



4-H VOLUNTEER LEADER HANDBOOK

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For All Leaders

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APPENDIX

4-H POLICY HANDBOOK – THIS RESOURCE PROVIDES VOLUNTEERS GUIDELINES AND POLICIES RELATED TO THE NEW HAMPSHIRE 4-H PROGRAM



ADDITIONAL RESOURCES

THE FOLLOWING RESOURCES ARE INTENDED TO GIVE THE VOLUNTEERS MORE INFORMATION AROUND KEY CLUB MANAGEMENT TOPICS AND CAN BE FOUND AT THE STATE 4-H WEBSITE UNDER THE CLUB MANAGEMENT WEB LINK.

CLUB MANAGEMENT MATERIALS- THE RESOURCES BELOW CAN BE FOUND AT THE FOLLOWING LINK:
[HTTP://EXTENSION.UNH.EDU/CLUB-MANAGEMENT](http://extension.unh.edu/club-management)

OFFICER HANDBOOKS- THE HANDBOOKS ARE INTENDED TO BE GIVEN TO THE OFFICERS OF A CLUB AND OUTLINE THE ROLES AND RESPONSIBILITIES FOR EACH OFFICE.

- PRESIDENT HANDBOOK
- VICE PRESIDENT HANDBOOK
- SECRETARY HANDBOOK
- TREASURER HANDBOOK
- REPORTER HANDBOOK

PARLIAMENTARY PROCEDURE- THIS FACT SHEET DESCRIBES DIFFERENT MEETING STYLES, STEPS FOR MAKING CLUB DECISIONS, HOW TO TEACH PARLIAMENTARY PROCEDURE, MOCK MEETING ETC.

4-H MEETING OUTLINE- THIS TEMPLATE FOR CLUB MEETING PLANNING HELPS A GROUP THINK THROUGH PARTS OF A 4-H MEETING TO INCLUDE: PRE MEETING ACTIVITIES, BUSINESS, EDUCATION AND RECREATION.

PRE-MEETING ACTIVITIES- THIS FACT SHEET IDENTIFIES THE BENEFITS OF PRE MEETING ACTIVITIES AND HAS SAMPLE PRE MEETING STARTER IDEAS.

RULES FOR 4-H MEETING CONDUCT – THIS FACT SHEET HELPS CLUBS THINK ABOUT HOW TO GO ABOUT ESTABLISHING RULES OF CONDUCT FOR MEMBERS IN THE CLUB.

COUNTY 4-H RECORDS- INFORMATION ABOUT 4-H RECORDS AND RECORD FORMS CAN BE FOUND AT THE FOLLOWING LINK [HTTP://EXTENSION.UNH.EDU/4-H-FORMS](http://extension.unh.edu/4-h-forms). RECORDS ARE SET UP BY AGE GROUPS 8-10, 11-13, 14 AND OLDER. ALSO FOUND AT THIS PAGE IS GENERAL GUIDELINES ABOUT 4-H RECORDS AND 4-H COUNTY MEDAL INFORMATION.

4-H PROJECT PAGE

- COUNTY RECORD FORM (8-10 YEAR OLD)
- COUNTY RECORD FORM (11-13 YEAR OLD)
- COUNTY RECORD FORM (14 AND OLDER)

STATE 4-H ASSOCIATION AND STATE 4-H FOUNDATION: AN OVERVIEW

NH 4-H YOUTH DEVELOPMENT YOUTH OPPORTUNITIES