

# TOP 10 LIST FOR A NEW CLUB MANAGER

- 1 GET IN TOUCH** Create a communication link with your county Extension office if you are interested in serving in a role as a club manager or project leader. Introduce yourself, get to know them - they are there to help you.

Find Your County Extension Office  
<http://counties.agrilife.org/>
- 2 GET THE 411 ON 4-H** Learn the basics of 4-H such as what is a club, a project, a little of the 4-H history, and how a club works.

Texas 4-H Publications - Club Management Section  
[texas4-h.tamu.edu/publications](http://texas4-h.tamu.edu/publications)  
Texas 4-H Fast Facts - County Office Resources  
[texas4-h.tamu.edu/agent\\_resources](http://texas4-h.tamu.edu/agent_resources)
- 3 EXPLORE YOUR BASE & BUILD IT STRONGER** All 4-H clubs in Texas have to be a recognized chartered club. Learn what that is and how to maintain your charter. Also, gain the necessary knowledge about your club or project group, such as when it meets, where does it meet, who are your officers and other adult volunteers helping you. Meet with them, get a plan!

Texas 4-H Publications site - Annual Membership  
[texas4-h.tamu.edu/publications](http://texas4-h.tamu.edu/publications)
- 4 LEARN THE RULES** Annually, the Texas 4-H Program publishes state rules and guidelines for the management of 4-H Program. Club managers and projects leaders need to review these and be familiar with them. Another state level resource is the Texas 4-H Clover, a catalog of opportunities and experiences for 4-H youth and adults. Also, check with your county Extension Office for any county 4-H handbook/calendar that may have county rules and guidelines.

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- 5 SIGN'EM UP** 4-H is a zero based enrollment program, therefore, each year a 4-H member and adult volunteer needs to re-enroll in 4-H. Texas uses the 4-H CONNECT management system for enrollment. Club managers should stress the importance of enrolling youth on-line and assisting where possible. Adults enroll each year, but are screened through the 4-H Youth Protection Standards Program every three years.

Texas 4-H CONNECT Resource Page  
[texas4-h.tamu.edu/connect-2](http://texas4-h.tamu.edu/connect-2)  
Volunteering with Texas 4-H  
<http://texas4-h.tamu.edu/enroll#volunteer>
- 6 TAKE ADVANTAGE OF THE RESOURCES** Texas 4-H has some awesome resources to help club managers have a well-managed club. Club Ed has over two hundred club resources to help managers and officers with their programs, agendas, flag ceremonies, officer installations, and icebreakers. The Texas 4-H Club Management Guide is a comprehensive guide to all aspects of the Texas 4-H and Youth Development Program and managing a 4-H club or project.

Texas 4-H Club Ed Website  
[texas4-h.tamu.edu/volunteer\\_clubed](http://texas4-h.tamu.edu/volunteer_clubed)  
Texas 4-H Publications - Club Management Section  
[texas4-h.tamu.edu/publications](http://texas4-h.tamu.edu/publications)

**7****FOUR PARTS TO A MEETING IS YOU ALL NEED TO KNOW**

Did you know that a successful 4-H club meeting only has four parts? That's right - make the meeting quick, fun, and exciting, here's how:

- Inspiration (5 minutes to open a meeting and bring the group together)
- Business (15-20 minutes to conduct business of the club and share reports)
- Program (15-20 minutes of educational program)
- Recreation (15-20 minutes of fun, hands-on activities)

**8****ESTABLISH AND MAINTAIN RELATIONSHIPS**

Getting to know your 4-H members and their families is important as a club manager or project leaders. To help build that bond, share as much information as you have - you never know when you may spark the interest of a young person. Knowing your families helps you direct them to projects and activities they are interested in and making sure they know of opportunities. It also allows you to recognize your 4-H youth and adults for their successes, help in the club, weather it be in public or through short thank you notes!

**9****DON'T TAKE OVER THE DRIVERS SEAT**

Let the club and community drive the projects and goals of the club. If the 4-H members are truly interested in a project and are able to take ownership, the project instantly becomes more successful. It will create built-in enthusiasm because it piques the interests of the youth, and as a result parents will find a way to be involved. By focusing on local interests or projects, the community will be a natural fit for support. Learn what your 4-H families are interested in and let those interests help guide projects the club.

**10****BE A LEADER BY PROMOTING LEADERSHIP**

Leadership in 4-H is for everyone and that should be your goal. Examine your club and see how you can involve as many of the members as possible in the conducting the meeting. Youth who assume roles of leadership in their club are more likely to show up and to come back. It doesn't have to always be an elected officer position - there are numerous ways youth can be leaders. Be creative! Think about committee reports, pledges, inspirations, project reports, refreshments, etc!

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**BECAUSE YOU ROCK - THERE'S A BONUS****MAKE YOUR 4-H CLUB FUN !**

- Remember why you are doing this....for the kids!
- Parents will bring their children back to the club meetings if the kids are truly having fun and learning something in the process.
- Make sure to allow time for "kids to be kids."
- Keep in mind the 4-H slogan: "Learn by doing."