Chelan/Douglas County 4-H

Washington State University Extension

Adult 4-H Volunteer Training

Sarah Fitzgerald
4-H Program Coordinator

revised February 2026

TODAY'S TRAINING

Objectives

WHAT IS 4-H

- History
- Mission
- Delivery

VOLUNTEERING

- Role
- Responsibilities
- Requirements

MANAGEMENT OF A 4-H CLUB

- Starting a Club
- Club Operations
- Annual Requirements
- Risk Management

Part 1

WHAT IS 4-H



Part 1

WHAT IS 4-H



EST. 1902

I PLEDGE

MY HEAD
TO CLEARER THINKING,

MY HEART
TO GREATER LOYALTY,

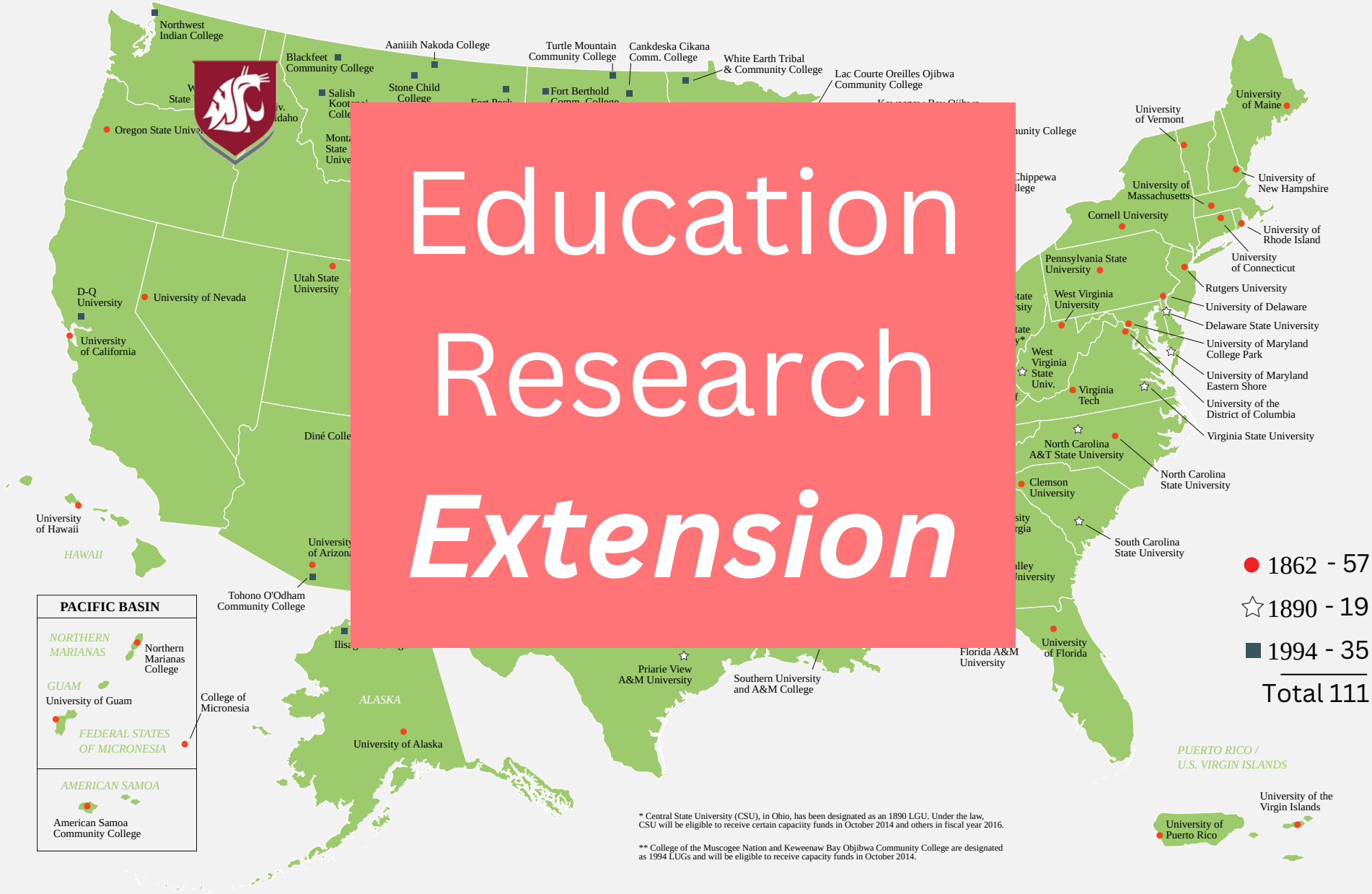
MY HANDS
TO LARGER SERVICE,

& MY HEALTH
TO BETTER LIVING,

FOR MY CLUB, MY COMMUNITY,
MY COUNTRY, AND MY WORLD.

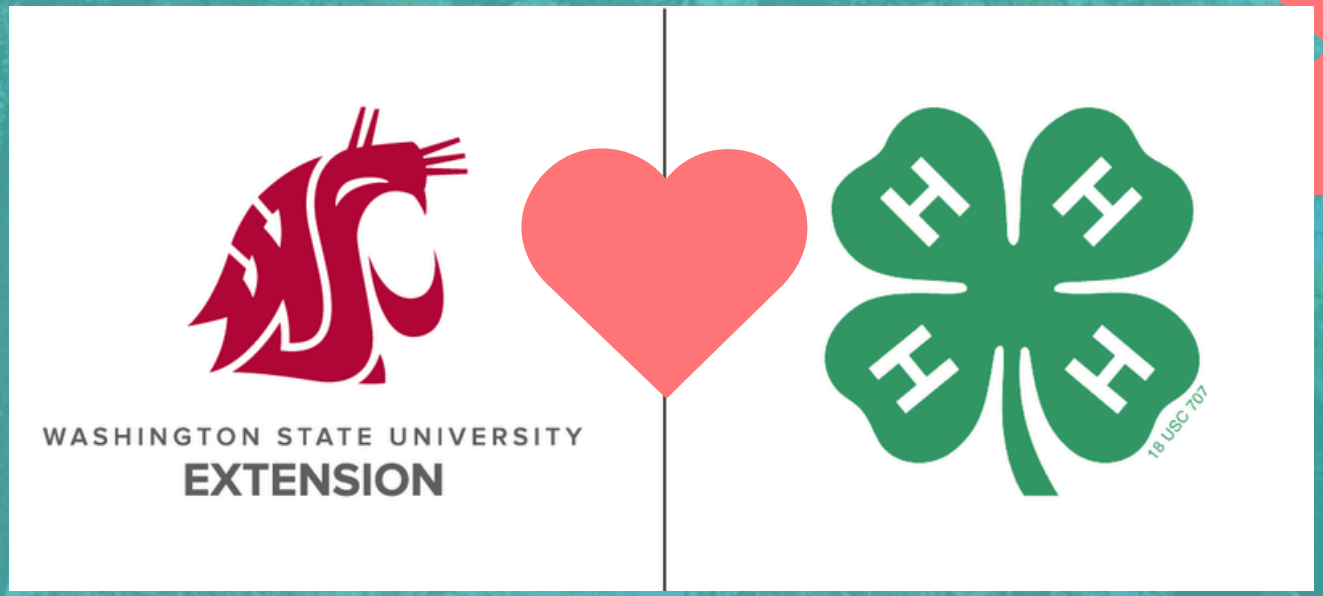
USDA United States Department of Agriculture | National Institute of Food and Agriculture

NIFA LAND-GRANT COLLEGES AND UNIVERSITIES



* Central State University (CSU), in Ohio, has been designated as an 1890 LGU. Under the law, CSU will be eligible to receive certain capacity funds in October 2014 and others in fiscal year 2016.

** College of the Muscogee Nation and Keweenaw Bay Objibwa Community College are designated as 1994 LUGs and will be eligible to receive capacity funds in October 2014.



Chelan/Douglas County 4-H

WASHINGTON STATE UNIVERSITY
EXTENSION









4-H HISTORY

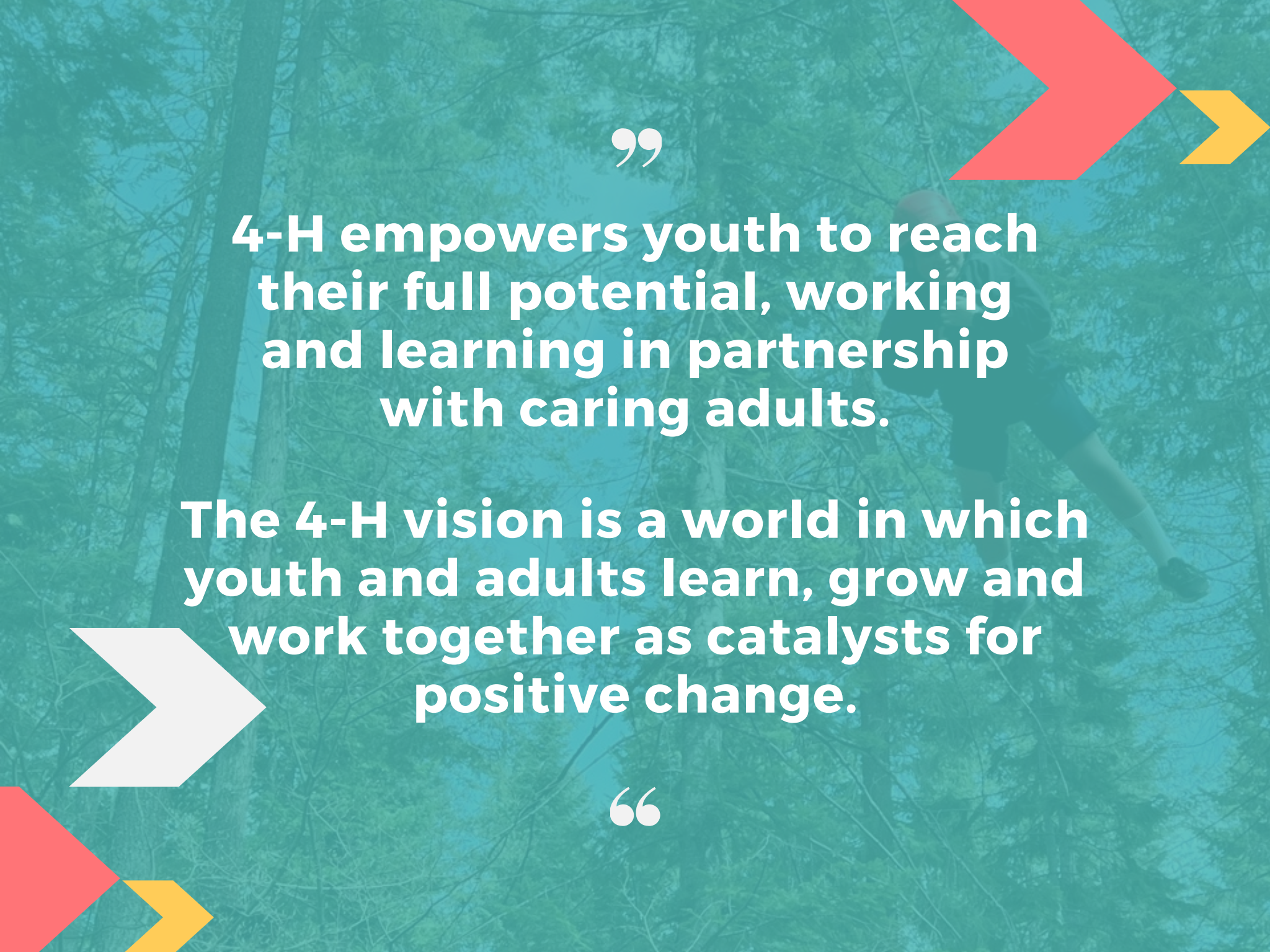
"IN THE LATE 1800'S, RESEARCHERS DISCOVERED ADULTS IN THE FARMING COMMUNITY DID NOT READILY ACCEPT NEW AGRICULTURAL DEVELOPMENTS ON UNIVERSITY CAMPUSES, BUT FOUND THAT YOUNG PEOPLE WERE OPEN TO NEW THINKING AND WOULD EXPERIMENT WITH NEW IDEAS AND SHARE THEIR EXPERIENCES WITH ADULTS. IN THIS WAY, RURAL YOUTH PROGRAMS INTRODUCED NEW AGRICULTURE TECHNOLOGY TO COMMUNITIES."

-4-H HISTORY, 4-H.ORG

DID YOU KNOW?

THE COMMUNITY LEARNS FROM YOU!

By exhibiting at your county and state fair, you are contributing to the long tradition of youth showcasing the newest and best practices to their community! This is why it's very important to learn all you can about your project and do your best work to share with the community.


”
4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.
The 4-H vision is a world in which youth and adults learn, grow and work together as catalysts for positive change.
“

4-H is a community for all kids

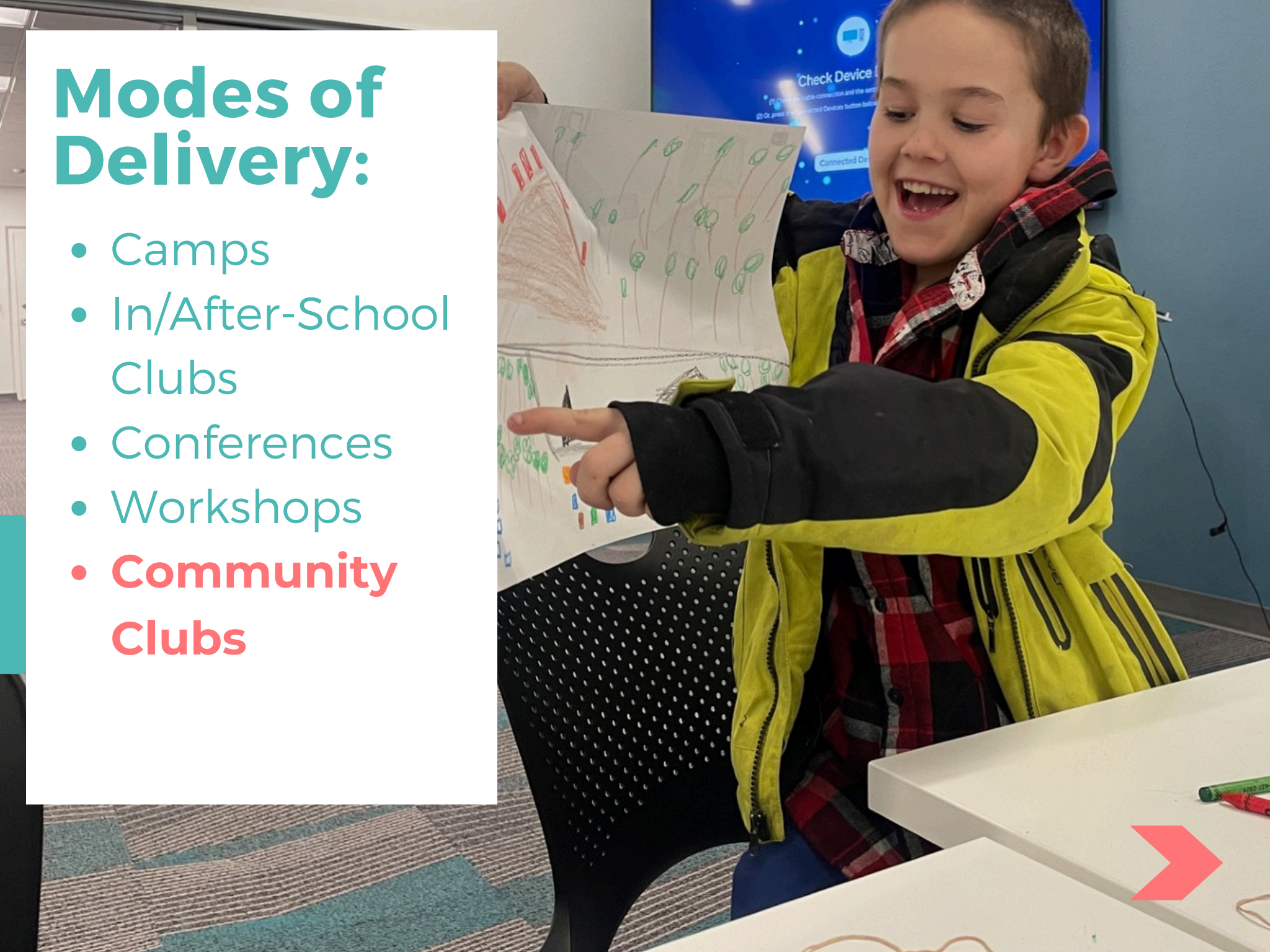
- Cloverbuds: Ages 5-7
  - *No large animal projects, food preservation, or shooting sports*
- Junior: Ages 8-10
- Intermediate: Ages 11-13
- Senior: Ages 14-18

"Program Age" set as of Oct. 1



Modes of Delivery:

- Camps
- In/After-School Clubs
- Conferences
- Workshops
- **Community Clubs**



the program



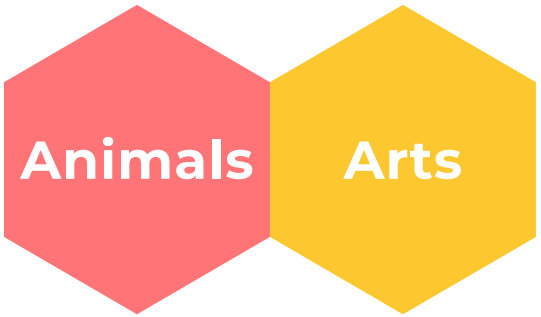
Five Program Areas:

Animals

- Companion Animals
- Performance Animals
- Livestock
- Animal & Veterinary Science
- Animals Judging

the program

Five Program Areas:



- Digital Arts & Photography
- Needle & Fiber Arts & Textiles
- Communication & Performing Arts
- Arts & Crafts

the program



Five Program Areas:

Animals

Arts

STEM

- Biology
- Environmental Science
- Plant Science
- Physical & Earth Science
- Tech & Engineering



the program

Five Program Areas:

- Food & Nutrition
- Health
- Family & Consumer Science

Animals **Arts** **STEM** **Healthy Living**



the program

Five Program Areas:

- Civic Engagement
- Leadership
- Global Citizenship

Animals

Arts

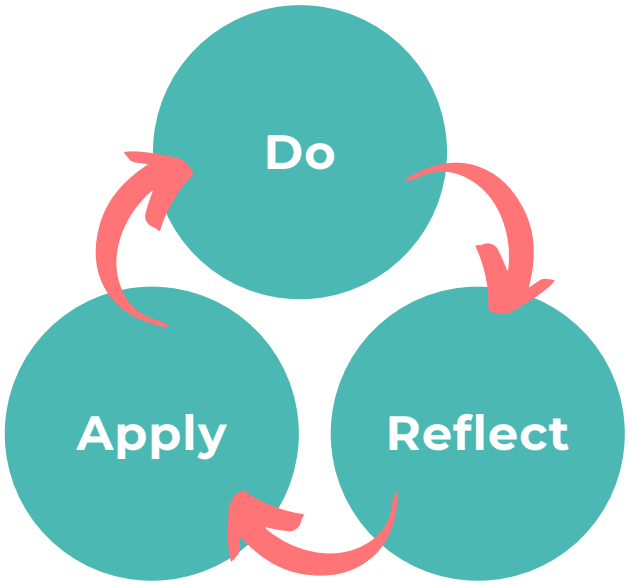
STEM

Healthy Living

Civics & Leader-ship

the method

Experiential Learning:



Positive Youth Development



Chelan/Douglas County Projects

Membership: (9/28/2026)

- 81 Adult Volunteers
- 290 Youth Members

Most Popular Projects

Animal Projects:

- Swine
- Poultry
- Goat
- Rabbit/Cavy
- Horse
- Beef
- Sheep

Still-Life Projects:

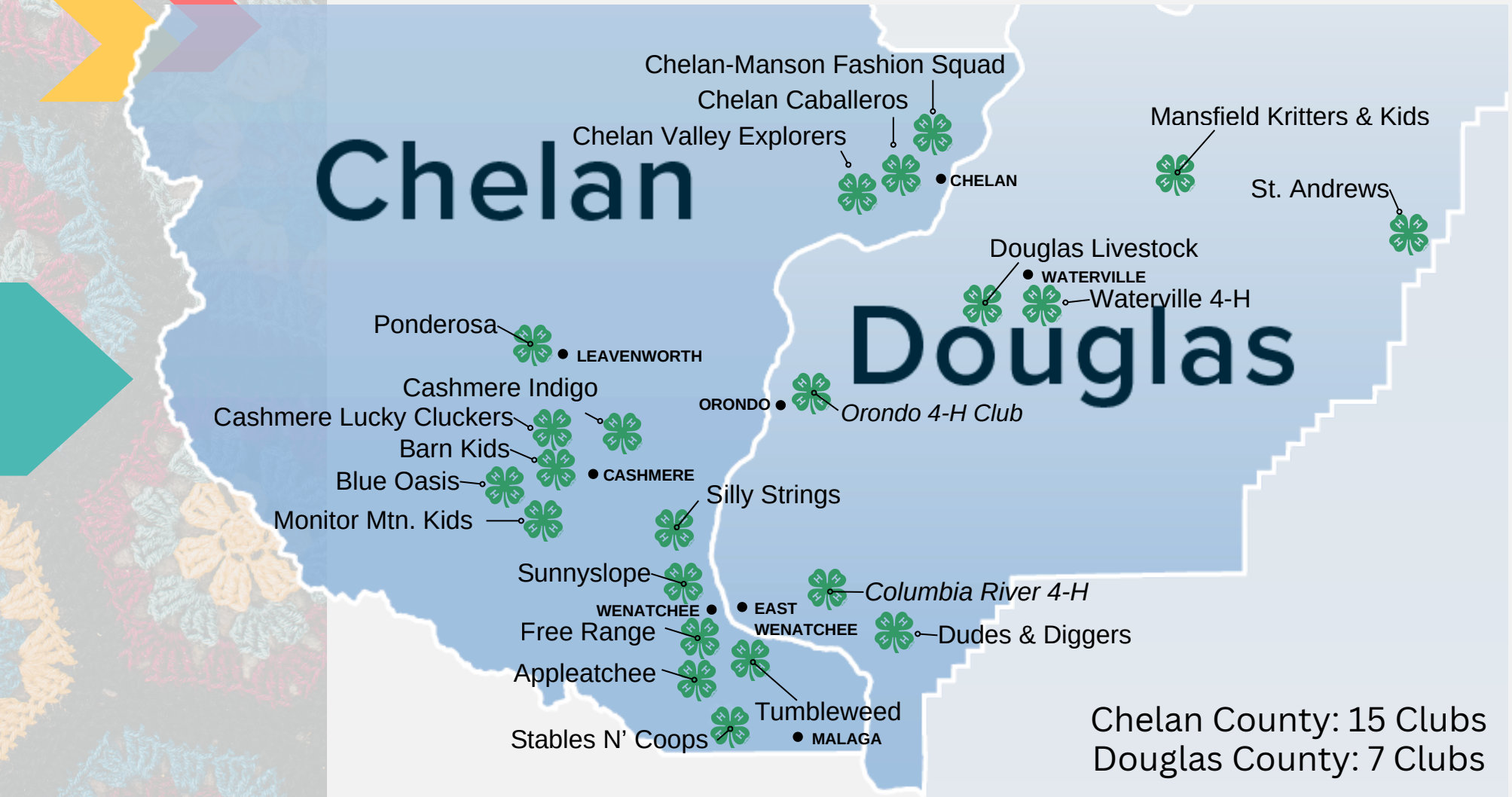
- Creative Arts
- Fiber Arts
- Gardening
- Photography
- Foods
- Wood/Metal working
- Entomology
- STEM
- Beekeeping

Washington State 4-H Projects 2025				
Animal Science	**Arts**	**STEM**	**Healthy Living**	**Civics & Leadership**
Alpaca & Llama*	Communication	Aerospace	4-H Healthy Habits*	Career Readiness
Amphibians & Reptiles	Crafts	Aquaponics & Hydroponics	Adventures in Family Living	Citizenship
Beef*	Creative Writing	Challenge*	Baking	Cloverbud Leadership
Beekeeping	Crochet	Climate & Weather	Choose Health: Food, Fun, Fitness (CHFFF)*	Community Service*
Birds	Digital Arts	Cloverbud Robotics	Consumer Science	Entrepreneurship
Cat	Expressive and Visual Arts	Computers & Technology	Cooking	Exploring 4-H
Cardboard Animals	Fiber Arts	Electricity	Emotional Health & Wellbeing	International Programs*
Cavy & Pocket Pets	Filmmaking & Video Arts	Entomology	Exercise	Know Your Government
Dairy Cattle & Dairy Judging*	Knitting	Fishing & Sportfishing	Family Science	Leadership*
Dog & Dog Judging	Latino Cultural Arts	Forestry	Financial Literacy	Mentorship*
Goat & Goat Judging*	Metalworking	Gardening	Food Preservation*	Self-Determined Civics & Leadership
Horse & Horse Judging*	Needlework	Geospatial Science	Food Safety	
Large & Small Exotics*	Performance Arts	Indoor & Container Gardening	Food Science	
Livestock Judging*	Photography	Master Gardener Led Programs	Health	**Shooting Sports**
Poultry	Public Speaking & Presentations	Plant Science	Health Rocks!	Archery*
Rabbit	Quilting	Robotics*	Kids on the Grow!*	Hunting*
Sheep*	Sewing	Small Engines	Nutrition	Muzzle Loading*
Skill-a-thon*	Theater Arts	STEM	YA4-H!*	Pistol*
Swine*	Traditional Arts	Water Conservation		Riflery*
Veterinary Science*	Tribal Arts	Wind Energy		Shotgun*
Self-Determined Animal Science	Woodworking	Veterinary Science*		Western Heritage*
	Self-Determined Arts	Self-Determined STEM		

*Project is not open to Cloverbud members (ages 5-7).

https://extension.wsu.edu/4h/projects/

Chelan/Douglas County 4-H Clubs



Chelan County: 15 Clubs
Douglas County: 7 Clubs

Part 2

VOLUNTEERING

- Role
- Responsibilities
- Requirements





Getting Certified

Get Cleared

Includes Volunteer Application, reference checks, & background check

Get Trained

2 WSU Training Modules

Volunteer Training with 4-H Staff

You are here!

Get Going

Enroll in 4-H at www.4honline.com

Create an account at wsu.givepulse.com

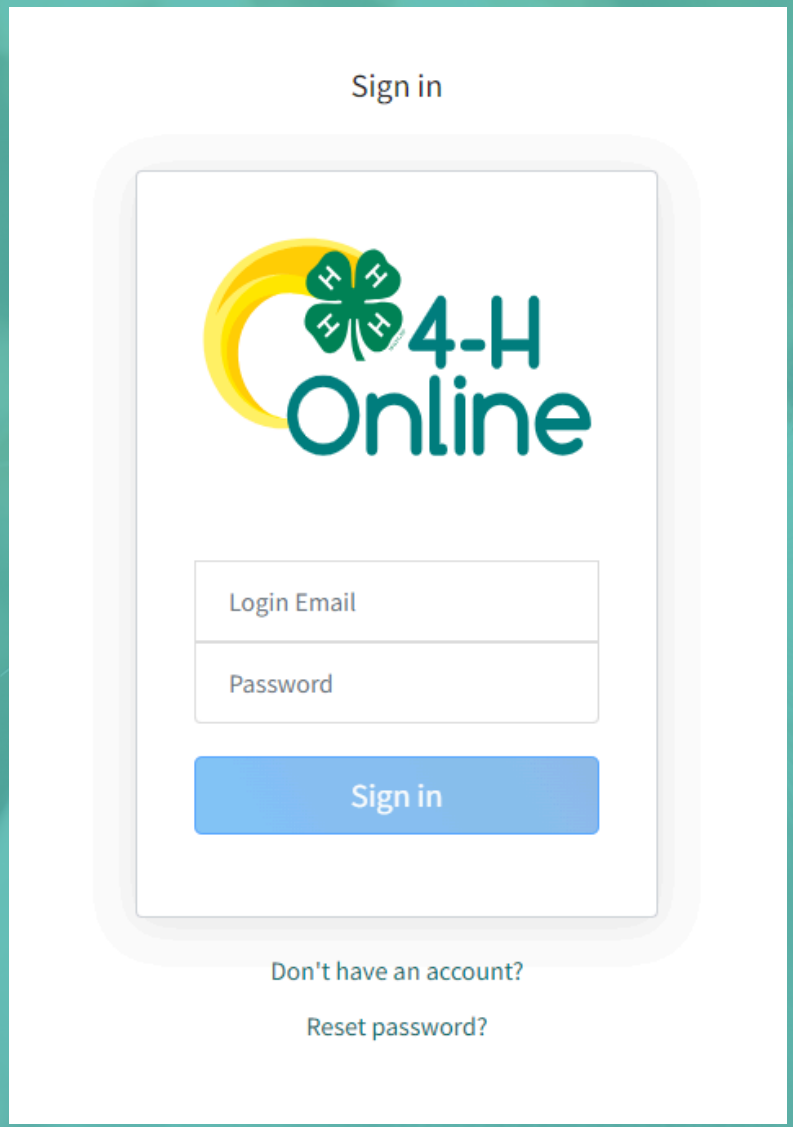
Additional Trainings Required

- Financial Management
- Shooting Sports
- Canning/Food Preservation

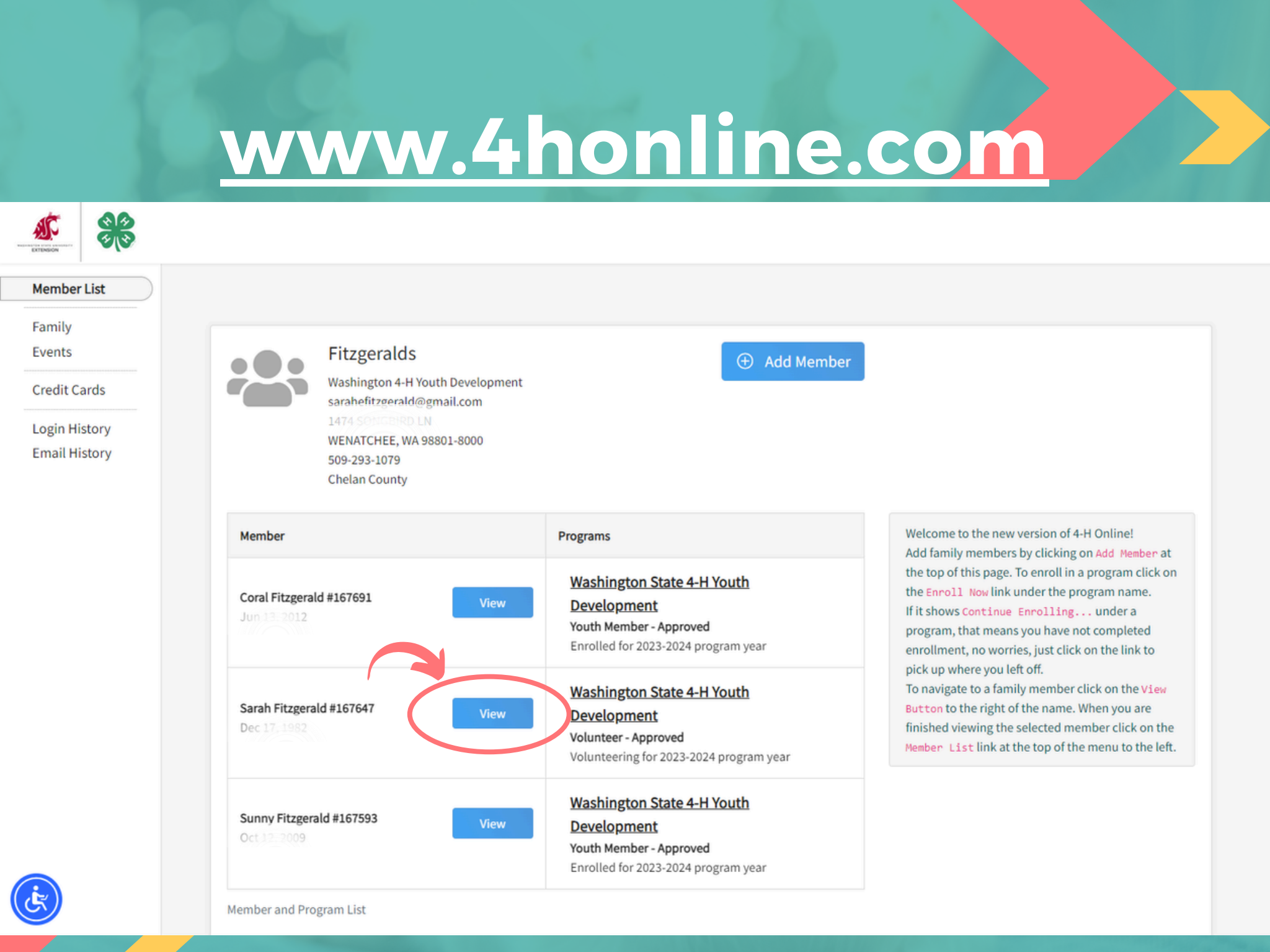
Moving Forward

Log volunteer hours, participate in Leaders' Meetings, new background check every 3 years...STAY ENGAGED!

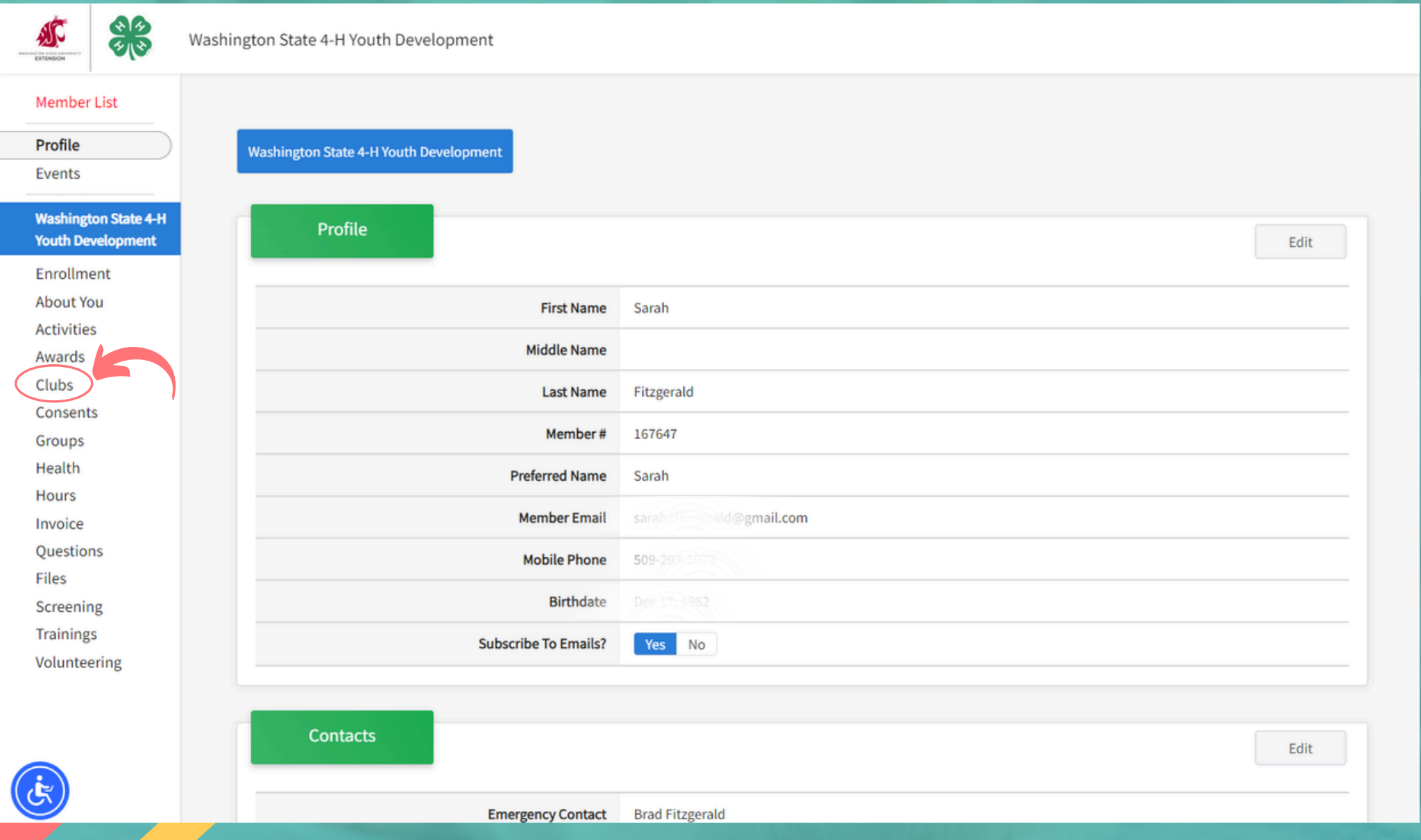
www.4honline.com



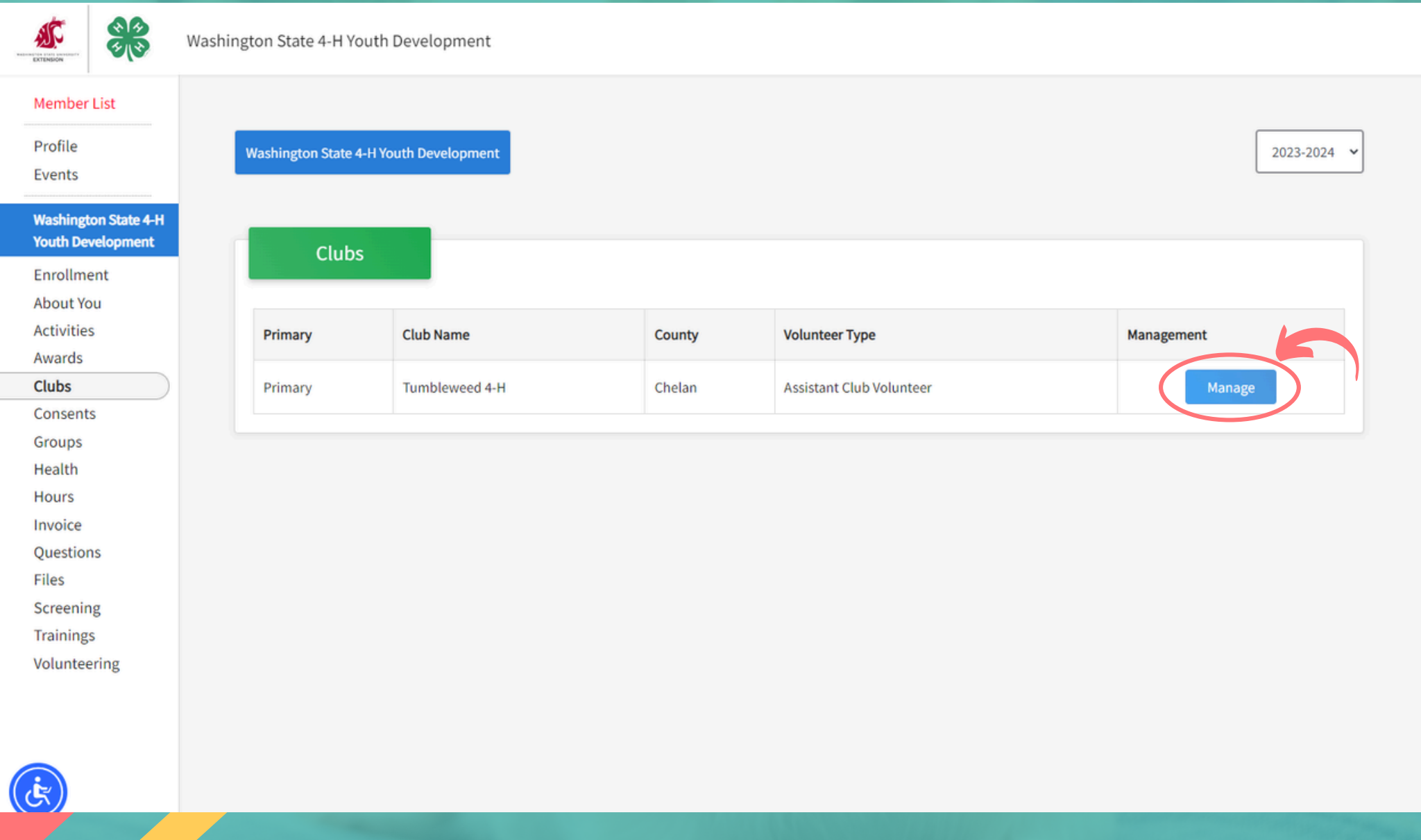
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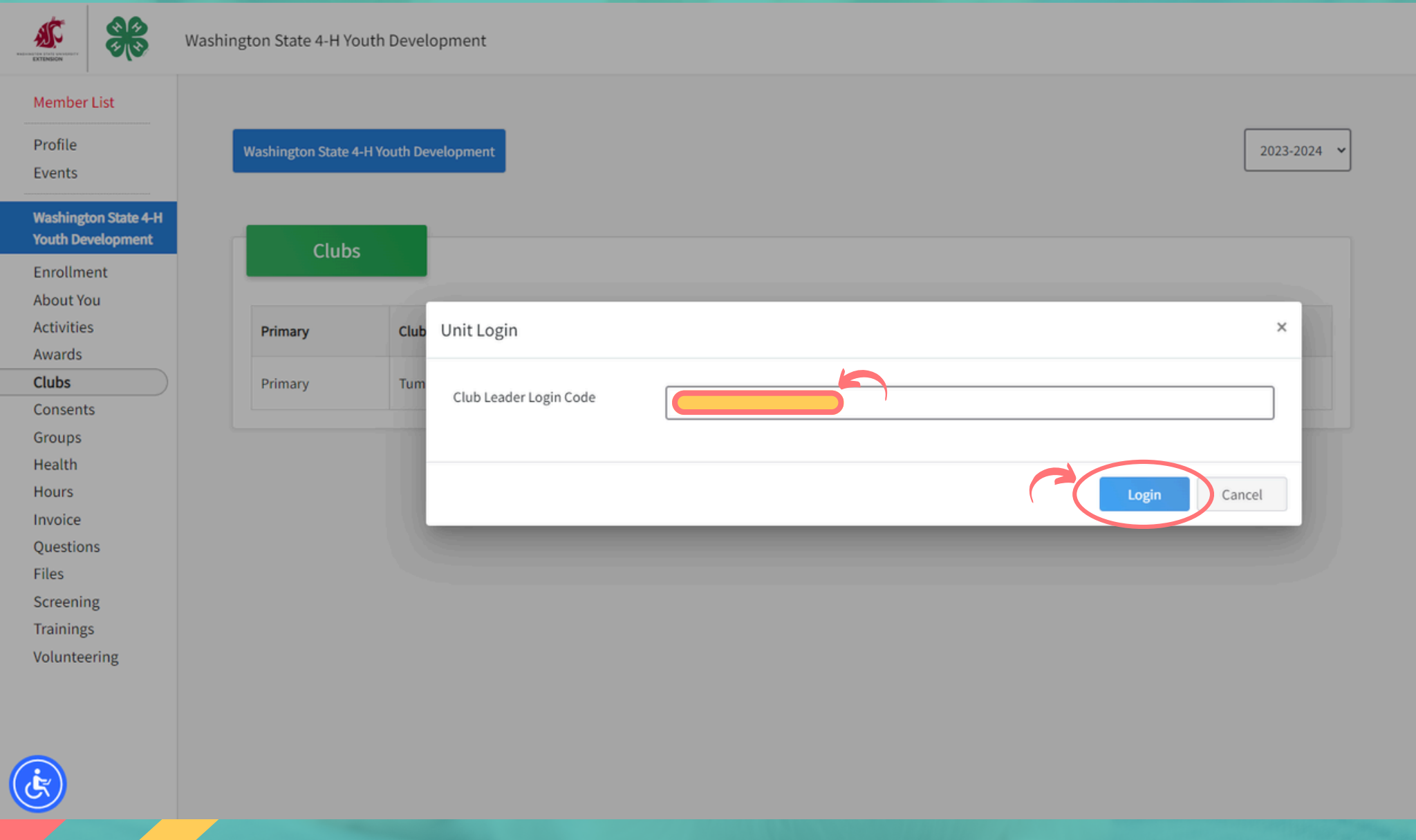
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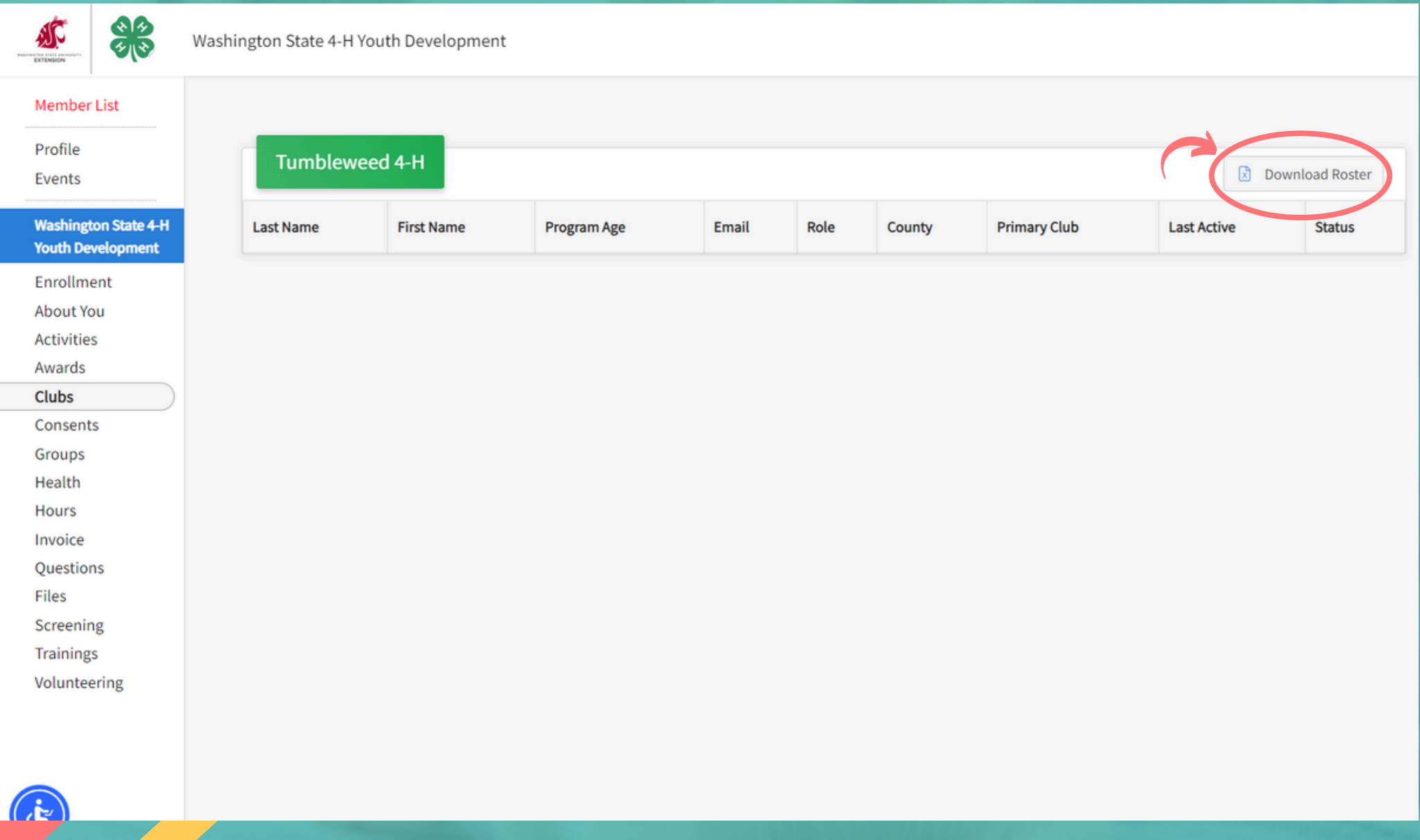
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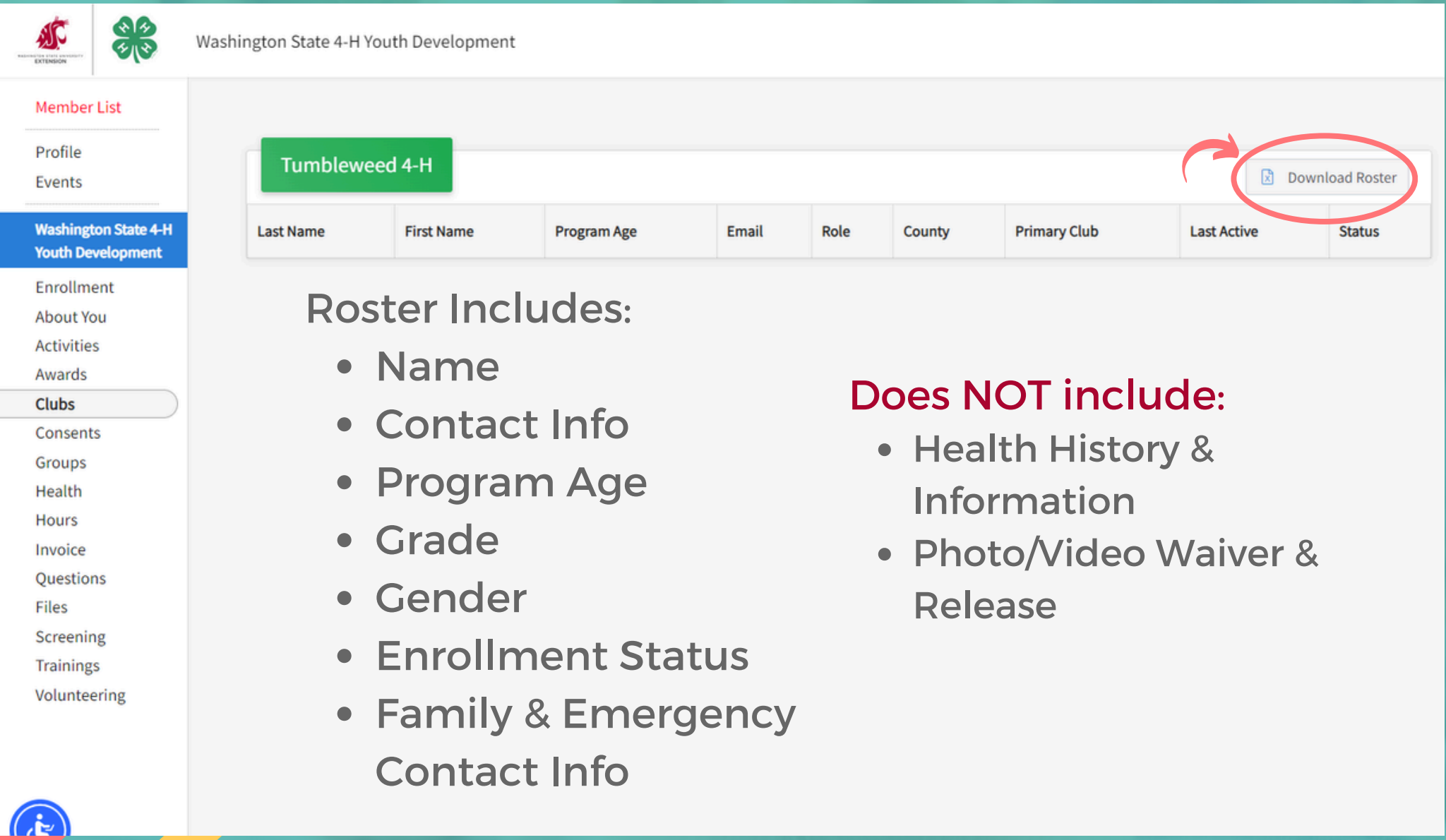
www.4honline.com



www.4honline.com



www.4honline.com



Roster Includes:

- Name
- Contact Info
- Program Age
- Grade
- Gender
- Enrollment Status
- Family & Emergency Contact Info

Does NOT include:

- Health History & Information
- Photo/Video Waiver & Release

wsu.givepulse.com

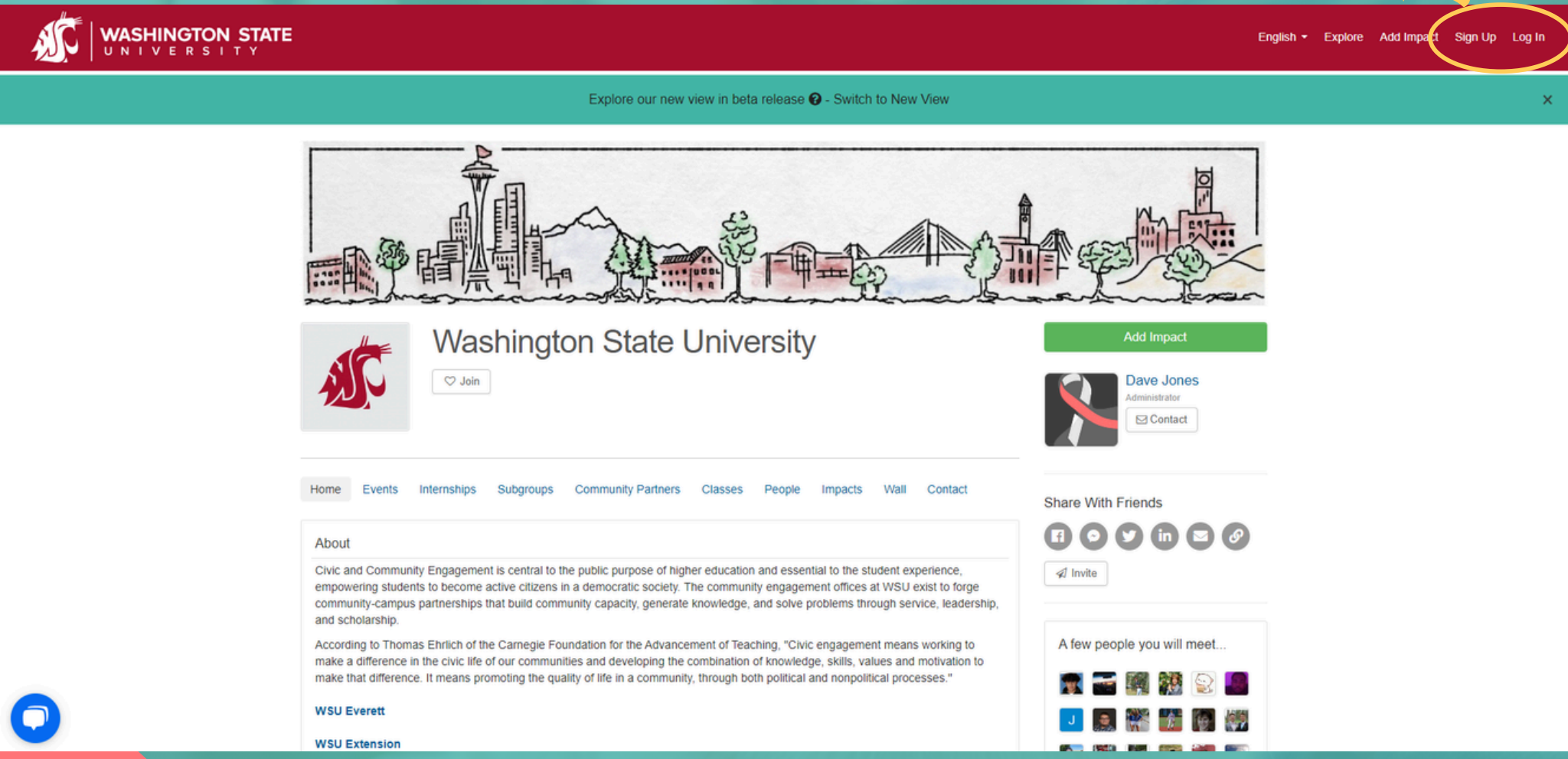
Volunteer Hour Tracking

Tracking volunteer hours is important!

- Protects volunteers
  - Tracking is required for insurance coverage
- Protects WSU
  - L&I reporting requirements
- Captures true picture of community support
  - Justifies continued funding & resources
  - Aids in recruitment of additional members & support

wsu.givepulse.com

Volunteer Hour Tracking



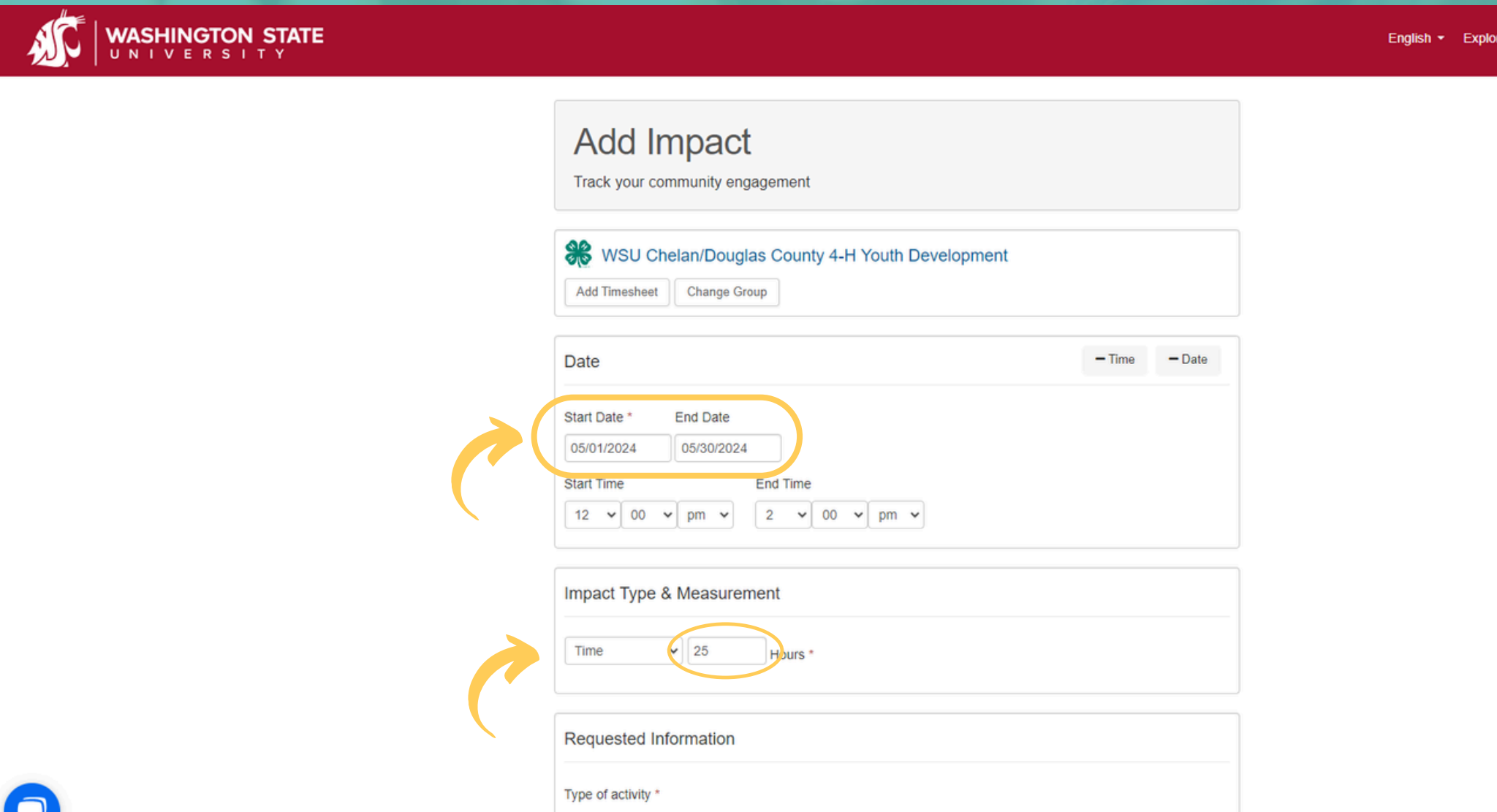
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Volunteer Hour Tracking



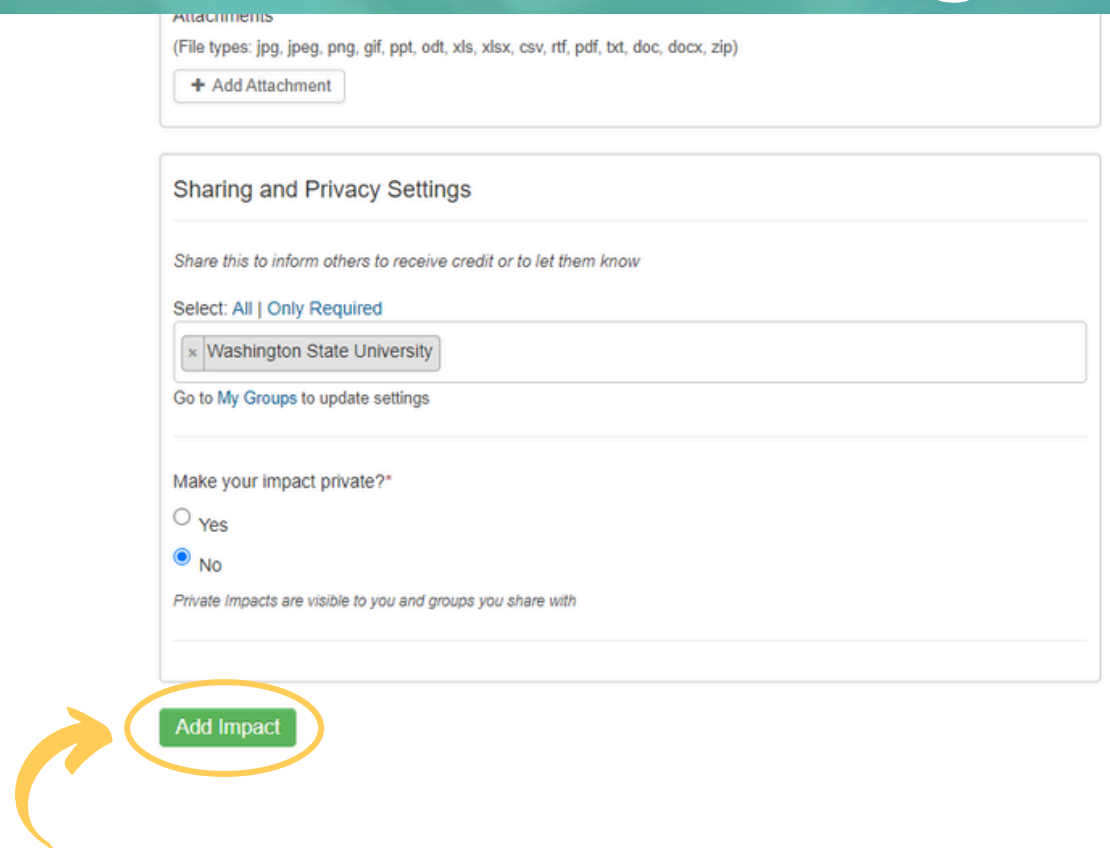
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Volunteer Hour Tracking



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Volunteer Hour Tracking



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Volunteer Hour Tracking



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Vol ing

Report Hours by Day

Please use this form to record your volunteer time for 4-H with as much accuracy as is possible. Complete the questions below for each volunteer date you report. You can report up to 20 separate days before you must submit. If you have more than 20 dates to report, you'll have to submit the form and choose to "submit another response" before entering the next batch of 20 dates. Thank you! 🍀 🍀 🍀

Date *

Date

mm/dd/yyyy

Time that volunteer shift started *

Time

: AM

Number of hours volunteered on this shift *

Your answer

Type of volunteer work: *

Choose

Notes about this volunteer time entry (optional)

Your answer

Do you have more days to report?

Yes

Submit Volunteer Hours Here

https://forms.gle/pnkLmXAbZqmZ73j89

TYPES OF 4-H VOLUNTEERS

CLUB-SPECIFIC

CLUB LEADER

This individual is responsible for the overall management of each 4-H Club

Full Certification Required

PROJECT LEADER

This individual is responsible for leading the various projects within each 4-H Club.

Full Certification Required

RESOURCE LEADER

This individual is responsible for assisting with various 4-H events and activities that are not specifically tied to one club or project area.

Part 3

MANAGEMENT OF A 4-H CLUB

- Starting a Club
- Club Operations
- Annual Requirements
- Risk Management





THE CLUB LEADER'S ROLE

IS TO:

- Invite
- Include
- Accommodate
- Teach
- Mentor

IS NOT TO:

- Chauffer
- Babysit
- Train Animals
- Provide facilities
- Endorse products or services
- Provide medical care for animals

CLUBS

- **2 CERTIFIED VOLUNTEERS**
  NEVER be the sole adult present with youth members in person or in communication
- **COMPLETE INITIAL CLUB PAPERWORK**
  Club Constitution, Charter Agreement, Request to use 4-H Name/Emblem
- **DETERMINE CLUB PROJECTS**
- **5 YOUTH FROM 3 HOUSEHOLDS**
- **6 BUSINESS MEETINGS PER YEAR**
  Between October 1 - September 30.
- **YOUTH OFFICERS AND LEADERSHIP**
- **1 COMMUNITY SERVICE PROJECT**
- **FOLLOW FINANCIAL POLICIES**
  If applicable
- **SUBMIT YEAR-END PAPERWORK**
  Completion Report, Financials, Property List, + CLUB RENEWAL!

MEMBERS

- **ENROLL**
- **CHOOSE PROJECTS**
- **ATTEND CLUB MEETINGS**
- **COMPLETE A RECORD BOOK**
- **PRESENT A DEMONSTRATION**
- **PARTICIPATE IN COMMUNITY SERVICE**
- **OPTIONAL REQUIREMENTS**

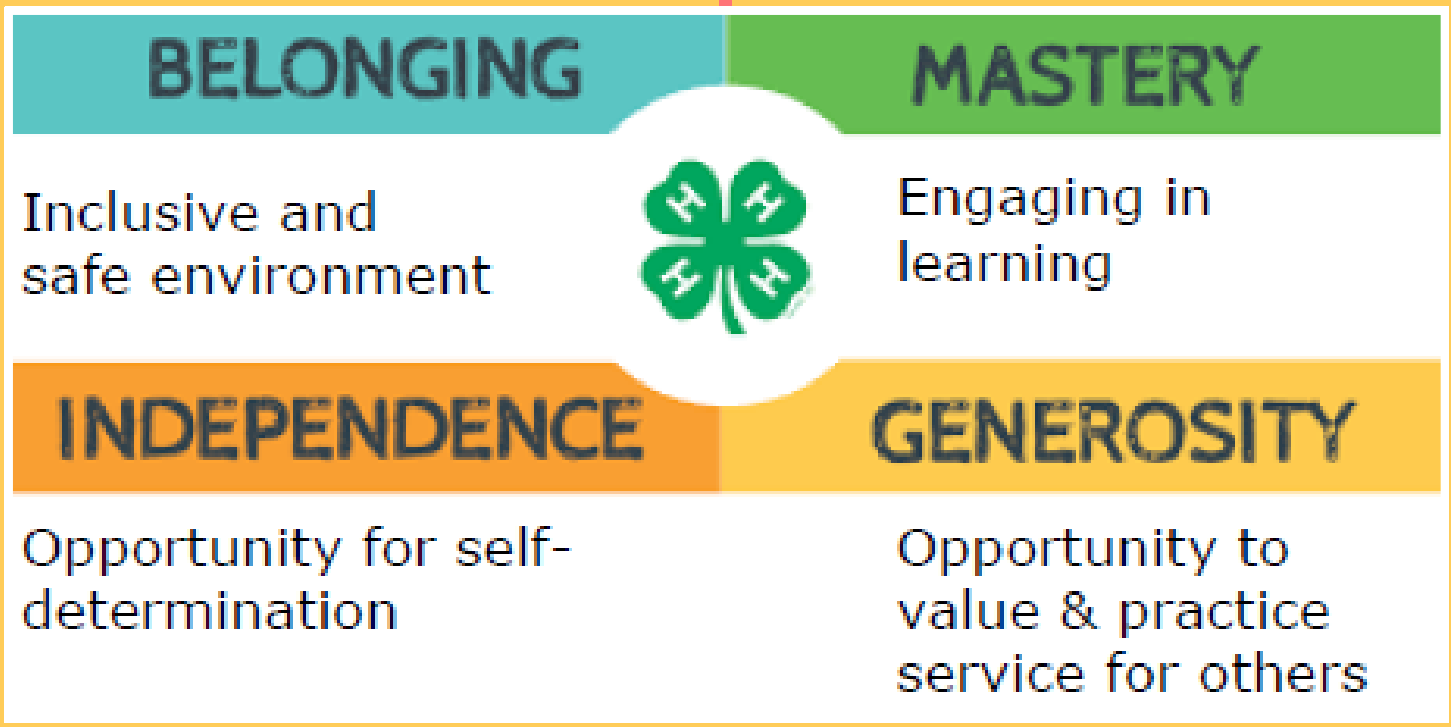
  Determined by Club

  - Attend a training for project area
  - Exhibit at club or county designated event
  - Enter a Judging Contest
  - Participate in club or county Fundraiser
  - Enter a Showmanship Contest
  - Serve as Club Officer or committee member



Club Meetings

The Essential Elements



Club Meetings

Cultivate Transformative Relationships

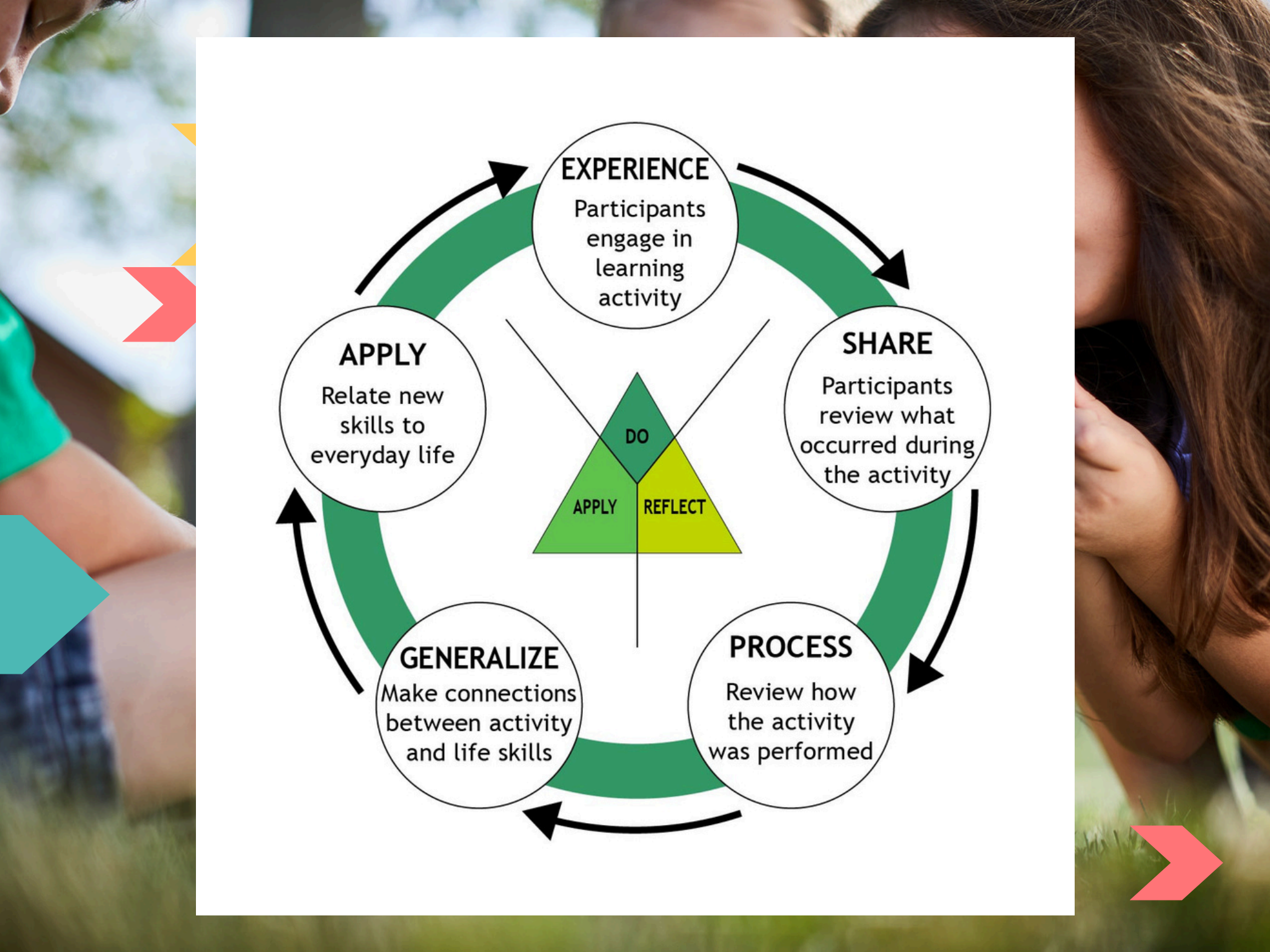
"Every child who winds up doing well has had at least one stable and committed relationship with a supportive adult."

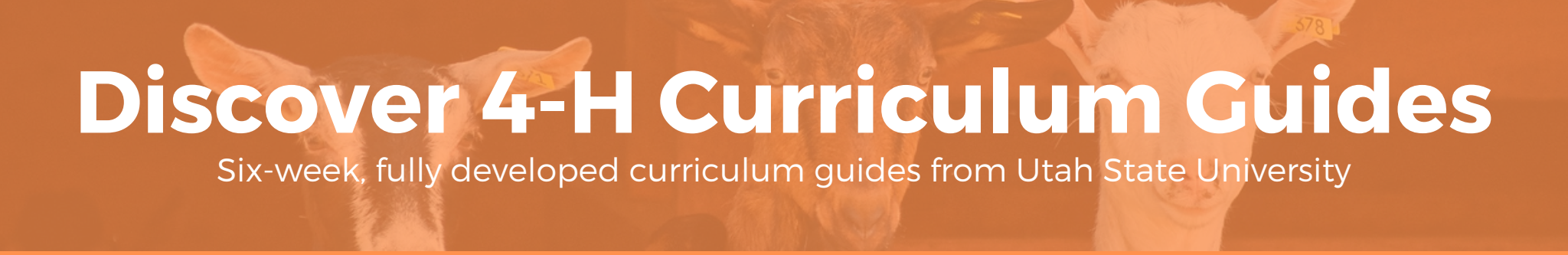
Harvard University, Center on the Developing Child, March 2015

Club Meetings

Cultivate Transformative Relationships

- Create physical and emotional safety
- Focus on strengths
- Enable experiential & collaborative learning
- Model and encourage:
  - effective learning practices
  - reflection
  - respectful disagreement
  - supportive relationships


EXPERIENCE
Participants engage in learning activity
SHARE
Participants review what occurred during the activity
PROCESS
Review how the activity was performed
GENERALIZE
Make connections between activity and life skills
APPLY
Relate new skills to everyday life
DO
APPLY
REFLECT



Discover 4-H Curriculum Guides

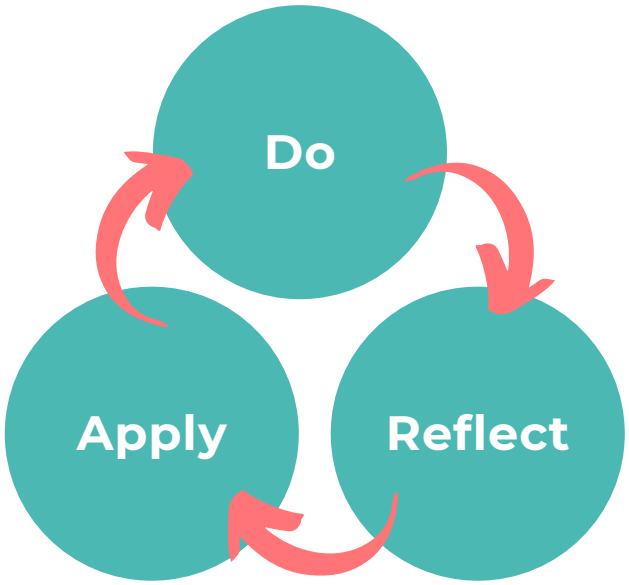
Six-week, fully developed curriculum guides from Utah State University

- Aerodynamics
- African Safari
- Agricultural Literacy
- Ancient Egypt Club
- Art Around the World
- Art of Math
- Astronomy
- Beef
- Building Confidence
- Building Healthy Friendships
- Candy Company Club
- Cake Decorating
- Citizenship (Cloverbud)
- Code
- Computer Science
- Cooking Challenge
- Craft Beading
- Crime Spy Science
- Crochet
- Dairy Heifer
- Dark Sky
- Dogs
- Duct Tape Club
- Entomology
- Entrepreneurship
- Environmental Education
- Earth Science (Cloverbud)
- Edible Science Club
- Emergency Preparedness
- Engineering an Empire
- Exploring Energy
- Family History
- FCS (Cloverbud)
- Fitness
- Flight Discover 4-H
- Flight School
- Food Dehydration
- Food Preservation
- ForcesofNature
- Generals Leadership Academy
- Geology
- Goat
- Healthy Snacks
- Horse Showmanship Club
- Horse First Aid
- Incident Command
- Interior Design
- Junior Gardener Club
- Kitchen Science
- LEGO EV3 Robotics
- Let's Start a Blog!
- Makey Makey Club
- Mission to Mars
- Money Mentors
- Mountain Bike Club
- Onshape
- Pack Goats
- Paper Crafts
- Photography
- Planet Energy
- Plants and Animals (CB)
- Poultry Production
- Poultry Showmanship
- Public Speaking
- Python Code Club
- Rabbits
- Robotics
- Road to Happiness & Meaning
- STEM@Home
- Scratch Code
- Seeds Club
- Service Learning
- Sewing
- Sheep
- Spa and Relaxation
- Swine
- T-Shirt Quilt
- Theatre Arts
- Tinkercad
- Trip to Peru
- U-Sing
- Urban Gardening
- World of Work
- Wildlife
- Wizarding World of 4-H Pt 1
- Wizarding World of 4-H Pt 2
- Wonders of Water

https://extension.usu.edu/utah4h/discover

the method

Experiential Learning:





Reflect

- What do I need to look for as I select my steer?
- What rules do I need to remember before purchasing my steer?

Apply

- When presented with many choices, what do you do to make a selection?
- What have you purchased in the past that you had to take care of?
- What do you take care of now? (pet, lawn, bedroom, etc.)
- Are you being responsible with what you take care of now? What can you do better?



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and upcoming activities work on getting to know each of the members. Discuss with them what
es are outside of 4-H.



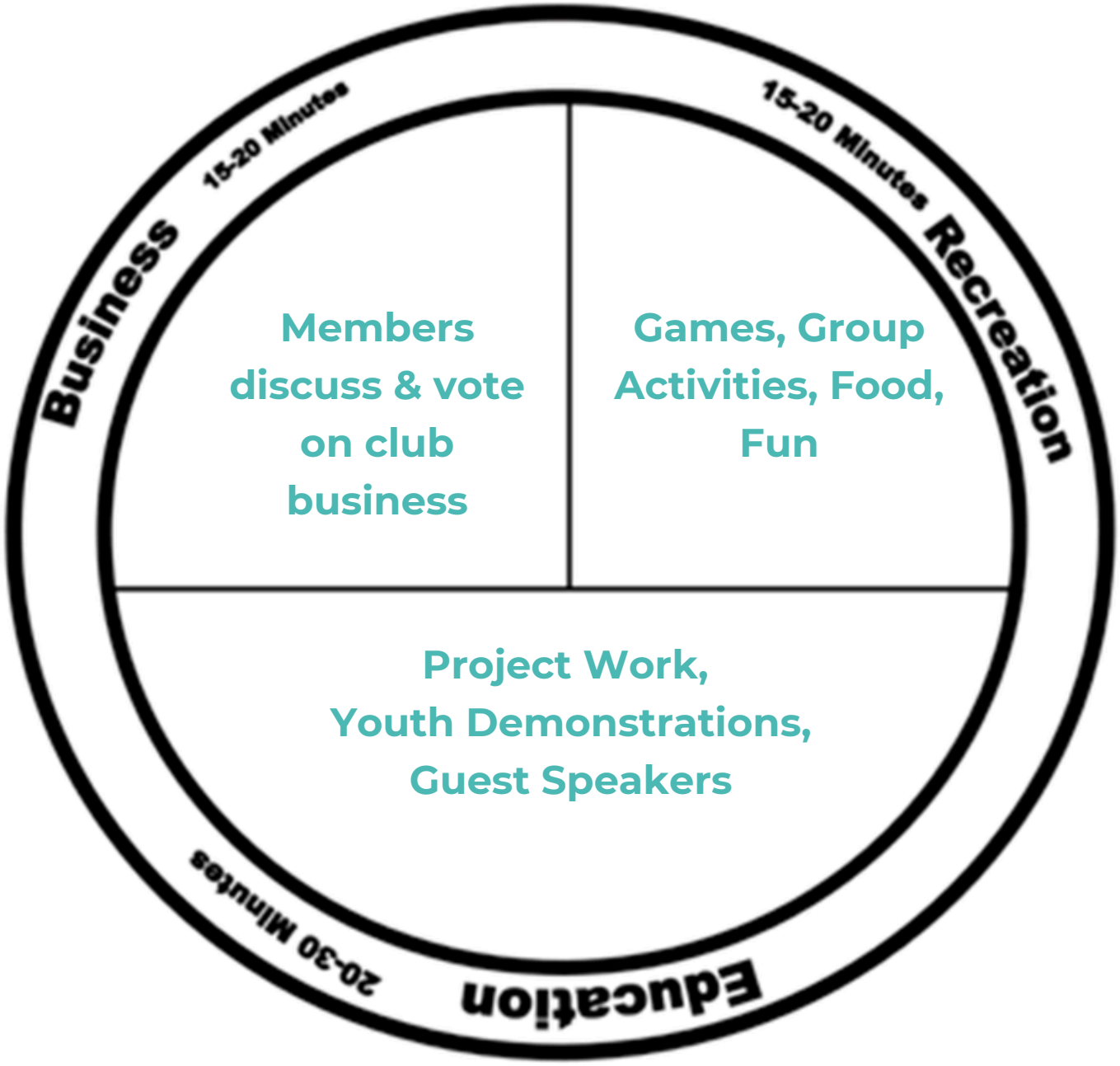
Reflect

- Other than improving the appearance of your hogs, what are benefits of clipping?
- Now that you have seen clipping done, what did you find difficult or easy? What will be important to remember for your next hog project?

Apply

- Observing an expert can be a helpful learning tool. What other skills have you learned by observing others?

The 4-H Club Meeting, Piecing it All Together



Club Meetings

Executive Committee:

- President
- Vice President
- Secretary
- Treasurer

Other Officers:

- Reporter
- Historian
- Parliamentarian
- Recreation Leader
- Sergeant-at-Arms

Committees:

- Program, membership, community service, safety, special events, etc.

Club Meetings

- Parliamentary Procedure
- Order of Business
  - Call to Order
  - Pledges
  - Review/Approval of Minutes
  - Officer and Committee Reports
  - Unfinished/old business
  - New Business
  - Program
  - Adjourn

Club Meetings

4-H CLUB MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE AND 4-H PLEDGE

ROLL CALL

MINUTES OF PREVIOUS MEETING – read by Secretary

TREASURER'S REPORT

CORRESPONDENCE – Read by President/Secretary, any important events coming up or items from county newsletter

COMMITTEE REPORTS
a.
b.
c.
d.

LEADER REPORT (Optional)

PROJECT REPORTS (Optional)

UNFINISHED BUSINESS
a.
b.
c.
d.

NEW BUSINESS
a.
b.
c.
d.

EDUCATIONAL PROGRAM: _____

NEXT MEETING DATE: _____

ADJOURNMENT

RECREATION AND REFRESHMENTS



Club Finances

- Optional
  - Requires additional training
    - Important policies & regulations
    - Requires additional year-end paperwork and financial audit



Club Finances

Club Funds can be used for:

- Club shirts
- Fair entry fees
- Fair decorations
- Club equipment
- Parties
- Curriculum

Inventory

Club Funds can NOT be used for:

- Personal gain
- Donations to other organizations
- Project expenses for a single member



Club Finances

- **Charter Required**
  - Apply for EIN
    - Open Bank Account
      - Check signers must be certified 4-H volunteers
    - Budget & Expenditures must be approved by club
- All checks & debit card receipts must have 2 signatures. Signers should be not related.



Club Finances

Fundraisers

- Must be approved by club vote
  - Fundraiser Request Form
    - Funds must stay within 4-H unless explicitly communicated otherwise to donors
      - Raffles require following additional rules: WA State Gambling Commission

YEAREND

CLUB COMPLETION REPORT
Which members & leaders successfully completed the year

RECORD BOOKS
Those that score 80+ at club-level judging

AWARD NOMINATIONS
To be recognized at Achievement & Awards Night

Due 2nd Monday of October

CLUBS WITH FINANCES
- Annual Financial Summary
- Club Audit Report
- Property Inventory List

Due Nov 1

CLUB RENEWAL FORM
We hope!

Due Nov 15



Facility Use

- Never sign a contract/waiver
- Send to 4-H Office
- Allow 2-3 months for WSU to process

Creating Safe Environments



Accident Insurance

- American Income Life Insurance through WSU
- Must report volunteer hours through GivePulse in order to be covered by L&I
- Clubs can take out Special Activity Insurance as needed

Creating Safe Environments



Protect Children

- REPORT SUSPECTED ABUSE TO 4-H EXTENSION STAFF
- Know who your helpers are.
- Minimize underage/non-enrolled children
- Know guardian status
- Talk to members' guardians about:
  - Vulnerabilities/Limitations
  - Health Challenges

Social Media

- Group must be PRIVATE
- Only enrolled members, leaders, and parents
- 4-H Program Coordinator must be an administrator
- Be aware of photo/video waiver status of club members
- Consider a separate app (Band, Bloomz, etc.) to communicate with group members

4-H Name & Emblem

- Federally Protected
- Request Form Required at Club Start
- Cannot be used for personal gain or profit



4-H Name & Emblem

4H



4-h

4h

Four-H

4H

4-H Name & Emblem

- 4 Leaves
- Stem points to right
- Green, white, or black, never shaded, gradated, or multi-color
- Nothing can block the emblem
- Must include federal trademark



4-H Name & Emblem

Decorations/Flyers/T-Shirts/Banners, etc.

- Must use full club name:
  - *Ex: Sow and Sew's 4-H Club*
- Must use the legal clover



4-H Name & Emblem













4-H Name & Emblem

ALL 4-H PROMOTIONAL PIECES MUST INCLUDE THIS STATEMENT:

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension Office. Requests for reasonable accommodations for persons with disabilities and special needs should be made to the Extension Office at least 2 weeks prior to events at (Chelan-Douglas 4-H office 509-667-6540).

4-H Name & Emblem

PRODUCT CLAUSE – IF COMMERCIAL PRODUCT OR SERVICE IS MENTIONED, INCLUDE THIS STATEMENT:

Any reference to commercial services, products or trade names is made with the understanding that no discrimination is intended and no endorsement by WSU Extension or 4-H is implied.

FAIR

- **OPTIONAL**
- EXHIBITS:
  - PROJECTS
    - SOME PROJECTS REQUIRE PRE-QUALIFICATION
  - EDUCATIONAL POSTERS
  - RECORD BOOK
- CONTESTS:
  - STYLE SHOW
  - KNOWLEDGE BOWL
  - HERDSMANSHIP
  - JUDGING
  - DEMONSTRATIONS
- JUDGED USING DANISH SYSTEM

Judged against a 4-H standard, not against other exhibits



PREMIUM POINTS = $$$

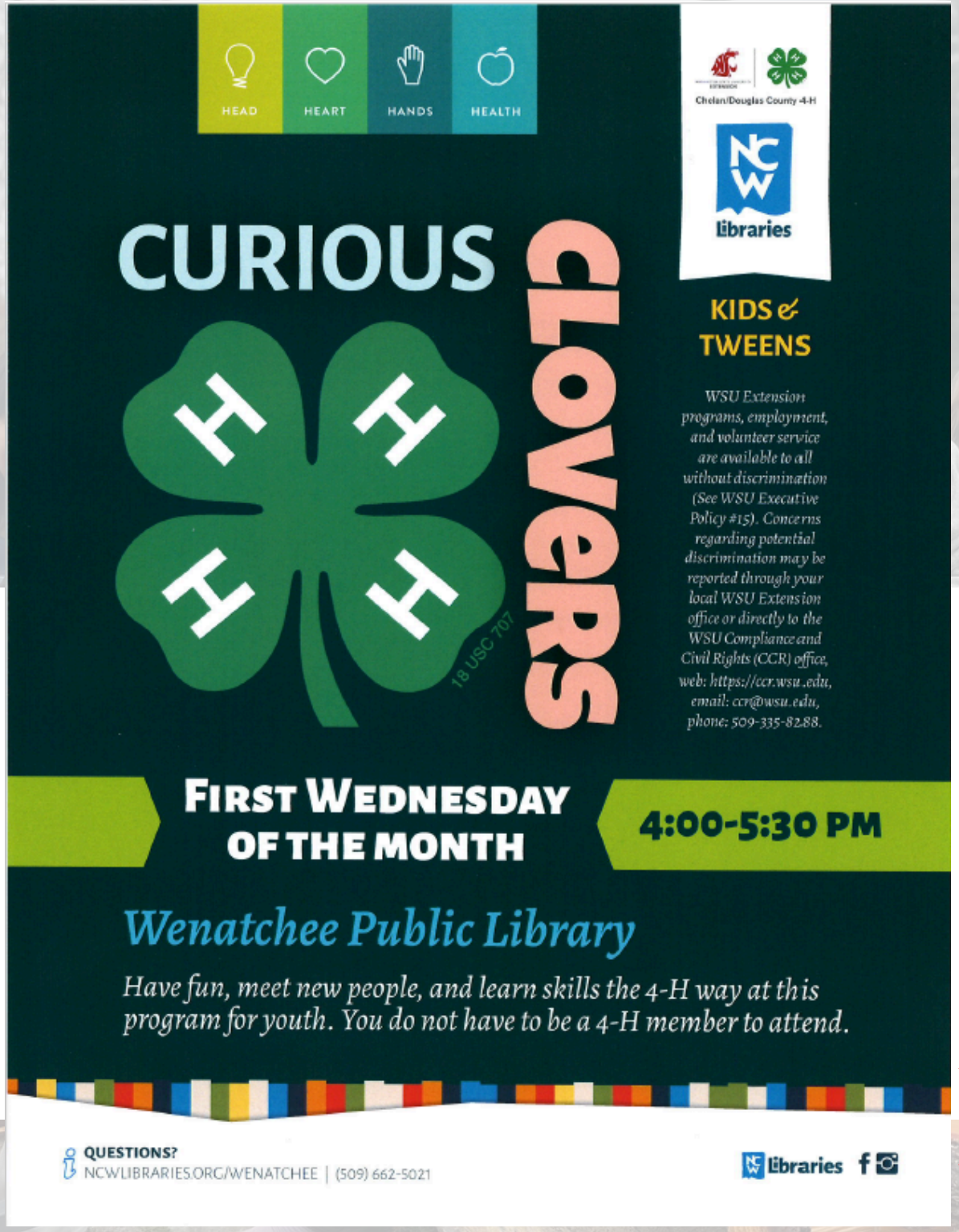
NCW Fair (Waterville)
Concludes Sunday Labor Day

Chelan County Fair (Cashmere)
Begins Thursday after Labor Day

Washington State Fair (Puyallup)
Begins weekend before Labor Day

Other Opportunities




HEAD
HEART
HANDS
HEALTH
Chelan/Douglas County 4-H
NCW Libraries
CURIOUS CLOVERS
4-H
18 USC 707
KIDS & TWEENS
WSU Extension programs, employment, and volunteer service are available to all without discrimination (See WSU Executive Policy #15). Concerns regarding potential discrimination may be reported through your local WSU Extension office or directly to the WSU Compliance and Civil Rights (CCR) office, web: https://ccr.wsu.edu, email: ccr@wsu.edu, phone: 509-335-8288.
FIRST WEDNESDAY OF THE MONTH
4:00-5:30 PM
Wenatchee Public Library
Have fun, meet new people, and learn skills the 4-H way at this program for youth. You do not have to be a 4-H member to attend.
QUESTIONS?
NCWLIBRARIES.ORG/WENATCHEE | (509) 662-5021
Libraries

Opportunities for TEENS



Leadership Opportunities & Special Events

- **County Leaders Council**
- State Ambassadors
- State Fair Board
- State Advisory Boards
- National Congress
- **Teen Rally, Eastern WA**
- **State Conference, WSU**
- National Conference, WA D.C.
- Ignite, WA D.C.
- **Know Your Government, Olympia**

KNOW YOUR GOVERNMENT 2026

LEGISLATIVE SYSTEM

HEAD HEART HANDS HEALTH

OLYMPIA, WA

FEB. 13-16 2026



Teens ages 14-18 are invited to join the Chelan/Douglas County 4-H cohort to participate in the 2026 Conference in Olympia over Presidents' Day Weekend.

WASHINGTON STATE UNIVERSITY EXTENSION

Chelan/Douglas County 4-H

2026 4-H TEEN CONFERENCE

WASHINGTON STATE UNIVERSITY

HEAD HEART HANDS HEALTH

PULLMAN, WA

JUNE 22-25
2026



High-school teens (completed 8th grade and up) are invited to WSU's campus in June 2026 for the Washington State 4-H Teen Conference.

WASHINGTON STATE UNIVERSITY EXTENSION

Chelan/Douglas County 4-H

States' 4-H International Exchange Programs



Japan **Costa Rica** **Korea** **Taiwan** **Argentina** **Norway**

4-8 Weeks **Ages 12-18** **$2,500-$5,500 + airfare**



4 weeks, July - August

Must have a child of same gender and within 4 years of age as student

Resources

- **County 4-H Website:**
  - https://extension.wsu.edu/chelan-douglas/youth/youthdevelopment/
- **State 4-H Website:**
  - https://extension.wsu.edu/4h/
- **National 4-H Website:**
  - https://4-h.org/

TODAY'S TRAINING

Objectives

WHAT IS 4-H

- History
- Mission
- Delivery

VOLUNTEERING

- Role
- Responsibilities
- Requirements

MANAGEMENT OF A 4-H CLUB

- Starting a Club
- Club Operations
- Annual Requirements
- Risk Management

thank you!

Sarah Fitzgerald
sarah.fitzgerald1@wsu.edu
509-667-6540