



4-H Project Groups & Agency Partners

Short term commitment, long lasting impacts



Rev 2/22

4-H Office, East Farm Building 50, Kingston, RI 02881

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What is a Project Group?

A Project group is a short-term partnership between the 4-H Program and another agency.

Within the group, youth age 5-18 learn about and work in:

- 1) one specific subject area (e.g. engineering or forensics)
- 2) for a predetermined short amount of time (about 6 hours total)
- 3) with teachers from the agency partner
- 4) using 4-H educational kits and materials for free!

Some examples: Rocketry, watercolor painting, cooking, slimy science experiments....

The Rhode Island 4-H Program

4-H is the youth development program of the Cooperative Extension System. This informal educational program is conducted by the U.S. 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. 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 (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.

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. Youth may participate in 4-H through community clubs, agency-based project groups, or as individual members.

4-H members' complete projects, individually or in groups, 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 including responsibility, decision-making, communication, problem solving, commitment, leadership, and teamwork.

4-H Volunteers are the key to the success of the RI 4-H Program. Many volunteers serve as 4-H Club Leaders working directly with youth in community clubs. Others recruit, train, and help other volunteers or coordinate 4-H events.



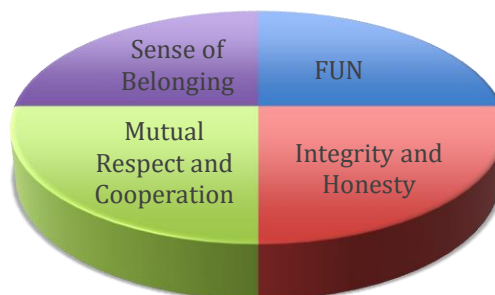
RI 4-H Mission

We strive to empower youth to develop life skills, to maximize their potential, and to become responsible, proactive citizens who become catalysts for a changing, diverse, and global society.

4-H Value Set

Youth are the focus of everything we do.
Youth/adult partnerships are essential to success.
Volunteerism is fundamental.
Diversity across the entire range of 4-H experiences makes us stronger.

4-H Beliefs



4-H Project Group Essentials

Members

4-H Project groups are open to all youth 5-18 years of age regardless of race, color, religion, creed, national origin, sex or preference, or disability. The 4-H program is open to both sexes. All 4-H groups must abide by this policy. Both sexes must be provided with equal opportunity for:

- Membership in any 4-H group
- Selection of any 4-H activity

Kits

Educational materials for the Project group are provided by RI 4-H. These materials are provided to the agency in the form of a kit that includes:

- curricula and project ideas
- specialty items necessary to perform activities and experiments (Note: The Project group leader may need to provide some commonplace materials)
- 4-H Educational kits vary. Some contain 6 or more hours of curriculum and activities for youth to complete while others are 1 hour projects.
- Free training is available from URI staff on using and teaching the materials.
- All kits contain enough materials to provide for 10-15 youth.

Group Duration

The number of group meetings is determined by the group facilitator. Project groups should complete at least 6 hours of education learning. Each kit may be loaned to agencies for no longer than 8 weeks. The facilitator may decide to establish a one-day group that meets for 6 hours, a six-day group that meets for 1 hour, or any combination he/she prefers.

4-H Name and Emblem Policy

The 4-H name and 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, or in some official relationship that includes a written agreement. The nature of the relationship among the organizations or programs should be clearly defined and include a non-endorsement statement.



The 4-H emblem should be given prominence consistent with its role in the relationship.

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 organization's emblem or logo. It should be separate and distinguishable from other logos in the design. 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. For more information on 4-H name and emblem usage, visit the RI 4-H website.

Liability Insurance

4-H group facilitators and youth are not covered by the University Liability Policy. The agency is accountable for all group members.

Use of Alcohol, Tobacco and Drugs

Group members should refrain from the use of tobacco products at 4-H events. 4-H does not tolerate the consumption of alcohol at any 4-H event where youth are present, nor does it condone the sale of alcohol in the name of 4-H. Use of illegal drugs will result in immediate dismissal from the 4-H program.

Protection of 4-H Youth

When working with youth, you are responsible for each child's care and safety. You must carry out this responsibility in terms of your own actions as well as the actions of those you allow to meet youth. In protecting the welfare of your youth participants, you should:

- Get to know your members' parents/guardians encourage them to participate and visit.
- Establish rules that are fair and consistently enforced
- Be sensitive to the effects of rules on youth in different situations
- Follow the rules yourself and be a good role model
- Be flexible in enforcing rules (sometimes exceptions must be made)
- Not touch youth in any way that might be considered offensive or misinterpreted by them or others
- Make a point to know who is picking up members from a session.
- Avoid situations where you or other adults are alone with one youth
- Make sure all agency personal have a BCI.
- Ensure that unauthorized individuals do not have access to youth
- Listen to youth who come forward with allegations and take the matter seriously

If an allegation of abuse is made against a volunteer or parent, that person should be restricted from having contact with children until the matter is resolved.

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.



4-H Youth Membership Comparison Chart

To promote inclusivity, 4-H employs multiple delivery methods to engage youth in 4-H programming. Youth belonging to a 4-H Project group experience the 4-H Program through an agency-based partnership. The table below compares the categories of 4-H membership.

	Agency-Based Project Group	Individual Member	Community Club
Am I a member of 4-H?	Yes	Yes	Yes
Do I pay an annual membership fee?	No	Yes	Yes
Do I enroll online?	No	Yes	Yes
Does 4-H collect my personal information?	No	Yes	Yes
How long does my 4-H program run?	8 weeks max	1 year (renewed annually)	1 year (renewed annually)
Can I attend other 4-H programs and events?	No	Yes	Yes
Can I use the 4-H name and emblem?	Yes, conditionally	Contact the 4-H Office for details	Yes, if chartered
Can I request 4-H resources and curriculum?	Yes	Yes	Yes

Contacts and Resources:

Tolani Olagundoye	tolagundoye@uri.edu
Kristy Horan	kstone@uri.edu
Christina DiCenzo	cdicenzo@uri.edu
RI 4-H Website	http://web.uri.edu/4h
Online Enrollment	https://4h.zsuite.org
RI 4-H Club Foundation	www.ri4hclubfoundation.org
National 4-H	http://4-h.org/
Shop 4-H items	https://shop4-h.org



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How to Request Materials

All kits must be requested via an online form. For information about what materials are currently available, please visit the URI 4-H website. Follow the steps below to request and receive materials for your 4-H Project group:

1. Access the request form at the following link:
<https://web.uri.edu/4h/partnerships/>
2. After your form is submitted, a 4-H representative will contact you to approve your request. Please note that program materials are limited, and will be offered on a first-come first-serve basis.
3. Schedule a time to pick up your materials at the URI 4-H State Office (East Farm Building 50, Kingston, RI 02881). Be sure to schedule enough time to meet with your 4-H representative and collect paperwork associated with your kit.
4. Double check that all parts listed on the kit's inventory sheet are present! Contact your 4-H representative if any materials are missing or damaged.
5. After your program finishes, return materials and completed paperwork to the URI 4-H State Office.

Slogan: *Learn by Doing*



THE 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**.

MICHIGAN STATE UNIVERSITY Extension

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Checklist for Group Leaders

Before the first meeting:

- ___ 1. Read through your Project Group Leader's Manual and complete all required forms
- ___ 2. Ask your 4-H representative if you have any questions!
- ___ 3. Set a date, time, place, and agenda for the first meeting

At the first meeting:

- ___ 4. Introduce the 4-H Program and group projects/activities
- ___ 5. Distribute 4-H promotional materials to group members
- ___ 6. Decide on future club meeting place, time, frequency, duration, and communication

At the end of the program:

- ___ 7. Package educational materials into the kit(s) the way you received them
- ___ 8. Store all completed paperwork in the kit(s) you received
- ___ 9. Drop off materials and completed paperwork to the 4-H State Office
- ___ 10. Consider starting another Project group!



4-H Motto



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RI 4-H Partnership Agreement

Part 1: Contact Information

Agency Name: _____

Agency Address: _____

Agency Phone: _____ Agency Website (if applicable) _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Part 2: Terms and Condition

By signing this agreement, I certify that the following statements are true:

- I have read and understand the 4-H Project Leader's Manual.
- I will return all 4-H materials in the same condition as they were received by me. I understand that returning one or more 4-H materials with damaged or missing parts means that my borrowing privileges may be revoked.
- I understand that I must return all 4-H materials within the timeframe stipulated above.
- I understand that RI 4-H is not liable for any incidents that may occur in agency-based partnerships.
- I will use the 4-H name and emblem in accordance with the rules discussed in this manual.
- I understand that violation of any of the policies discussed in this manual are grounds for termination of my agency's partnership with 4-H.

Signature and Date

Signature of 4-H Staff and Date

