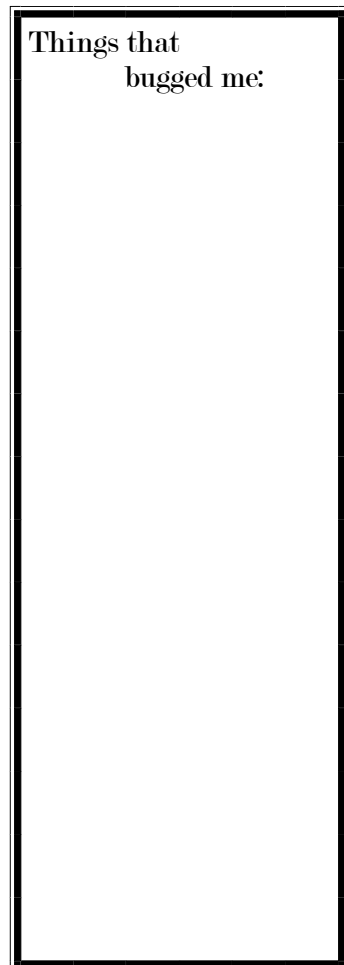


Views and Re-Views
Sense and Non-Sense
Buildings and Barriers

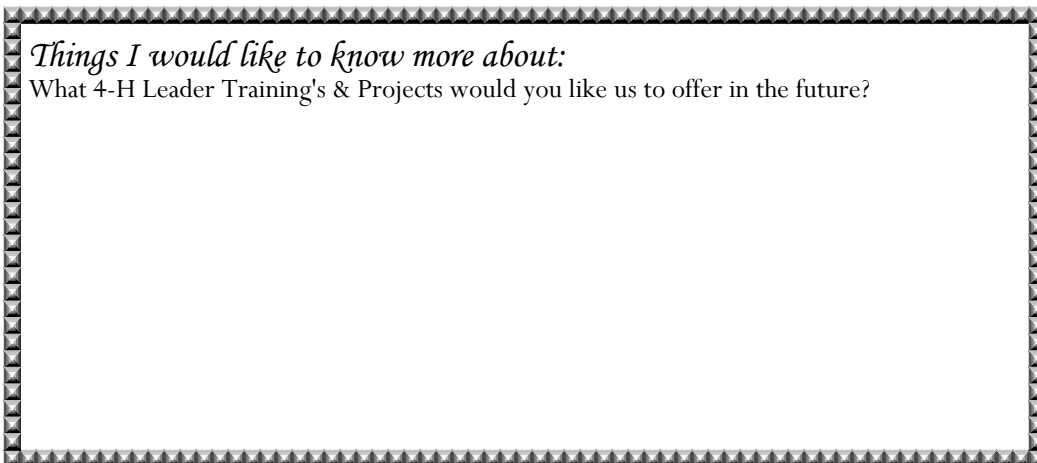
THINGS THAT TURNED ME ON:



Things that bugged me:



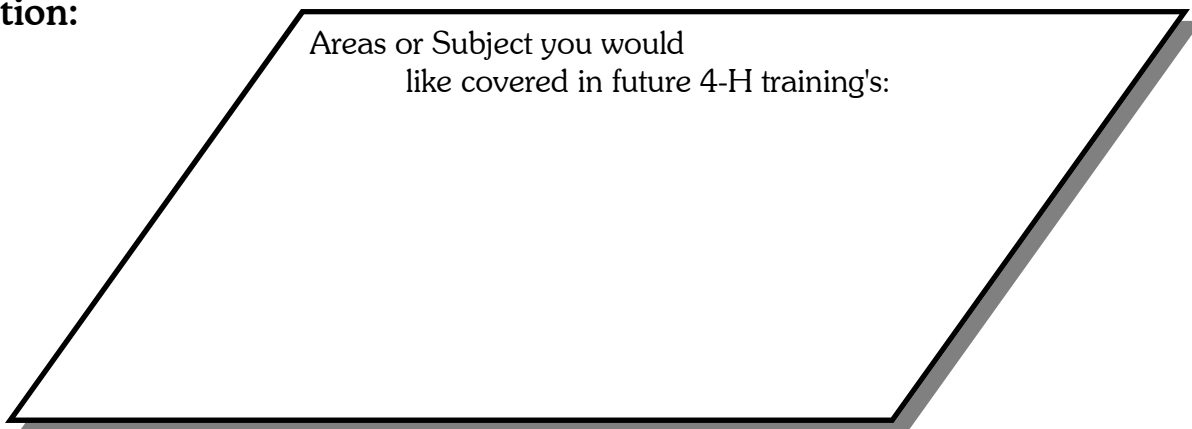
Things I would like to know more about:
What 4-H Leader Training's & Projects would you like us to offer in the future?



Overall Evaluation:

- Excellent
- Good
- Fair
- Poor

Areas or Subject you would like covered in future 4-H training's:



Club Support

4-H Clubs are generally small groups of youth working in conjunction with caring adults on "hands on" projects that involve skills development. Adult volunteers run approximately 98% of these clubs. Typical assets gained by 4-Hers are; leadership skills, educational commitment to achievement; responsive, caring relationships; civic and social responsibility, and healthy lifestyles. These assets are gained through engaging in community service, goal setting, public speaking, and established 4-H achievement criteria.

There are two targeted populations where you may lend your support. Clubs run by grandparents who raise grand children in the absence of their parents and adults running inner city clubs for higher risk youth.

Program Financial Need: groups or individuals to sponsor the costs of project materials for individual clubs especially those in these two target areas. You may also sponsor awards, incentives and group transportation for special learning activities.

Program Volunteer Need: caring adults to share life and professional experience via speakers' bureau, skill workshops, or special event participation.



Advancing Youth Development: Professional Development Training For 21st Century Youth Workers

A growing youth development movement represents a powerful shift away from a focus on youth problems and deficits, toward a view of young people as resources with strengths and contributions to make. Youth serving programs provide essential supports and opportunities for youth in their communities.

Youth workers need supports and opportunities also, to learn from the best thinking in the youth development field, to share promising approaches, to discuss the values and principles which guide the youth development approach and the barriers which challenge it's application. The Advancing Youth Development training allows youth workers to obtain skills to match the critical challenges of youth development.

Twenty-one non-profit youth-serving organizations, county and state agencies have all expanded their capacity to work with higher risk youth as a result of sending staff to this training. Cornell Cooperative Extension/4-H staff lead facilitation teams of youth development professionals that partner to train these youth workers.

Program Financial Need: Additional resources to expand the audience to educators, police, corrections, foster care, group home and others that work with higher risk youth.

Cooperative Extension
ORANGE COUNTY

CORNELL

Community Campus, 1 Ashley Avenue
Middletown, NY 10940

4-H Institute for Urban Youth Leadership



*Planting Skills In Youth and Adults
For A Harvest Of Achievement*

For Information Contact:
Jerome Christie
Extension Resource Educator

CORNELL Cooperative Extension
ORANGE COUNTY

Community Campus, 1 Ashley Avenue
Middletown, NY 10940
E-mail: jgc9@cornell.edu
(845) 344-1234 www.cce.cornell.edu/orange

Welcome to the World of 4-H Program Partners!

Youth participation and empowerment in communities remains a critical issue for many urban youth that lack a traditional family support system. **4-H Institute for Urban Youth Leadership** incorporates grassroots organizing, leadership development, youth directed service projects, public speaking, college/career exploration, expressive arts and to develop assets in youth that help them succeed as adults.

As you read through the program descriptions of these unique initiatives you will gain:

- ◆ insight into the world of 4-H youth development,
- ◆ a profound sense of how we help diverse youth, communities and organizations through strategic partnerships,
- ◆ and how you as an individual or your organization can be a part of making a difference.

4-H has a 78-year history of volunteer driven programs in Orange County. Our volunteer management experience coupled with caring adults and strong community ties provides effective programs that have helped generations of young people make a successful transition into adulthood. Your involvement is welcomed as a volunteer or financial supporter.



4-H Capitol Days / Cornell Career Exploration

The Capitol Days Program is for 4-Hers who write winning essays on government or citizenship and that are active leaders in the 4-H program. Participants spend two days in Albany meeting with legislators, members of the court system and officials from a variety of state agencies learning how NY State government runs. The legislative process is viewed and youth also learn how a bill becomes law.

Cornell Career Exploration is a three-day program at Cornell University. Participants engage in workshops that include study of diverse subject matter, career exploration and college readiness. Youth experience dormitory life, college level work, the financial aid process, leadership skills, and interactive workshops.

Program Financial Need: funds for scholarships to broaden the number of interested participants.

Program Volunteer Needs: interested adult chaperones.

Connectivity for Urban Audiences

The "digital Divide" remains a reality for many youth in higher risk urban audiences and threatens their ability to compete in tomorrow's workforce. The 4-H Technology Corps will provide portable computing, instruction and application projects for groups within communities that do not have access to computers. Youth will demonstrate programming and expertise in real world work scenarios as developers and end users.

Program Financial Need: Additional support to purchase hardware, Internet access, and transportation for education outreach.



4-H Challenge/Service Day Camp

August Adventures Day Camp serves urban youth in the city of Middletown that are early teens age 12 - 15. These youth are too old for traditional day camps and too young to be employed as camp counselors and need developmentally appropriate fun, learning opportunities. Their camp-times are split between traditional and adventure-based learning camp activities and providing local community service. In fact, these youth learn by doing, and have fun in the process.

A second component serves youth ages 6-12 with traditional camp programming including sports, swimming, trips, arts and crafts, journalism and more. Campers also participate in Mini-Society where they learn entrepreneurial skills and how to manage money.

Program Financial Need: funds for scholarships to broaden the number of interested participants. Donated equipment and materials. Bus trip sponsors.