COMPASSION GROWS HERE.

4-H CLUB LEADERS MANUAL

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University of Rhode Island

Rhode Island 4-H Office:

URI 4-H Youth Development Office, Kingston Campus

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Kingston, RI  02881
FAX: (401) 874-2435

Marcia Morreira- State 4-H Leader marciam@uri.edu 874-5707
Kristy Horan – 4-H Program Coordinator kstone@uri.edu 874-2959
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Deb Imondi - RI 4-H Club Foundation dimondi4@etal.uri.edu 874-7143

4-H WEBSITES

Rhode Island State 4-H  http://web.uri.edu/4h
RI 4-H Horse Program  http://web.uri.edu/ri4-hhorseprogram/
RI 4-H Club Foundation www.ri4hclubfoundation.org
National 4-H  http://4-h.org/
NIFA/USDA  http://www.nifa.usda.gov/
National 4-H Supply Service  www.4hmall.org

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4-H Organizational Chart

**The Public Sector**

**United States Department of Agriculture**
*National Institute of Food and Agriculture (NIFA)*
Youth, Family and Community

**State Land Grant Universities**

**University of Rhode Island**
(Board of Regents; Dr. David Dooley, President)

- **College of the Environment & Life Sciences**
  - Dean: John Kirby

  **Teaching**
  **Outreach**
  **Research**

  **Cooperative Extension**
  (Director: John Kirby)
  Associate Director: Deborah Sheely

  **4-H Youth Development**
  State 4-H Program Leader: Marcia Morreira
  4-H Program Coordinator: Kristina Horan
  4-H Program Coordinator: Heidi Wright

  4-H Volunteer Middle Managers
  4-H Leaders – Organizational, Project, School/Agency Volunteers

**The Private Sector**

**National 4-H Council**
Financial Support,
*National 4-H Supply,…* (President)

**RI 4-H Club Foundation**
(Fund Raising, Development, and Management)

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THIS IS 4-H

RHODE ISLAND 4-H MISSION: To empower youth to develop life skills, to maximize their potential, and to become responsible, proactive citizens of a changing, diverse, and global society.

4-H is the youth development program of the Cooperative Extension System. This informal educational program is conducted by the US Department of Agriculture, State Land Grant Universities, and County Governments, and combines the work of federal, state, and local Cooperative Extension staff and volunteer leaders.

In Rhode Island, 4-H is the Youth Development Program of the University of Rhode Island, College of the Environment & Life Sciences, Cooperative Extension.

Participation in the 4-H Program is open to all interested youth, regardless of race, color, sex or preference, religion, creed, national origin, or disability. Members are between the ages of 5 and 19, and reside in every RI demographic area – rural, suburban, and urban. There is a small yearly fee to participate in the URI/CELS 4-H Program.

Youth may participate in 4-H through organized 4-H clubs, 4-H special interest groups (short-term), 4-H school enrichment programs, agency-based clubs, 4-H after-school groups or as individual 4-H members.

4-H members complete projects, individually or in groups, ranging from science and technology to theatre arts; animal science to public presentations; and environmental science to foods and nutrition. In over 35 project areas, members focus on learning by doing, applying leadership skills, making a difference in RI communities, and learning to respect and get along with people. They learn life skills like responsibility, decision-making, communication skills, problem solving, commitment, leadership, and teamwork.

4-H Volunteers are the key to the success of the RI 4-H Program. Many serve as 4-H Club Leaders working directly with youth in Clubs or Special Interest Groups. Others recruit, train, and help other volunteers or coordinate 4-H events. (Refer to the section on Volunteers)

4-H BELIEFS

- Developing mutual respect and cooperation
- Integrity and honesty
- Having fun
- Providing a sense of belonging

THE 4-H VISION

Serve as a world leader in developing youth to become productive citizens and catalysts for positive change to meet the needs of a diverse and changing society
The 4-H VALUE SET

We believe that youth development is the focus of everything we do.
We believe youth/adult partnerships are essential to successful youth development.
We believe that volunteerism is fundamental.
We believe in the strength attained from diversity across the entire range of 4-H experiences.

SYMBOLS of 4-H

Slogan: Learn by doing

Motto: To make the best better

Colors: Green and White

Emblem: The 4-H emblem is a four-leaf clover with and “H” on each leaf. The letters stand for Head, Heart, Hands, and Health – the foundation of all 4-H programs.

4-H PLEDGE

I pledge:
My HEAD to clearer thinking
My HEART to greater loyalty
My HANDS to larger service
My HEALTH to better living for my club,
My community, my country, and my world.

THE 4-H’s

HEAD – clearer thinking and decision making. Knowledge that is useful throughout life.
HEART – greater loyalty, strong personal values, positive concept, concern for others.
HANDS – larger service, workforce preparedness, useful skills, science and technology literacy.
HEALTH – better living, healthy lifestyles.
4-H TOP 5

Five Reasons Why 4-H is UNIQUE

1. EDUCATIONAL, YOUTH DEVELOPMENT PROGRAM

4-H is the Educational Youth Development Program of the URI Cooperative Extension System. Its roots are founded in the concept of information transfer, i.e., the transfer of current, valid research-based, information to RI 4-H members, families, and communities, to improve their quality of life. This is accomplished through:

♦ Access to URI subject matter specialists, and researchers in our home college – the College of Environment and Life Sciences and opportunity to expand to other colleges.
♦ Access to other research, programs, and curriculum through collaborative Cooperative Extension effort via the national 4-H Cooperative Curriculum System and collaboration with other state university 4-H Programs across the country.

2. EXPERIENTIAL LEARNING

4-H members “learn by doing.” Educational programs and curricula focus on the Experiential Learning Model:

♦ Experience the activity, perform, and do it.
♦ Share the results, reactions, and observations publicity.
♦ Process by discussing, looking at the experience, analyzing, and reflecting.
♦ Generalize to connect the experience to real world examples.
♦ Apply what was learned to a similar or different situation. Practice.

This model supports current teaching and learning processes in formal educational settings.

3. LIFE SKILLS

The emphasis is placed on life skills.

♦ Practical subject matter skills through 4-H project areas; career/job-oriented
♦ Leadership skills: decision-making, problem solving, cooperation, teamwork, responsibility,
planning, organizing, critical thinking, concern for others, accepting differences, mentoring, self-motivation, work ethic, personal safety, etc.

♦ **Character Building:** Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship, Decision-making

♦ **Asset Building:** Based on the Search Institute 30 (or 40) Asset Model. External Assets consist of support, boundaries, and structured time. Internal Assets consist of educational commitment, positive values, and social competencies. The more assets young people have, the less likely they are to engage in problem behaviors, and the more likely they are to engage in positive, pro-social behaviors (Benson 1996).

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4. **YOUTH DRIVEN**

4-H is youth driven. 4-H empowers youth at all levels and ages to determine group or club operations, set goals, make group decisions, learn parliamentary procedures, develop youth/adult partnerships, build leadership and citizenship skills, advise and determine policies and procedures, to “take control”....

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Through public speaking, record keeping, fund raising, and community service, 4-H youth are taught how to present themselves, their ideas, and their organization; to document their growth in projects and organizational skills; to make good decisions; to be responsible; to find and use resources wisely; to seek out worthy causes; and to commit themselves to making a better world.

5. FUN For the Whole Family in One Club

4-H is fun! 4-H believes that learning should be FUNdamental! 4-H is a non-formal, educational program. It uses a variety of methods, materials and delivery modes to challenge, excite, motivate, and teach. These experiences include: hands-on workshops, conferences, seminars, field days, contests, shows, exhibits, displays, independent study, tours, fairs, game theory, simulations, and community service. 4-H is a FAMILY AFFAIR. Everyone can get involved. 4-H is for boys and girls ages 5 to 18. All ages participate in the same club. Older members serve as teachers and mentors to the younger ones. Adults serve as the club leaders. Everyone can participate together.
Why Be a Volunteer?

As a volunteer, you will grow and be rewarded in many ways depending on the role you play. You will:

♦ Develop knowledge and skills in child and youth development, organizational planning, and personal and group management.
♦ Help others through community service.
♦ See the development of 4-H members.
♦ Meet new people and work with outstanding 4-H members and adults.
♦ Gain personal satisfaction and meet some of your own needs through helping others.

Why Are Volunteers Needed

♦ Competent, caring adults who maintain a mentoring relationship with youth over time result in successful youth and adults.
♦ Volunteers are the part of the team that make 4-H available to more young people.
♦ You bring your own skills to the 4-H member’s learning experience.

Who are Volunteers

♦ Adults that have been cleared by a background check and references.
♦ Teens that want to further their leadership roles.
♦ People just like you, sharing their talents, life skills and interests.

Volunteer Support

♦ Training to do the job.
♦ Curriculum material that provides suggested guidelines for carrying out educational activities and programs.
♦ Contests, workshops, and special events that support project areas.
♦ Staff, paid and volunteer, who are ready, willing, and able to assist volunteers.

WHAT DO CLUB VOLUNTEERS DO?

Rhode Island 4-H Volunteers help in many different ways. Rules and responsibilities are developed with each volunteer based on their interests and needs of 4-H. Some of the tasks involved in guiding youth through 4-H experience are:

• Recruit and work with other volunteers.
• Serve as liaison between your club members and the 4-H office.
• Recruit members.
• Secure a comfortable and convenient meeting time and place.
• Organize the club and help the group.
  • Decide what projects the group will pursue.
  • Enroll in projects.
  • Select a name for the club.
  • Elect officers.
• Plan the Club program for the year with the club members.
• Secure project materials from the 4-H office.
- Secure 4-H guides for the club officers.
- Submit enrollment forms at the first of your club year and completion forms at the end of the year (Oct. 1).
- Hold meetings with the club officers to prepare them to conduct the club meetings.
- Contact parents regularly and show them how to help 4-Hers with project work at home.
- Recruit parents’ help.
- Be present at 4-H club meetings.
- Attend meetings and workshops designed to help you.
- Help members and parents locate resources for project work through the state office.
- Identify tasks that youths will do and delegate them.
- Help members record their work.
- Work with teen members to encourage participation in leadership roles within the club. Such as taking responsibility for a club activity.
- Assist with training youth to perform special activity roles such as exhibit chairman, etc.

**VOLUNTEER RESPONSIBILITIES**

**CLUB ORGANIZATIONAL LEADER (Club or Group)**

**Purpose:** Serve as advisor/coordinator to a group of 4-H members, helping them organize and maintain a club.

**Responsibilities:** Serve as club leader or share responsibilities with other adults.
1. Aid in location of meeting place and members.
2. Locate and recruit volunteers as needed. (Project, activity and/or assistant leaders)
3. Encourage parent participation and cooperation.
4. Assist club in yearly program planning.
5. Maintain working relationship with community and 4-H office.
6. Familiar with 4-H organization procedures.
7. When possible, attend leader trainings.
8. Submit new member forms, re-enrollment forms and other required reports to the State office.

**ASSISTANT LEADER (Club or Group)**

**Purpose:** To assist the organizational leader by helping to organize and maintain a club, teaching projects or coordinating activities.

**Responsibilities:** Will share responsibilities with organizational leader.
1. Attend appropriate trainings.
2. Teach members in a definite subject matter area.
3. Help members gain skills related to this project.
4. Encourage members to think for themselves, to make decisions.
5. Encourage parent participation and cooperation.
6. When possible, keep the community informed.
7. Help planning, organizing and carrying out one or more club or district activities.
4-H CLUBS

Recruiting Members

4-H is open to all youth, 5-18 years of age, regardless of race, color, religion, creed, national origin, sex or preference, or disability. To meet our Affirmative Action Plan (AAP), some type of public notice for obtaining members must be made through local, weekly or daily newspaper, radio, school, personal contacts, flyers, and posters in public places. A report of the steps taken must be submitted.

Boys and Girls

One uniqueness of 4-H is that the 4-H program is for both sexes. All 4-H groups must be open and accessible to both. Projects are available to all youth. You can help by encouraging both boys and girls to participate in projects that they may not usually think of as one that their sex would be interested in. Many family and consumer science projects provide skills that males can use. Mechanical projects are just as valuable to females.

4-H is a unique opportunity to allow boys and girls to work together on subjects in which they have common interests. Therefore, both sexes are to be provided with equal opportunity for:

- Membership in any 4-H club
- Selection of any 4-H project
- Election to any office, committee, or leadership position
- Volunteer adult leadership positions

Ages (as of January 1)

A youngster must be at least 5 years old to join as a clover bud and will be a full 4-H member when they are at least 8 years old. A member is too old to start the 4-H year in October if he or she will turn 19 before the coming January 1.

Minimum Club Requirements

Each club must meet the following criteria to be recognized as an official 4-H club:

- Have at least five (5) members in the club, from three families.
- Hold meetings regularly (recommend at least monthly, no less than six times per year)*
- Elect officers
- Register the club with the RI 4-H office
- Officially enroll all members and volunteers
- Plan a program for the year
- Have at least two unrelated registered adult volunteers. To apply to be a registered volunteer: adults must be 18 years of age or older and submit a completed volunteer application & background check. Following a satisfactory background check and three written positive references on file in the 4-H office, the volunteer will be registered and attend a volunteer training.

How Many Club Members

At least five (5) members are needed to form a club. The size of a club is determined by the group, meeting
space, and leadership available. Studies indicate that clubs with 10 to 20 4-H members provide the best growth experience.

After the club membership is filled, a written waiting list of potential members must be kept. When an opening in the club membership occurs, the youngster at the top of the list will then be contacted, in accordance with Affirmative Action guidelines. OR direct the parents to contact the State 4-H office for other clubs in the area.

Where to Meet

Space needed for meetings will depend upon project interest and club size:

- A leader or volunteer’s home
- A member’s home (a good way to encourage other parents to be involved)
- A community building (church, community center, school, etc.)

How Often Should A Club Meet?

This is to be determined by the club and leader. However, anytime a group gets together is considered a meeting. The minimum requirement is at least 6 times a year. Some clubs meet every week for a month or two and some meet once or twice a month all year long. Some clubs meet for an hour or two after school, in the evening, or on Saturday. This depends on the club and what they want to do. 4-H clubs may organize any time of the year. Sometimes members have to be enrolled in a specific project by a certain date to be eligible to participate in project activities.

Dues

This depends on their needs for money. There is a small state fee, per member for the entire year. If the club wants money for some activity, they usually charge dues or conduct fund raising activities. Clubs can also apply for a variety of grants. Dues should never be used to keep someone from joining 4-H. The club may decide if dues will be charged and how much. If dues are collected, it is the decision of the club members as to how much of it is spent and how.

Club Organization

Members learn from experience of electing their own officers. An Officers Handbook is available to assist you with this important matter. Most clubs have a president, vice-president, secretary and treasurer. A 4-H club establishes the committees and officers that are needed to run their club. Members also choose a name for the club with their leader’s guidance.

Club Meetings

4-H club meetings usually have four parts:

- Project work
- Business
- Recreation or social activities
- Special interest program

They practice leadership skills by conducting business. They may work on their projects for a while and play a game or two, or work on a community service activity.
Who plans the program for the club?

Members of the club plan the program with guidance from the leaders. If the club is small, this might be done at a meeting of the whole group. If the club is large, they get ideas from everyone and let a committee put together a club program from these ideas.

What are 4-H projects?

4-H projects are learning experiences for 4-H members. 4-H members set goals about what they want to learn in a specific project (subject area). Many project guides are available from the University of Rhode Island without charge to 4-H volunteers.

Projects vary in cost. A member enrolled in first aid might use supplies from around the house to practice skills being learned. A member who buys and keeps a saddle horse might invest hundreds of dollars. Discuss costs with members and their parents and then select a project. It should be realistic to the family situation.

4-H members perform their own project work with help as needed. 4-H is a “learn by doing” program. Adult leaders, junior leaders, or parents may tell or show a member how, but members are expected to learn how to do things themselves.

4-H projects can be done as a group or as an individual. Some projects such as training a dog are more fun if done as a group. Others, such as dog care, will be done individually by each member of the group. Or if your group is not doing all the projects that you are interested, you can study a project on your own.

Parent Participation

Keep parents informed – they will be more interested and willing to help their child and the club if they understand what you are trying to do.

This can be accomplished by:

- Inviting them to meetings, especially the first one
- Meeting in members homes
- Visiting with parents about their child’s projects and their development through 4-H
- Helping them understand your job as a volunteer
- Finding what their interests are and what they would like to do to help the club – agree on what they will do and when they will do it.

4-H Charter

A 4-H Club Charter will be issued to a 4-H Club as soon as the club leaders are screened, all members are enrolled with the State 4-H Office and the club has met all requirements for chartering. It identifies the group as eligible to use the name and emblem of 4-H and to participate in official 4-H activities and educational programs.

Enrollment Requirements

The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.
A Club is not officially enrolled until forms are returned to the State 4-H Office and membership fees paid. Please make sure that all forms are clearly and completely presented. RI 4-H VOLUNTEER APPLICATION and NEW MEMBER ENROLLMENT FORM are available at www.uri.edu/4h or call the State 4-H office for paper copies.

Type of Club

There are several different kinds of Clubs, based on location and members:

♦ **Community Clubs**: Covering a wide geographic area
♦ **School Clubs**: Conducted in a local school, during the school day or after-school hours
♦ **Agency-based Clubs**: Presented at school-age child care sites, YMCAs, Boys and Girls Clubs, etc.

Clubs are identified by the focus of their projects:

♦ **General 4-H Club**: Clubs with members enrolled in different projects. The club members work and learn in several project areas.
♦ **Project 4-H Club**: Clubs in which members work and study in one particular project subject.

The club is where the youngster “learns by doing.” This may be accomplished by having clubs:

1. Focus on one project
2. Work on different short-term projects
3. Have members carry out their own individual projects

Leaders should guide members in selecting only those projects that they can handle effectively, considering their age and experience.
Enrollment Steps for a New Club to Start

Volunteer Requirements
1) Have 2 or more unrelated adults complete the 4HOnline Volunteer Application, including passing the background checks - directions below.
2) Contact a 4-H Staff Person, schedule and attend a volunteer training ________________ date.
3) Sign and Submit the following:
   
   **URI 4-H Forms**
   - Authorization for Background Check
   - URI 4-H Volunteer – Signature Page

   **For Attorney General’s’ BCI**
   - Copy of Current BCI
   - OR
   - Notarized disclaimer = (BCI form from State Attorney General)
   - Copy of front and back of state ID

4) Following the volunteer training you will be required to do a short online volunteer training that demonstrates and provides a timestamped record of your proficient knowledge of major 4-H policies.

For New Club to be Chartered
- Club Charter Form- (For Organization and Operation of RI 4-H club) signed and returned to 4-H Office.
- Application for Inclusion under the University of Rhode Island signed and returned to the 4-H Office.
- 4-H Club Promotion Form signed and returned to 4-H Office
- Have 5 youth from 3 unrelated families register in 4HOnline and pay the $10 membership fee to the University of Rhode Island.

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Only Chartered 4-H Clubs will be granted the use of the 4-H name and emblem.

4-H Online Volunteer Enrollment

1) Go to http://rhodeisland.4honline.com

2) Select “I need to setup a profile.”
   • Check if you are a military family, • Select the county you live in., • Type your email • Type your last name • Create a password: At least 8 characters, 1 number, 1 capital or symbol ( - + # $ % _ * )
   • Select Role: Family • Click CREATE LOGIN

3) Enter Family information
   • Email, Last Name, Mailing Address, City, State, Zip Code, Phone Number with area code included, If you want email first or mail first, if you are in a military club, County that you live in. To save you time, click update member records with the same address. This makes it so you won’t have to enter everything for each member of the family! Password updating is completely optional.
   • Click CONTINUE

4) Add a New Family Member (on right)
   • FIRST ENTER THE YOUTH MEMBERS
   • Choose Youth from the drop down and click ADD A MEMBER
   • Answer all applicable and required questions.

Enrolling a Volunteer
There are only a few variations when enrolling a volunteer and they are as follows:

1) On the screen that says Member List (Step 4 above) Add a New Family Member (on right)
   • Choose Adult from the drop down and click ADD A MEMBER
   • Answer all applicable and required questions.
   • As you scroll down the heading labeled Volunteer in blue, “Are you a Volunteer?” Click Yes.
   • Continue answering questions then Click CONTINUE

2) On the Additional Information page, enter the addresses and names of 4 people as character references. Everyone should do this even if you are a returning volunteer.

3) Step 3 will be different for already existing volunteers and new volunteers.
   • NEW VOLUNTEERS THAT HAVE NOT ALREADY BEEN APPROVED. At the bottom of the page in club, click on the statement, “You must click here, print, sign and mail these 2 pages.” Then print out the forms and close this popup. Click Continue>> If you do not do this step, you will not become a 4-H Volunteer, so make sure you get those paper signatures in.
   This is a requirement of the University of Rhode Island lawyers that we have paper signatures for these 2 volunteer papers.
   • ALREADY APPROVED VOLUNTEERS. For this year we do not need you to resign all the documents. So you can skip through this step and click Continue>>

4) Participation Screens-
   • Add a club and choose the appropriate volunteer type. Most will be Project Leaders. Then click ADD A CLUB
then Continue>> • It is not necessary to add a project, it is optional. So you can click Continue>> • You do not need to ADD a group, so click Continue>>

5) Invoice- should read $0, click Continue>>

6) Check off box at the bottom and then Submit Enrollment!

Write down your 4-H Online Information for Later

Once you are an approved 4-H Volunteer and Club Leader you will be able to log into our 4-H online and manage your club. Write down your log information, for the next time you log in:

Email (User Name): ______________________
Password: __________________________

Leader Login Instructions

4-H online to view and manage your club

1) Go to https://ri.4honline.com
2) Use your email, and your password you created and Family.
3) Stop on this next screen. You should have 3 drop downs, choose your name, your club, and then the password _______________.

Then log in with the box next to the last drop down. Do not use the big button that says log into family.
Check List for New 4-H Clubs:

<table>
<thead>
<tr>
<th>YE S</th>
<th>No</th>
<th>Have You…</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>1. Completed and submitted the entire 4-H Volunteer Application &amp; the 2 background forms.</td>
</tr>
<tr>
<td>___</td>
<td>___</td>
<td>2. Recruited other adult assistant leaders to help you with the club? Must complete Volunteer and Background forms.</td>
</tr>
<tr>
<td>___</td>
<td>___</td>
<td>3. Attended a 4-H Volunteer Orientation Program; received a 4-H Volunteer Manual and completed online volunteer training also at uri.edu/4h.</td>
</tr>
<tr>
<td>___</td>
<td>___</td>
<td>4. Decided on the type of 4-H Club you will have… (Community, school, or agency)</td>
</tr>
<tr>
<td>___</td>
<td>___</td>
<td>5. Recruited 4-H Members in the geographic area of your club, including start-up publicity? (Make a public notice, keep a waiting list); completed the New Club Formation form?</td>
</tr>
<tr>
<td>___</td>
<td>___</td>
<td>6. Set a date, time, place, and agenda for the 1st meeting.</td>
</tr>
<tr>
<td>___</td>
<td>___</td>
<td>7. Recruited parents to help on a regular basis? Use parent Survey form.</td>
</tr>
<tr>
<td>___</td>
<td>___</td>
<td>8. Requested 4-H Organizational materials. Use order form.</td>
</tr>
</tbody>
</table>

At the first meeting:

| ___  | ___| 9. Talked about what 4-H is, things you'll be doing,… |
| ___  | ___| 10. Decided about your 4-H Club set-up - where will you meet? How often? How long will meetings run? Will members pay club dues? Fund Raise? Find sponsors? Have a club newsletter? |
| ___  | ___| 11. Completed enrollment forms for members and volunteers. Send these to the 4-H Office as soon as possible. A computer printout of your club memberships will be sent back to you. |

At the second (and third) meeting:

| ___  | ___| 12. Select a Club Name |
| ___  | ___| 13. Elected Officers (President, Vice President, Secretary, Treasurer, Reporter, etc.) |

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14. Selected individual and club 4-H projects with club members and parents. Help 4-H members identify short and long-term project goals, learning activities, and evaluation.

15. Planned the Club’s Annual Program for Members and Volunteers. Dates, times, places, persons responsible. Include regular meetings, community service projects, trips, tours, 4-H District or State events (use state calendar to help you). This plan should be flexible; change and update as needed.

16. Decided on a Community Service Project that will include all the members in the club.

17. Decided on the method(s) club members will use to keep a record of what they have done in 4-H: written 4-H record forms, a journal, photographs/photo story and/or a portfolio. Records are needed to show progress in a 4-H project and at the end of the year for certain 4-H Awards.

18. Decided on the method(s) to be used by Club Members to evaluate their progress in their 4-H projects and to show to others what they have learned. This can be done through 4-H public presentations, exhibits, fitting and showmanship, teaching someone else how to do the project,…

Throughout the Year:

19. Filled out the Annual Program and Club Information Sheets for your records.

20. Publicized your 4-H activities in your community- newspapers, radio, club presentations to civic groups, city officials, schools; exhibits; parade floats.

21. Contacted 4-H Staff about questions or concerns, as often as you need to!

22. Had a terrific time as a 4-H Leader, even if things were a little confusing to start off…

End of the 4-H Year (September 30th):

23. At the end of the 4-H year (September), send in for any awards for your 4-H Club or members including Club Excellence Awards.

24. Helped members submit 4-H Records for project awards (Oct 30th deadline)

25. Complete re-enrollment process! Signed up to do it again!
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4-H Club Information Sheet

For 20______
(Keep with your club records!)

Name of Club ________________________________________________________

Organizational Leader: ________________________________ Tel. __________

Assistant Leader(s) ____________________________________________

Assistant Leader(s) ____________________________________________

Assistant Leader(s) ____________________________________________

Assistant Leader(s) ____________________________________________

Junior/Teen Leaders: ___________________________________________

Club Officers:

President ____________________________________________

Vice President ____________________________________________

Secretary _______________________________________________

Treasurer _________________________________________________

News Reporter ____________________________________________

Other: _____________________________________________________

Regular Meeting Day(s) ___________________________ Time __________

Location ___________________________________________________________________

Club Projects

________________________________________________________________________

________________________________________________________________________

Community Service Project(s) Planned ________________________________

________________________________________________________________________

Other: ________________________________________________________________

The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.
Checklist of Supplies Needed:

4-H Club______________________________________

4-H Organizational Leader ______________________ Tel. __________

___ RI 4-H Volunteer Manual (available at www.uri.edu/4h)

___ 4-H Member Enrollment Forms #_______ (available at www.uri.edu/4h)

___ 4-H Volunteer Application Forms#_______ (available at www.uri.edu/4h)

___ RI 4-H Recordbooks #_______ (available at www.uri.edu/4h)

___ 4-H Livestock Record Form #_______ (available at www.uri.edu/4h)

___ Goal Setting Forms "Making a Plan and Carrying Out" #______________

___ President’s Manual (available at www.uri.edu/4h)

___ Vice President’s Manual (available at www.uri.edu/4h)

___ Secretary’s Manual (available at www.uri.edu/4h)

___ Treasurer’s Booklet (available at www.uri.edu/4h)

___ Reporter’s Manual (available at www.uri.edu/4h)

___ Insurance Form ($1/member optional accident insurance)

___ Writing 4-H News Guidelines

___ 4-H Promotional Brochures #______________

___ 4-H Parent Surveys #______________

___ RI 4-H Awards Program Resource Packet

___ 4-H Resume’ Guidelines

___ Completion Awards (will be sent according to years in 4-H on club roster)

___ 4-H Project Completion Certificates

The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.
New 4-H Club Promotion Form

4-H Club Name:_______________________________________________________________

Date 4-H Club was started:  _____________________________

4-H Organizational Leader: _____________________________  Tel.  ___________________
Mailing Address:________________________________________________________________
____________________________________________________________________________

In the space below, please describe the method(s) of advertising which was used in the formation of your 4-H Club. If possible, attach copies of news articles, posters, announcements,…

4-H, as part of the University of Rhode Island's Cooperative Extension, provides equal opportunities in programs and employment. To comply with the University's Affirmative Action Plan, we need a signed statement from each 4-H Club that no person is excluded from participating in the 4-H Club on the basis of race, color, national origin, sex or preference, creed or disability.

In accordance with the nondiscriminatory policies of the University of Rhode Island Cooperative Extension, we affirm that no one will be excluded from membership in our 4-H club on the basis of race, color, national origin, sex or preference, creed or disability.

4-H Club:________________________________   Signed:  _____________________________
4-H Leader
Date:  ________________________

Forward this form to:
State 4-H Office, 55 Peckham Farm/URI, Kingston, RI 02881

The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.
4-H Name and Emblem Usage for 4-H Clubs

The 4-H Name and Emblem fall under very specific usage terms set forth by the United States Department of Agriculture. Refer and adhere to the guide: “Using the 4-H Name and Emblem” at the end of this manual.

Dues

There is a small fee to join 4-H. Within the clubs each club decides if dues will be charged and how much. If dues are collected, it is the club’s decision how the money is spent.

Fundraising

Selling handmade or pre-made items at local events is a great way to raise money for club projects. Area stores and shopping centers may allow your club to set up a fundraising table on certain days. Services like car washing or dog walking can also be great moneymakers for club projects.

Handling of Club Funds

These funds belong to the group. Authorization to spend the money for club purpose must be made by the club by a vote in a club meeting. Bank accounts containing club funds must require the signature of an adult volunteer and the club treasurer.

Money left over in a club’s treasury when the club dissolves should be donated to the RI 4-H Foundation or used for an appropriate purpose voted on by the membership.

4-H Club Bank Accounts

To open a bank account your will be required to furnish the bank with an Internal Revenue Service (IRS) identifying number. The IRS identifying number is an EIN number.

An identifying number may be obtained by filing an Application for the Employer Identification Number (Form SS-4) with the IRS. Although the form was designed primarily for organizations paying wages, it is also used by all organizations that are required to have an identifying number. The applications may be obtained from any Social Security Administration or IRS office.

The toll-free IRS number for forms is 1-800-225-0717.

The completed form should be mailed or faxed to the IRS. A sample SS-4 form and directions follow this section. A request for inclusion under the University of RI form and a copy of your new EIN number are then submitted to the State 4-H Office.
Insurance for 4-H Club Members

Medical: Low-cost supplemental medical insurance is available to cover all participants in 4-H events and programs. One-day policies may be purchased to cover short-term events and activities, or year-round coverage for each 4-H member and volunteer may be purchased. Forms are available from the State 4-H Office. While these are not liability policies, it greatly reduces the possibility of you being sued since within the limits expenses are covered without dispute. Payment to the Insurance Company for the premium is usually made from the club treasury or by assessing each member.

Insurance for Volunteers

The Volunteer Protection Act of 1997 provides that volunteers will be relieved of liability for harm caused if:

1. The volunteer was acting within the scope of his/her responsibilities
2. Was properly authorized
3. The harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or conscious flagrant indifference to the rights or safety of the individual harmed by the volunteer.

Liability Insurance

4-H Volunteers, while conducting programs and activities in support of the 4-H program of the University of Rhode Island Cooperative Extension, are covered by the University Liability Policy as university volunteers.

Car and Home Insurance

If you are meeting in your home or a member’s home, please make sure that you have adequate homeowner’s insurance to protect you and your family. In addition, any adults or teens providing automobile transportation should have should be adequately covered on their insurance policies – for their own protection.

PLEASE CONSULT WITH A LICENSED INSURANCE PROFESSIONAL TO MAKE SURE YOU ARE COVERED!

Accident Insurance

Low cost insurance can be purchased for each member and volunteer to provide limited reimbursement for injuries when accidents occur at 4-H functions. Cost of $1.00 per year or 20 cents per day can be covered through club dues. It is recommended that a club purchase the $1.00/year coverage.

Tax Deductions for Volunteers

4-H volunteers are entitled to certain tax deductions. Generally, out-of-pocket expenses, such as amounts spent for fees, materials, meals, travel, lodging, awards, etc., and a mileage fee for use of a privately owned vehicle are deductible as contributions if you itemize. Keep an accurate record of your out-of-pocket expenses and consult with a qualified tax person or visit the IRS website for what is allowable as a deduction for that tax year.

The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.
Use of Alcohol, Tobacco and Drugs

The abuse of any drugs runs counter to the healthy development of youth. Thus, 4-H will not condone the sale of alcohol in the name of 4-H. Alcohol should not served or available at any 4-H function where minors are present.

Protection of 4-H Youth

When working with youth in 4-H, you are responsible for their care and safety. You need to carry out this responsibility in terms of your own actions as well as actions of those who you allow to come in contact with youth.

In protecting the welfare of your 4-H members, you should:

- Get to know your members' parents/guardians.
- Establish rules that are fair and consistently enforced.
- Be sensitive to the effects of rules on youth in different situations.
- Follow the rules yourself. Be a good role model.
- Be flexible in enforcing rules (sometimes exceptions must be made).
- Do not touch youth in any way that might be considered offensive to them or misinterpreted by them or others.
- Make a point to know who is picking up members from a meeting.
- Avoid situations where you or other adults are alone with one youth.
- Encourage parents to make unannounced visits to 4-H meetings and events.
- REPORT INCIDENCES OF CHILD ABUSE OR NEGLECT TO 1-800-742-4453 ALSO KNOWN AS 1-800-RI-CHILD. ALL persons in Rhode Island are required by law (RIGL 40-11-3) to report known or suspected cases of child abuse and/or neglect to the Department of Children, Youth, and Families within 24 hours of becoming aware of such abuse/neglect.

Volunteers and Others Who Work with Members

With the good of the club and the welfare of its members in mind, please be sure you are confident about others who work with club members.

- Insure that those you recruit to help the club are known by you or are referred by someone you trust. Have them complete the 4-H Volunteer Application form and submit it to the 4-H State Office.
- Insure that unauthorized individuals do not have access to youth.
- If an allegation of abuse if made against a volunteer or parent, that person should be restricted from having contact with children until the matter is resolved.
- Listen to youngsters who come forward with allegations and take the matter seriously.

4-H Mailing Lists

Names and addresses of 4-H members or volunteers are released to no one beyond the 4-H office.
They will only be used for purposes for which the individuals intend when they enrolled. Parents have the option on the member enrollment form to allow the state 4-H office to share their address with the RI 4-H Club Foundation, the fundraising entity for 4-H programs in the state.

The intent of this policy is to protect 4-H members and volunteers from any solicitations, including commercial and political ventures. On those occasions when it is appropriate for 4-H volunteers to make use of these lists to carry out their 4-H volunteer responsibilities, lists will be released to their “guardianship”. Violation of this trust is cause for termination of that volunteer relationship with 4-H.

Form SS-4 Instructions

As a Rhode Island 4-H Club or 4-H Affiliate your IRS tax reporting requirement is covered under the University of Rhode Island. The university will include your income and expenses under their annual filing with the IRS. You are eligible to apply for an EIN for banking purposes only. Please follow the instructions below when applying for an EIN. A sample SS-4 has been included to tell you what information is required by the IRS. If you require assistance please call Marcia Morreira at (401) 874-5707 or e-mail marciam@uri.edu

To complete the SS-4:

Fill in boxes 1,3,4a,4b,5a,8a,9a,10,12,13,14,15,16,17,18,print your name, sign and date.

Leave the following boxes blank: 5b, 6, 7a, 7b, 8b, 8c, 9b, 11 and the section named “Third Party Designee”

Fax the form to:  
Fax-TIN: 855-641-6935  
Mail form to:  
IRS Service Center  
Attn: EIN Operation  
Cincinnati, OH 45999

When you receive the EIN assignment document from the IRS, complete the “Application for Inclusion under the University of Rhode Island” form, sign and date and attach a copy of your EIN assignment document.

Mail to:  
Marcia Morreira  
State 4-H Office  
55 Peckham Farm  
Kingston, RI 02881

The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.
### Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

- See separate instructions for each line.
- Keep a copy for your records.

<table>
<thead>
<tr>
<th>Form</th>
<th>SS-4</th>
<th>(Rev. January 2010)</th>
</tr>
</thead>
</table>

#### 1. Legal name of entity (or individual) for whom the EIN is being requested
- **CLUB/GROUP NAME:** Fill in all address fields as needed. Club name should be unique and include the word “club.”
- **CLUB LEADER:**
- **MAILING ADDRESS:**
- **COMPLETION:**
- **County and state where principal business is located:**

#### 2. Trade name of business (If different from name on line 1)
- **EXECUTOR, ADMINISTRATOR, TRUSTEE, “CARE OF” NAME:**

#### 3. Executor, administrator, trustee, “care of” name
- **CLUB LEADER Mailing address:** (If different) (Do not enter a P.O. box.)

#### 4. City, state, and ZIP code (If foreign, see instructions)
- **COMPLETE:**
- **SSN, ITIN, or EIN:**

#### 5. Type of business (check only one box). Caution: If 8a is “Yes,” see the instructions for the correct box to check.
- **Sole proprietor (SSN):**
- **Partnership:**
- **Corporation (enter form number to be filed):**
- **Personal service corporation:**
- **Church or church-controlled organization:**
- **Other nonprofit organization (specify):**
- **University of Rhode Island:**

#### 6. Name of responsible party
- **State:**
- **Foreign country:**

#### 7. If a sole proprietor, partnership, corporation, or other nonprofit organization, is this application for a limited liability company (LLC) or a foreign equivalent? (Yes) (No)

#### 8. If LLC is “Yes,” was the LLC organized in the United States? (Yes) (No)

#### 9. Type of entity (check only one box)
- **Estate (SSN of decedent):**
- **Plan administrator (TIN):**
- **Trust (TIN of grantor):**
- **National Guard:**
- **State/local government:**
- **Farmers’ cooperative:**
- **Federal government/military:**
- **REMIC:**
- **Indian tribal governments/enterprises:**

#### 10. If a corporation, name the state or foreign country where incorporated

#### 11. Reason for applying (check only one box)
- **Banking purpose (specify purpose):**
- **Changed type of organization (specify new type):**
- **Purchased going business:**
- **Created a trust (specify type):**
- **Created a pension plan (specify type):**

#### 12. Date business started or acquired (month, day, year). See instructions.

#### 13. Highest number of employees expected in the next 12 months (Enter “0” if none).
- **Agricultural:**
- **Household:**
- **Other:**

#### 14. If you expect your employment tax liability to be $1,000 or less in a full calendar year and work to life Form 944 annually, instead of Forms 941 quarterly, check here.

- **Income tax liability generally will be $1,000 or less if you expect to pay $4,000 or less in total wages:**

#### 15. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year).

#### 16. Check one box that best describes the principal activity of your business.
- **Construction:**
- **Retail & leasing:**
- **Transportation & warehousing:**
- **Accommodation & food service:**
- **Wholesale-agent/broker:**
- **Wholesale-other:**
- **Retail:**
- **Manufacturing:**
- **Finance & insurance:**
- **Other (specify) Education:**

#### 17. Identify principal line of merchandise sold, specific construction work done, products produced, or services provided.

#### 18. Has the applicant entity shown on line 1 ever applied for and received an EIN? (Yes) (No)

#### 19. If “Yes,” write previous EIN here.

<table>
<thead>
<tr>
<th>Third Party Designee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and title (type or print clearly)</td>
</tr>
</tbody>
</table>

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

**Name and title (type or print clearly):**

**Applicant’s telephone number (include area code):**

**Applicant’s fax number (include area code):**

**Signature:**

**Date:**

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 16951N

Form SS-4 (Rev. 1-2010)
Application for Inclusion under the University of Rhode Island

Upon receiving your new EIN please complete the required information and sign this form as the chief operating officer (4-H club leader or 4-H affiliated organization designee).

Please return in the mail to: Marcia Morreira, State 4-H Program Leader, URI 4-H, 55 Peckham Farm, Kingston, RI 02881.

Name of the RI 4-H Club or affiliated 4-H Organization: _______________________________________________________

Name of Contact Person: ________________________________________________________________

Mailing Address: _______________________________________________________________________

Phone Number: _______________________ E-mail Address: ________________________________

EIN Number (for Banking Purposes Only): __________________________

I certify that the above named 4-H organization or club follows the National 4-H requirements for use of the 4-H Name and Emblem and that all donations and fund-raising in the name of 4-H and the above 4-H organization is solely for the educational and character-building purposes of the 4-H program and to serve the educational needs and interests of 4-H youth.

I certify that the annual gross receipts of the above 4-H club or organization is normally more than $0 and less than $25,000 annually.

I agree to submit an annual Financial Statement to the university for the period of October 1 – September 30 of the previous 4-H year by the following November 15th.

I request that this EIN be included under the University of Rhode Island tax umbrella.

Print Name: _________________________________________

Signature:  __________________________________________

Position:    __________________________________________

Date:         __________________________________________

Please attach a copy of your EIN assignment document from the IRS.

Send your questions to Marcia Morreira at marciam@uri.edu.

The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.
Request for Acknowledgement of Donation (only for donations requiring 501(c)(3) status in order to be tax deductible: in kind donations valued at $75 or more and cash donations of $250 or more)

Requesting 4-H Group: ________________________________________________________________

4-H Group Contact Name/phone/email: __________________________________________________

Provide the Following Donor Information:

Contact Name: ________________________________________________________________

Company Name: ________________________________________________________________

Address: ________________________________________________________________

Date of Donation: ________________________________________________________________

Donation: ________________________________________________________________

Were any gifts or services provided in return for this donation?

Acknowledgement letters will be sent within 7 days of the completed form being received in the RI 4-H Club Foundation office. In order for checks to be processed, they must be payable to RI 4-H Club Foundation, with the 4-H group listed in the memo line or on a separate letter.

Forms should be mailed to: Deborah Imondi, RI 4-H Club Foundation, Inc, PO Box 1925, Kingston, RI 02881 or emailed to: dimondi4@etal.uri.edu

The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.
Organization and Operation of Rhode Island 4-H Clubs & Affiliate Organizations

The University of Rhode Island and the College of the Environment and Life Sciences have assumed fiscal and fiduciary responsibility for 4-H Clubs and affiliated organizations that operate within the Rhode Island 4-H Program. RI 4-H Clubs & Affiliated groups who do not hold a unique 501c3 tax status now report all income and expenses to the University of Rhode Island and are no longer recognized by the Internal Revenue Service as a separate non-profit under current tax laws. EINs are for banking purposes only.

As the adult leaders of the ____________________________, your signatures below certify agreement and acceptance of the terms and conditions associated with the organization and operation of the 4-H club/organization under the University of Rhode Island to include:

1. Compliance with all policies and procedures outlined within the Rhode Island 4-H Volunteers Manual.
2. Compliance with national and state requirements regarding the use of the 4-H Name and Emblem and that all donations and fund-raising in the name of 4-H and the above named 4-H organization is solely for the educational and character-building purposes of the 4-H program and to serve the educational needs and interests of 4-H Youth.
3. Understanding that all money and property given or raised in support of the above named organization are the assets of the University of Rhode Island 4-H Program. In the event that the club/organization dissolves, all assets revert to the Rhode Island 4-H Program for redistribution to support 4-H educational programming.
4. Submission of an Annual Financial Summary to State 4-H Office for the period of October 1 – September 30 of the previous year by the following November 15th for incorporation into the University of Rhode Island financial statements.

If your affiliated 4-H organization is separately organized and hold a unique 501c3 tax status approved and recognized by the Internal Revenue Service, please attach a copy of your IRS determination letter or other proof of separate tax status.
If your affiliated 4-H organization is incorporated and registered with the State of Rhode Island, please attach a copy of your state recognition or other proof of incorporation.

______________________________________ ___________________________________ _________
Signature – 4-H Club Organizational Adult Leader Print Name Date

______________________________________ ___________________________________ _________
Signature – 4-H Club Organizational Adult Leader Print Name Date

The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.
Club Name: _______________________________________________
Organizational Leader: ______________________________________
Our Tax ID number (EIN) is: ________________________________

1. Previous Year’s Balance:
   Savings                        $ ________
   Checking                     $ ________
   CD(s)                           $ ________
   Other (please explain) $ ________
   Total Balance from Previous Year $ ____________

2. Income for the Year:
   Dues                            $ ________
   Fund Raisers                $ ________
   Grants                          $ ________
   Donations                    $ ________
   Other (please explain) $ ________
   Total Income (add together all sources of income for the year) $ _____________

3. Expenses for the Year:
   List expenses by major areas
   Club Activity/Program Expenses            $ ________
   Fund Raising Expenses                           $ ________
   Community Service Projects                   $ ________
   Other Expenses                                        $ ________
   Total Expenses (add together all expenditures for the year) $ ____________

4. Balance at End of Year:                                                                                                     $ ____________
   (Add items 1 & 2: then subtract item 3)

We believe this is an accurate account of our 4-H club/authorized group treasury.

Signed by Club/Group Treasurer ______________________________ Date ___________
Signed by Organizational Leader ______________________________ Date ___________

IF YOUR INCOME FOR THE YEAR EXCEEDS $1000 – PLEASE ATTACH A COPY
OF YOUR MONTHLY BANK STATEMENTS FOR THE YEAR REPORTED. IF A
CASH WITHDRAWAL EXCEEDS $500 PLEASE ATTACH ALL RECEIPTS.
Using the 4-H Name and Emblem

The 4-H Youth Development Program is the youth outreach program from the Land Grant Universities, Cooperative Extension Services, and the United States Department of Agriculture. The 4-H Name & Emblem is intended to represent the ideals of the program with its focus on Head, Heart, Hands, and Health. Today, it is one of the best-known and most valued images emblematic of a century of 4-H achievement. The 4-H Name & Emblem is very important to us as an organization because it represents who we are.

What is the 4-H Name & Emblem?
The official 4-H Emblem is a clover with four leaves and an “H” on each leaf. The clover’s stem must point to the right as you look at the image. The 4-H Emblem is not a plain four-leaf clover. The 4-H Emblem should appear in specific colors and in its entirety. The 4-H Name & Emblem belongs to the 4-H Youth Development Program, under the authority of USDA and anyone wishing to use it must obtain permission to use it ahead of time.

How Do I Get Permission to Use the 4-H Name and Emblem?
It depends on who you are and for what reason you wish to use the 4-H Name & Emblem: 4-H Club or Program member or volunteer leader? Commercial vendor? Event, activity or program affiliated with 4-H? Private, non-profit organization?

If you are a 4-H member or volunteer, you are permitted to use the 4-H Name & Emblem once your program is chartered with the official 4-H Charter from 4-H National Headquarters at the Institute of Food and Agriculture (NIFA ), within the United States Department of Agriculture (USDA). If you are a commercial vendor, private organization or any other entity, you need to contact either the local Cooperative Extension Service office or the State 4-H Office to determine what steps you need to take for your use of the 4-H Name & Emblem. Anyone wishing to use the 4-H Name & Emblem in a way that does not specify a local or state program, should seek authorization to use the 4-H Name & Emblem from 4-H National Headquarters at USDA.

In all private and commercial use of the 4-H Emblem, the statement “18 USC 707” must legibly appear either to the right of the base of the stem or below the lower right leaf of the clover. In use internal to the Cooperative Extension System (all 4-H Youth Development programs and clubs duly given authorization to use the 4-H Name & Emblem) use of the statement is at the discretion of the State 4-H Program Leader, or for those uses that are multi-state, regional, or national in scope, at the discretion of 4-H National Headquarters.

Whoever uses such emblem or any sign, insignia, or symbol in colorable imitation thereof, or the words “4-H Club” or “4-H Clubs” or any combination of these or other words or characters in colorable imitation thereof, without being duly authorized, shall be fined not more than $5,000 for individuals and $10,000 for groups, or imprisoned not more than six months, or both.

Did You Know? The 4-H Name & Emblem is a highly valued mark within our country’s history. As such, it was granted a very unique and special status; it is in a category similar to the Presidential Seal and the Olympic Emblem. This federal protection makes it a mark into and of itself with protection that sunderes the limited authorities of both a trademark and a copyright. As a result, responsibility and stewardship for the 4-H Name & Emblem were not given to the U.S. Patent Office but were given to a higher level of the federal government, a member of the Cabinet, the Secretary of Agriculture. The Secretary has responsibility for the 4-H Name and Emblem, at the direct request of Congress. The “18 USC 707” is the statement in the United States Code that outlines the protection of the 4-H Name & Emblem.

4-H National Headquarters; 1400 Independence Avenue, S.W.; MS 2225; Washington, D.C. 20250
HYPERLINK "http://www.national4hheadquarters.gov"
www.national4-hheadquarters.gov
Using the 4-H Name & Emblem: Graphics Basics

The Official 4-H Emblem
The Official 4-H Emblem is a 4-leaf clover with an H in each leaf, with the stem turned to the right. The Emblem may be two-dimensional (flat) or three dimensional (with shadows that show depth and perspective). Authorized users of the 4-H Emblem should take care to ensure that when they use the Emblem, they have done the following:

1. They have obtained the Official 4-H Emblem and are using it in its entirety.
2. They do not “flip” the image to create a framed look. The stem on the 4-H Emblem must point to the right as you look at the image. Under no circumstances should the stem be changed to point to the left.
3. They are familiar with resizing graphics through the software application being used, and do not distort or warp the dimensions of the Emblem.
4. The 4-H Emblem is never used to imply endorsement of any product or material.
5. They follow the graphic use guidelines outlined in this document, or for additional information, contact 4-H National Headquarters.

Use the Whole Emblem
The 4-H Emblem should always appear in its entirety - meaning it should always appear as a whole and complete image - the image recognized by millions of people. This means:

- don’t remove any leaves. If you are using a clover image that has an “H” on each leaf, the leaves cannot be removed or have another image superimposed over the top of one of the leaves. Other images should be moved and appear completely separate from the 4-H Emblem. This also means you shouldn’t “cut off” a leaf by running it off the edge of the paper in print media or other designs.
- Don’t place text or other images over or on top of the 4-H Emblem. The 4-H Emblem should not appear screened under words or graphics. No photo, drawing, symbol, word or other figure or object may be placed on or obscure the 4-H Emblem. This includes on web pages, where it should not appear as a “watermark” behind other information.

Keep it Upright
In general, the 4-H Emblem should not be rotated or turned on its side. There are some exceptions, such as on fabric where the emblem is scattered randomly across the fabric or in other random designs. If you are considering an exception, please contact the 4-H National Headquarters.

Color
The 4-H Emblem should never be screened, shaded, gradated, or appear in a multi-colored hue. The official and preferred color of the 4-H Emblem is 100 percent PMS 347 green, (The H’s reversed out to the color of the paper on which the emblem is printed). The clover can also be white, black, or metallic gold. The H’s on the clover can be white, metallic gold (only on a green clover), green (only on a white clover), or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background.

One-color printing requires either PMS 347 green or black. For commercial applications, the “18 USC 707” notice should be the same color as the clover leaves. Black is the only acceptable alternative to green for one-color printing and should be used only when cost prohibits green ink or color photocopies.

Two-color printing—Only PMS 347 green may be used for the leaves and “18 USC 707” notice—the H’s will be reversed out of the PMS 347 to be white or the color of the paper on which the emblem is printed. The H’s may also be printed in metallic gold (PMS 873) on a green background.

Four-color process (full color printing)—In four-color process printing, PMS colors are approximated using a particular combination of the standard four-color process printing inks. The four-color process percentages required to match 4-H’s PMS 347 green are: cyan 100%, magenta 0%, yellow 90%, and black 0%. There is no CMYK equivalent to PMS 873.
Video and Computer Screen Colors (Electronic Media) The colors transmitted by electronic media are created using precise combinations of RGB (red, green, blue). The correct RGB values for the 4-H green are: R=51, G=153, B=102. No other colors are acceptable.

For exceptions to the guidance provided regarding color, especially in non-print or corollary materials, please contact 4-H National Headquarters.

Distortion and Proportion
The appearance, shape, and proportion of the 4-H Emblem should never be distorted to fit in an imprint space. Do not make the 4-H Emblem longer, taller, wider or angled. Do not alter the shape in any way. The overall size of the 4-H Emblem may be changed, but the proportions must remain intact. All standard word processing software applications allow you to scale an image while maintaining its original proportions. Before rescaling the 4-H Emblem, please consult your software manual for proper instructions. Do not make the 4-H Emblem so small that the H’s are no longer clearly legible.

Using the 4-H Name
The official 4-H Name includes 4-H, 4-H Youth Development, or 4-H Youth Development Program. When using the term “4-H” it must conform as follows:

- Numeral “4” separated from a capital “H” with a hyphen (not a dash, slash or space).
- It is well documented in English usage, as well as in the most familiar style manuals, that you should never begin a sentence with a numeral. To comply with this rule, you would need to begin a sentence using “Four-H.” This language rule, however, is contrary to the regulations set down for use of the 4-H Name & Emblem; if such a situation arises in writings, it is far better to reword the sentence slightly to avoid the language rule. An exception to this would be in writing news headlines where the 4-H name would be better served by using the familiar numeral-hyphen-letter combination to provide instant recognition.
- Do not use the 4-H Emblem in place of the word “4-H” in a title or text.
- Avoid separation of any of the elements of the 4-H Name at the end of sentences. This can sometimes be difficult be- cause some software programs override user commands. Often, these overrides do not become visible until after printing or posting to a web page: careful scrutiny of text after trial printing or posting is advised. If such overrides occur, try rewording your sentence to keep the entire name on the same line or add a small word or space between words to force the separated portions together on the next line.

Using the 4-H Emblem on Collateral Items
The 4-H Emblem can be used for collateral materials such as jewelry or fine art and may be made of metal (e.g. copper, bronze, gold or silver), glass, leather, or wood without conflicting with the color specifications for the 4-H Emblem. Ceramic, plaster, paper, fabric or any materials that are colored or painted must comply with the color specifications and all other guidelines.

Use of the emblem on fabric, whether painted, screen printed, embroidered, appliqué, or some other technique, must accurately represent the 4-H Emblem in authorized colors and adhere to all other use guidelines.

The 4-H Emblem is not open to reinterpretation or reconfiguration, regardless of its intended use, including the development of materials such as jewelry, sculpture, furniture, signage, crafts, or other fine art.
Using the 4-H Name and Emblem in Animation
Animation of the 4-H Name & Emblem is allowable provided that the animation is in keeping with the guidelines, and that at the end point of the animation (where the animated loop begins to repeat, if in an ongoing loop), the 4-H Name & Emblem appear in a manner that meets all guidelines for its use. Effects that may be used as part of an animation loop include: swivel and rotate, transition and dissolve, fly-by, layer, and posterization.

Animation may also show the 4-H Emblem on a waving flag, on a float that is partially hidden by crowds watching a parade, being placed in a box or behind a curtain, twirling as it “dances,” “separating” as it forms the doors opening to welcome you to the 4-H Program, be partially hidden as it forms the backdrop for a youth speaking about 4-H, slowly come into focus or formation as the 4-H Emblem from an amorphous or other background, or completing itself as the clover leaves are added one by one to form the 4-H Emblem and each “H” is explained. In each of these cases, the 4-H Emblem may be temporarily blocked, in whole or in part, or have its shape altered. The end point of the animation must still comply with the guidelines.

For additional information or guidance related to animation applications for the 4-H Name & Emblem, contact 4-H National Headquarters.

Using the 4-H Name and Emblem in Partnership with Others
The 4-H Name & Emblem may be used in conjunction with the names, emblems, and word marks of other organizations and programs when 4-H is a partner, co-author, sponsor, or supporter or in some other official relationship. When feasible, the nature of the relationship among the organizations or programs should be clearly defined (e.g., in partnership with, sponsored by, etc.), and the 4-H Emblem should be given prominence consistent with its role in the relationship.

The 4-H Emblem should not be used or integrated into a larger design in such a manner that it becomes difficult to recognize or distinguish, or that is not consistent with the graphic guidelines for use of the 4-H Emblem.

To avoid the appearance of endorsement of a program, product, or service, the 4-H Emblem may not be incorporated into a larger design of a program, product, or service that is protected by trademark, service mark, copyright, or other similar laws. It is not acceptable to incorporate the 4-H Emblem into any other organization’s logo or emblem. The authority for determining the proper display and use of the 4-H Emblem rests with 4-H National Headquarters.

Permission to use the 4-H Name & Emblem is not required when the 4-H Name & Emblem is used to link to an official 4-H website in keeping with the policies and guidelines of 4-H National Headquarters.

Downloadable Graphics
The official 4-H Emblem and versions for print and the web are available for download at: http://www.national4-hheadquarters.gov/emblem/4h_emblems.htm.

Each of the download files contains both black and white, and two-color and three-color versions of the 4-H Emblem in EPS, TIFF and GIF formats, for Mac and PC. The EPS files are especially suited for “Postscript” printers and Mac-based units. In general, TIFF files may be used with any printer type. Test both formats with your software and printer to find which yields the best results.

Making 4-H Name and Emblem Decisions
This document is meant to be a quick reference for using the 4-H Name & Emblem. The 4-H National Headquarters at NIFA, USDA provides further documentation on the official headquarters web site: http://www.national4-hheadquarters.gov.

If your questions are not answered here, please go to the URL above and click on the 4-H Name & Emblem link. Carefully researching the 4-H Name & Emblem section of the 4-H National Headquarters website should answer your questions. If you need more information or clarification contact National 4-H Headquarters for help at 4HNE@nifa.usda.gov.

Portions of the content and graphics used in this document were taken from “4-H Emblem Use and Graphic Standards,” http://4h.ifas.ufl.edu/newsandinfo/ClipArt/4h_emblem.htm, Ami Nieberger-Miller, University of Florida, Gainesville, FL. Special thanks: Laura Stone and Dallas Woodrum, N4-HYTLT, for publication design, and to the 4-H Name & Emblem Working Group.

The 4-H Name & Emblem is protected under “18 USC 707.
Thank you for joining Rhode Island 4-H!