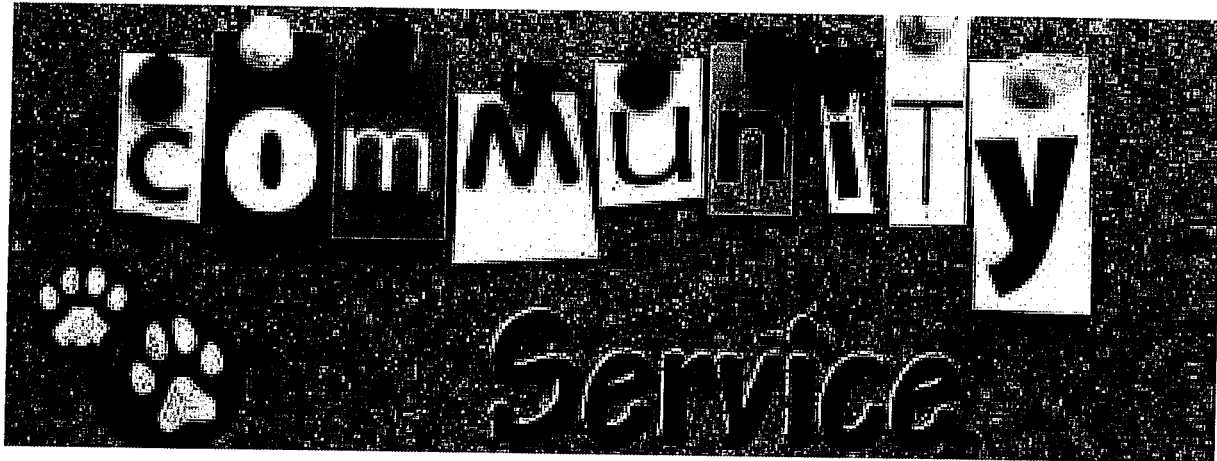
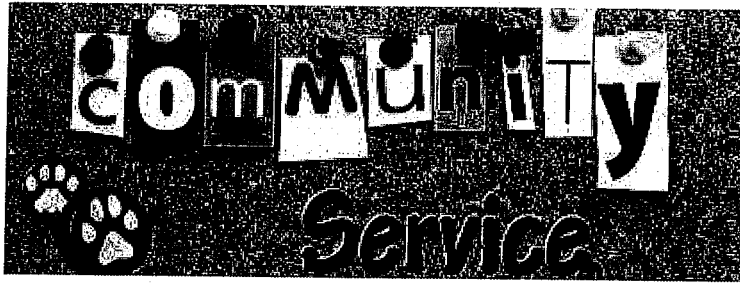


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Community Service



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This We Believe:

- The boy and girl are more important than the projects.
- The member should be their own best product.
- No award is worth sacrificing the reputation of a member or leader.
- Competition is a natural human trait and should be recognized as such. It should be given no more emphasis than other fundamentals.
- Learning how to do the project is more important than the project itself.
- Many things are caught rather than taught.
- A blue ribbon member with a red ribbon project is more desirable than a red ribbon member with a blue ribbon project.
- To learn by doing is fundamental in any sound educational program.
- Generally speaking, there is more than one good way of doing most things.
- Every member needs to be noticed, to feel important, to win, and to be praised.
- Our job is to teach members *how* to think, not what to think.

Community Service & Learning

Through its pledge of “hands to larger service,” 4-H has historically given back to the community by encouraging young people and adults to volunteer. In 4-H, service is commonly defined as the voluntary action of an individual or a group of individuals without pay. Service to the community – through food drives, raking the yard of an elderly neighbor, adopt-a-highway programs, teens teaching younger youth, teens mentoring children, or youth determining community needs and helping solve community problems – helps young people learn caring, leadership and citizenship.



Why is it important for all of us to be involved in service?

Our U.S. society is based on the idea that we are all responsible for the well-being of our community, country and world. Even before the founding of our country, the willingness to serve was evident in the hearts of many. Later the Great Depression brought out opportunities for service throughout the nation, and the forming of the Peace Corps in 1960 by President John F. Kennedy further reinforced the eagerness of citizens to get involved in helping others. While the people served certainly benefit from community service, the volunteers who engage in serving others benefit positively in many ways. Michigan 4-H Youth Development continues in that tradition by involving young people in a variety of community service-learning projects and programs.

What youth gain from community service learning?

By giving back to their communities, young people can:

- Learn the value of helping others.
- Develop leadership, communication, organizational skills and a sense of empowerment.
- Learn how important the connection is between subject matter and life in the community.
- Learn how to cooperate with one another and work as a team with diverse groups of people including adults, peers and others with different backgrounds and experiences.
- Succeed in an area different from academics, athletics or popularity.
- Build self-esteem from the positive results of their service.
- Develop problem-solving and decision-making skills by applying their knowledge to real-world situations.
- Develop a sense of being responsible for their community and a sense that citizenship requires them to actively participate in their community.
- Receive recognition for their efforts and possibly college scholarships.
- Experience the world of work.

Not only do young people gain by being involved in community service, the clubs and groups that they are in also experience benefits from planning and carrying out service projects.

What clubs gain from community service learning?

Carrying out service activities can strengthen a club or group because it:

- Boosts member commitment and involvement by giving members meaningful activities.
- Can involve families and youth in a joint activity.
- Fulfills the “hands to larger service” part of the 4-H pledge.
- Builds unity among members, allowing them to function better as a team.
- Allows members to get to know one another better as they work together on a common goal.
- Helps youth become invested in their club and community.
- Shows the community how youth can be resources and how they can get things done.

GENERAL IDEAS:

1. Set up a Help-O-Meter to keep track of the number of hours youth volunteer in the community.
2. Organize a recognition program for the volunteers who lead community organizations.
3. Work in a concession stand to raise money for a good cause.
4. Make a gift for the secretary of a non-profit organization you are associated with.
5. Take photos during an event and donate them to the event organizers.
6. Volunteer to be a museum guide.
7. Plan an Ethnic Awareness day.
8. Design a campaign to promote tolerance and understanding of differences.
9. Volunteer at a health fair.
10. Volunteer as a counselor at local summer camp.
11. Volunteer to do office work at a local non-profit agency.
12. Set up a web page for a non-profit agency.
13. Volunteer to lead a club of youth.
14. Share a talent through teaching a class.
15. Make birthday cards for the elderly.
16. Run or walk in a charity race with friends.
17. Stage a carnival to promote community spirit.
18. Ask your mayor to sign a proclamation for an important community event.
19. Ask your governor to sign a proclamation for a national event.
20. Practice random acts of kindness.
21. Stage a marathon to raise money for a cause.
22. Organize an exchange between rural and urban individuals to promote understanding.
23. Volunteer to help at charity auctions.
24. Volunteer your talents at a charity auction.

ON THE CALENDAR:

25. Conduct a community service project during the Big Help Day in October.
26. Plan a Memorial Day program.
27. Recognize veterans in your community.
28. Participate in National Youth Service Day in April.
29. On Thanksgiving, make sure your family knows what you are thankful for.
30. Trim a mitten Christmas tree to donate mittens to local schools and homeless shelters.
31. Organize a coat drive in which old coats are donated for use by needy people.
32. Contact a local tree farm about donating a Christmas tree to a nursing home, homeless shelter or needy family.
33. Decorate a Christmas tree at a nursing home, hospital, school or homeless shelter.
34. Ring the bell for Salvation Army during the holidays.
35. Deliver a May Day basket.
36. Offer safety tips for youngsters during Halloween.
37. Conduct an Easter Egg Hunt for needy children.
38. On St. Patrick's Day, don't only wear something green, care for something green!
39. Volunteer to return shopping carts during National Supermarkets Month in February.
40. Make Spring baskets for seniors' residential facility, neighbors or homeless shelters.
41. On International Picnic Day in May, take your family or friends on a picnic. You supply the food and let Mother Nature supply the ants!
42. Make a Halloween Safety Kit for youth.
43. Give your Mom a hug and a homemade card for Mother's Day.

44. On Johnny Apple Seed Day in March, deliver apples to homeless shelters.
45. July is Anti-Boredom Month. Help your friends fight boredom by becoming active community volunteers.
46. During July on National Cheer-Up Day, share a smile and cheer someone up.
47. Mow the lawn for your Dad on Father's Day.

CHILDREN, FAMILY & FRIENDS:

48. Surprise your parent(s) or neighbors and offer to babysit a sibling, relative or friend.
49. Design a game for young children.
50. Explore history by interviewing a nursing home resident about how they grew up.
51. Check on either a younger student or an elderly person after school.
52. Read a book to a younger kid a blind person or an older neighbor.
53. Cheer up a sick friend with a visit or phone call.
54. Celebrate a birthday by asking friends to donate items for causes instead of gifts.
55. Make get well cards for people in hospitals and convalescent homes.
56. Become pen pals to a younger person or someone from another country.
57. Knit or crochet baby blankets.
58. Conduct a clothing repair or sewing workshop for needy people.
59. Assemble a new parent's kit for the arrival of a newborn.
60. Collect old magazines and donate them to day care centers.
61. Quilt a blanket for newborn babies.
62. Plant a tree or present a tree to the parents for each baby born in your community.
63. Collect unused make-up, perfume and other cosmetics for a center for abused women.
64. Make a cancer or aids quilt or mural to remember people of who have died from these diseases and remind others of their life.
65. Write a kids' book author and ask them to donate signed copies, auction the books off and donate the money to local library.
66. Donate old eyeglasses to an organization or place that recycles them for the needy.
67. Collect old stuffed animals and dolls, clean them up, repair them and donate them.
68. Organize a babysitting service for foster families.
69. Collect old clothes and donate them for a dress-up area at a daycare.

SAFETY:

70. Take a life saving class.
71. Create a play that teaches young children how to stay safe at home.
72. Design a flier of after-school safety tips and deliver it to daycare centers and grade schools.
73. Check railroad crossings and make signs to promote safety.
74. Offer a safety workshop prior to July 4th.
75. Ask your parents to help you get your town to fix dangerous intersections.
76. Conduct a bicycle rodeo to help children learn bicycle safety.
77. Create a poison awareness campaign.
78. Ask your fire department how you can help others learn about fire safety.
79. Get permission to fix up your town's fire hydrants.
80. Make emergency kits for your home.
81. Collect money for a good cause.
82. Create a holiday safety video.
83. Start a campaign against teen suicide.
84. Volunteer at a police station.
85. Become a certified lifeguard and volunteer at a swimming pool.
86. If you're good at fixing bikes, volunteer to teach others how to fix their bikes.
87. Conduct bike safety checks for your neighborhood.
88. Sponsor a drug free post prom event.
89. Organize a drug free pledge campaign.

CRIME FIGHTING:

90. Start a Crime clue box.
91. Survey your neighborhood to find out what people think are the leading crime causes.
92. Start a neighborhood watch program.
93. Join a community crime prevention organizations such as DARE or McGruff Program.
94. Work with local government to start a victim's aid support service.
95. Create a TV or radio public service announcement against drugs and alcohol.
96. Paint over graffiti.

97. Organize a self defense workshop.
98. Create a billboard for goo graffiti, allow people to paint sections.
99. Produce an anti-crime, anti-drug, anti-violence play.
100. Sponsor a TV blackout event that kids spend time with their family rather than watch TV.
101. Create and distribute a list of hotlines for kids who might need help

SCHOOL ACTIVITIES:

102. Paint a mural over graffiti.
103. Volunteer to be a teacher's aide during your study hall.
104. Collect coupons and small gift certificates for students who show progress in school work.
105. Hold a used book sale and donate the money.
106. Organize a "get acquainted" lunch for students at your school.
107. Set up a buddy system to match new students with ones who have attended school.
108. Start an anti-smoking campaign that encourages students not to smoke.
109. Encourage the school cafeteria to donate leftover food to local homeless shelters.
110. Tutor students who are learning English as a second language.
111. Feature community minded people on a school bulletin board.
112. Make new kid survival kits for new students at the school.
113. Have your class hold an old videotape drive and donate them to your library.
114. Invite local police officers to present a drug awareness or bike safety assembly.
115. In art class, make drawings and decorations for senior citizens.
116. Collect school supplies to give to kids who need them.
117. Form a study group to help younger kids with their school work.
118. Collect children's books for the needy.
119. Volunteer for student council and school government committees.
120. Tape you and your classmates reading a story and give it to a children's hospital.
121. Form a campus safety escort service.
122. Put on an information fair on how little kids can be safe at home.
123. Tutor a student that needs help learning English or some other subject.
124. Conduct a canned goods drive during a school event and donate the items to a local food bank.
125. Arrange for student music performances during lunch.
126. Make a New Kid Survival Kit.
127. Start a New Buddy Club for new students.
128. Create a play that teaches young children how to stay safe at home while their parents are away.
129. Provide child care during a PTA meeting.
130. Conduct a seatbelt check at school as students leave the parking lot.
131. Organize a safe walk to school event.
132. Recognize teachers during National Education Week.
133. Volunteer to be part of a school flag raising ceremony.
134. Assist an after-school little league or other sports program for younger children.
135. Volunteer to serve as a crossing guard before and after school.
136. Set up a volunteer referral service between your school or organization and other community organizations.
137. Write or make a picture book to read to a younger youth.
138. Inspect school playgrounds for hazards.
139. Write a proposal for a sports safety clinic to your coach and school officials.
140. Organize a Safe Walk Service to escort young children to and from schools.
141. Make simple reading and math flash cards for a preschool or day care center.
142. Organize a reading hour for children at your local school or library.

GOVERNMENT

143. Telephone residents and encourage them to register to vote.
144. Provide a voter pick up or transportation service for seniors.
145. Campaign for a candidate who is running for an office.
146. Organize a public issues forum for candidates.
147. Contact your juvenile court system. Find out if they have a "Kids in Court" program to match older kids who have been in court as abuse victims with younger kids who are facing a court experience.
148. Go door to door to register votes.
149. Design and paint a community mural.
150. Become an advocate. Contact your legislators on issues close to your heart.
151. Contact a local organization about donating flags to public institutions.

HELPING THE HUNGRY AND/OR HOMELESS:

152. Help cook and/or serve a meal at homeless shelter.
153. During National Nutrition month in March, organize a nutrition awareness campaign.
154. Organize a food scavenger hunt to collect food for the needy.
155. Alter and repair clothes for the needy, elderly and homeless.
156. Gather clothing from your neighbor and donate it to a local shelter.
157. Make "I Care" kits with combs, toothbrushes, shampoo, etc. for homeless people.
158. Bake bread on National Bread Day in November and deliver to the hungry, homeless or just your neighbors.
159. Help with repairs at a local homeless shelter.
160. Donate art supplies to kids in a homeless shelter.
161. Make a care package with mittens, socks, T-shirts, etc. for a child at a homeless shelter.
162. Collect grocery coupons to give a local food bank.
163. If your community doesn't have a food bank, work with local officials to start one.
164. Clip coupons and give them at your local food pantry or homeless shelter.
165. Pack and hand out food at a food bank.
166. Organize a neighborhood group to plant, tend and harvest a vegetable garden.
167. Donate the produce to a food bank.
168. Sponsor a food drive at your school or parent's workplace or business.
169. Prepare a home-cooked meal for the residents of a nearby homeless shelter.
170. Bake a batch of cookies and deliver them to a soup kitchen or homeless shelter.
171. Raid your closet and attic to find toys and clothes to donate to a homeless shelter.
172. Assist with sorting and organizing items donated to a homeless shelter.
173. Food drive - set up collection bins in stores, banks, movie theaters, and schools.
174. Start a program to help poor people build their own houses.
175. Assist in a shelter day-care room, taking care of children while parents look for jobs.
176. Help raise money for Reading Is Fundamental Open Book Program - Have a Read-a-Thon or Book Auction.
177. Take homeless children on outings.
178. Make first aid kits for homeless shelters.
179. Contact a homeless shelter in your community and see if they already have a reading center and need help to keep the project going.
180. Set up a Saturday Reading Hour where you visit a homeless shelter once a month, bringing books to share and leave behind.
181. Collect items to deliver to homeless shelters (blankets, sheets, towels, toys, books, disposable diapers.)
182. Become a Big Buddy for one or more of the children at the homeless shelter.
183. Find out about low-cost housing in your area for the homeless people.
184. Contact job training and placement centers in your community.

FOR THOSE WITH SPECIAL NEEDS:

185. Volunteer to help at a Special Olympics event.
186. Set up a buddy system for kids with special needs at your school.
187. Raise money for Braille or large print books for blind or visually impaired people.
188. Volunteer at an agency that works with children with disabilities.
189. Read books or the newspaper on tape for blind or visually impaired people.
190. Make gifts with friends for kids in the hospital.
191. Prepare sack lunches and deliver them to homeless or homebound people.
192. Bring toys to children in the cancer ward of a hospital.
193. Work with physically challenged kids on an art project.
194. Build a ramp for a person in a wheelchair so it is easier for them to get in and out of their house.
195. Clean a neighbor's yard that cannot do it themselves.
196. Get your class to put together a library at a children's hospital.
197. Give valentines and other cards in individuals who are in the local hospital.
198. Hold an Athletics Contest.
199. Visit a rehabilitation center. Learn about patients with special needs. Volunteer to help.

NEIGHBORHOOD ENHANCEMENT:

200. Help neighbors paint and repair their homes.
201. Arrange for the local health department to conduct neighborhood health checks.
202. Volunteer to teach classes on a sport you enjoy and know a lot about.
203. Contact Habitat for Humanity to see how you can support them in your community.
204. Work with the local health department to set up an immunization day or clinic to immunize children against childhood diseases.

205. Organize a newcomers group in your neighborhood to welcome new families.
206. Produce a neighborhood newspaper.
207. Train to become a guide for your local tourist bureau.
208. Make maps of local parks, libraries or historic sites.
209. Research local historic sites and provide the research to visitor's bureau.
210. Petition your city to make drinking fountains and/or restrooms in public areas available.
211. Volunteer to clean up trash at a community event or county fair.
212. Make signs to label community buildings and sites of interest.
213. Set up an art exhibit at a local business, school or nursing home.
214. Design a mural or quilt highlighting important aspects of the community.
215. Organize a campaign to paint storm drains to prevent dumping of hazardous materials.
216. Set up an informational display at a local library.
217. Volunteer to help with Vacation Bible School.
218. Organize a community chorus, orchestra or band.
219. Volunteer to help set up for a community event.
220. Distribute leaf bags during the fall encouraging residents to clean leaves from their streets and yards.
221. Adopt a pothole and raise funds to repair it.
222. Plan native flowers or plants along highways.
223. Adopt a billboard and use it for a public service announcement.
224. Campaign for additional lighting along poorly lighted streets.
225. Clean up vacant lot.
226. Collect supplies for persons who have been in a fire or natural disaster.
227. Help fix a run-down playground.
228. Start a yard of the week award for your neighborhood.
229. Participate in an Annual parade.
230. Spruce up and paint the community or youth center.
231. Plant a community garden. Adopt a town monument and keep it clean.
232. Clean an elderly neighbor's driveway and sidewalk after a snowfall.
233. Clean up after a natural disaster.
234. Organize a local blood drive with the American Red Cross.
235. Plant flowers at town hall.
236. Organize a campaign to raise money to buy and install new playground equipment for a park.
237. Survey community agencies to learn the leading causes of accidents in your community then design a campaign to reduce accidents.
238. Paint a mural or clean up a local park.
239. Plant flowers in public areas that could use some color.
240. Mow the lawns and care for the plants of neighbors who are away on vacation.
241. Conduct a community accessibility check to identify potential barriers for individuals with disabilities.
242. Plan a disabilities day where friends or classmates are given a physical disability for day and are forced to function during the day.
243. Read aloud to a person who is visually impaired.
244. Build park benches.
245. Paint fences or park benches.
246. Help winterize homes in a poverty-stricken neighborhood.
247. Lend a helping hand at a local community center.
248. Identify corners where bushes and trees make it difficult for drivers to see.
249. Conduct a neighborhood drive to collect used furniture.

PERFORMING ARTS & SPORTS:

250. Form a band with your friends and give free concerts.
251. If you play an instrument, help a friend learn to play.
252. Serve as an usher at a sporting event.
253. Get your martial arts or dance class to give a demonstration at a youth center, nursing home or school.
254. Write and product a play about a current issue.
255. Serve as a coach for a youth sports team.
256. Teach a friend how to in-line skate.
257. Start a collection drive for old sports equipment and donate it to needy families.
258. Get friends to assist at a sporting event.
259. Provide refreshments at a local race or sporting event

THE ENVIRONMENT:

260. Plant a garden or tree where the whole neighborhood can enjoy it.
261. Set up a recycling system for your home and participate in your neighborhood curbside recycling pick-up.
262. Organize a car pooling campaign in your neighborhood to cut down on air pollution.
263. Set up a seed or a plant exchange in your neighborhood.
264. Grow fresh flowers and deliver them to someone to brighten their day.
265. Pick up a trail during National Trail Day in June.
266. Make bird feeders for public places.
267. Collect Old phone books in your neighborhood for recycling.
268. Adopt an acre of a park or a mile of roadside to keep clean. More Information
269. Elect a family "energy watchdog" to shut off lights, radios, and TV's when not in use.
270. Help everyone in your family conserve water.
271. Clean up trash along a river or in a park.
272. Create a habitat for wildlife.
273. Create a campaign to encourage biking and walking.
274. Test the health of the water in your local lakes, rivers or streams.
275. Got places to be? Burn energy on your bike instead of taking the family car.
276. Participate in a Wildlife Habitat Program.
277. Start a butterfly garden at home, at a community center, senior home or school.
278. Sponsor an environmental slogan contest in school.
279. Build a bluebird trail.
280. Collect aluminum cans and donate the money to a favorite charity.
281. Get together with friends and make conservation posters for the community center.
282. Encourage your parents to buy products made from recycled materials.
283. Conduct an energy audit at your school.
284. Monitor the indoor air quality.
285. Organize an asbestos check.
286. Test the drinking water for lead.
287. Adopt an acre of rainforest.
288. Plant a commemorative tree to honor someone.
289. Create a children's nature garden, labeling plants and trees and scheduling guided tours.
290. Replace trees that have died.
291. Take household toxic waste to a proper disposal facility.
292. Check indoor radon levels.
293. Adopt highways and clean up clutter.
294. Volunteer to separate recyclables.
295. Organize a hazardous waste collection.
296. Start a recycling center at school.
297. Host a recycling fair.
298. Hold an invention contest with entries made out of recycled goods.
299. Form a volunteer lawn mowing service with your friends.
300. If you see a tree that's in trouble, try to save it. Pamper it, water it, or don't water it as the case may be. Find out what's wrong with it and how to make it better.
301. Pick up litter.
302. Use a lunch box instead of throwaway bags.
303. Practice the 3 R's in your house: Reduce, recycle, reuse.
304. Adopt a park with your friends and keep it clean. More Information
305. Bring a backpack when you shop or reuse those little plastic sacks.
306. Clean up a beach or riverbed.
307. Start a compost pile and encourage your family to use it!
308. Plant trees.
309. Plant a commemorative tree to honor someone.
310. Ask your school to use recycled paper.
311. Repair homes or abandoned buildings.
312. Start an Environmental Club.
313. Hold a recycling contest.
314. Check homes and public buildings for lead based paint.
315. Clear a new trail at a nature center or park.

SENIOR CITIZENS:

316. Adopt a "grand friend"
317. Visit a nursing home.
318. Rake leaves, shovel snow, clean gutter or wash windows for a senior citizen.
319. Pick up medicine for an elderly person.
320. During bad weather, visit seniors to make sure they have everything they need.
321. Pick up the morning paper for a senior neighbor on your way to school.
322. Form a Mall Patrol with your friends to help seniors with their shopping.
323. Form a kids' car wash squad to clean and wash seniors' cars.
324. Write your "grand friend" a letter, or write letters for an elderly person.
325. Go for a walk with a senior citizen in your community.
326. Hold an afternoon dance for your local nursing home.
327. With the help of family and friends, hold a summertime play or songfest at a nursing home.
328. Teach them your dances and ask them to teach you theirs.
329. Deliver meals to homebound individuals.
330. Offer to pick up groceries with/for a senior citizen.
331. Help senior citizens in your neighborhood obtain and install locks or smoke alarms.
332. Teach a senior friend how to use a computer or the Internet.
333. Get a group together to sing or present a play at a nursing home.
334. Do something creative on the holidays for the Senior Citizens (cook a meal, bake cookies, dress up in costumes, etc.)
335. Take a pet to a nursing home.
336. Do art projects with people in nursing homes (Finger painting.)
337. Organize a sing-a-long.
338. Offer to read to people in a nursing home.
339. Write letters to people in a nursing home, if you can't go and visit.
340. Teach an elderly neighbor a new card game.
341. Call up elderly people who live on their own to see if they need anything.
342. Teach your senior friends how to use computers.
343. Get with friends and form a Clean Up Club to help elderly with their house cleaning.
344. Be a friend to the senior citizens.

HELPING ANIMALS:

345. Volunteer at an animal shelter. Help clean up, play with the animals, or do whatever's needed to make the shelter a nicer "temporary" home for the animals.
346. Become a foster parent. Some shelters have temporary foster care programs. You take care of a pet until they can find a permanent home for it.
347. Control animal populations.
348. Find out about raising a dog for persons with disabilities.
349. Raise money for pet causes by organizing a pet photo session.
350. Organize a pet show for a local nursing home.
351. With the support of a vet clinic, organize a neuter and spay campaign to get animals neutered and spayed at a reduced rate.
352. Set up donation centers for animal products to be donated to needy.
353. Learn about pet therapy and do pet therapy with your animal at nursing homes and day care centers.
354. Form a "we love animals" club and volunteer to care for animals at a children's zoo.
355. Plan a special awareness event during Be Kind to Animals Week in May.
356. Organize a community dog wash.
357. Volunteer to clean out animal shelters at homeless shelter.
358. Collect and sort newspapers to donate to a local animal shelter.
359. Collect food and supplies needed for a local zoo, animal shelter or food bank.
360. Adopt a Zoo Animal.
361. Learn about pet therapy and do pet therapy at local nursing homes or child care centers.
362. Find homes in shelters for abandoned pets.
363. Hatch ducks for release in the wild.
364. Clean wooden duck house before each nesting season.
365. Care for a neighbor's pet.
366. Find out about volunteer opportunities at a local wildlife sanctuary or survival center.

I'm a 4-H Project Leader: Now What Do I Do?

How do I know who is in my project?

- Your club organizational leader will provide you with the names, addresses and phone numbers of the members enrolled in the project for which you are the leader.
- If you are working on the county level, contact the UCCE for the list of project members.
- The organizational leader may indicate to you if any of the youth have special needs. At your first project meeting, note any other youth that may have special needs.
- You may wish to consult with the parent or your 4-H Youth Development Agent as to how to work with a special needs child.

How often should I hold project meetings?

It is recommended you hold 4-6 meetings that each last 1½ to 2 hours in length. Some projects require more meetings or a longer meeting time to accomplish your goals. Some projects, such as leathercraft, may lend themselves to individual project work as members progress on their projects. In this case, you should hold several introductory meetings for all members and then set up a schedule of time for them to sign up for individual help.

When do I start?

Get started as soon as possible! Members' interest in a project is most keen when they are signing up for a project and when they get their project books.

How do I cover the cost of project meetings?

- There is a wide variety of means for covering the cost of project meetings. Some methods used include:
- Each member pays for their share of the expenses or provides a portion of the supplies.
- The club agrees to cover expenses using funds from their treasury. Approval in advance is needed for this.
- Members and leaders can solicit donations/supplies from area businesses.
- Sometimes funds from sources outside your club may be available to cover your project meeting costs.

How do I establish a project meeting schedule?

First, determine when you are available to work with project members. Then determine an initial project meeting date by consulting with your project members.

Publicize the date using one of the following means:

- County and/or club newsletter
- Club meeting or leader association meetings
- Postcards or phone calls to project members

You may not be able to schedule an initial meeting that everyone can attend. Establish a time to meet with those unable to attend before you hold your second project meeting.

Where do I hold project meetings?

Typically project meetings are held at project leader homes, schools, or community buildings. For more information on facility adaptability and liability concerns contact your 4-H Youth Development Agent.

What safety precautions do we need to consider?

Consider the type of safety issues your particular project involves. Request and secure necessary safety items such as ear protection, eye protection and head protection.

How do I let others in my club or other clubs know I am a project leader?

Prior to enrollment ask for time on your club's meeting agenda to let families in your club know you're a project leader and to share some things the kids could do in the project if they enrolled in it. When the project materials are handed out, take the opportunity to inform or remind members that you are their project leader and set an initial meeting date with the group. If no one in your club is in your project, you may wish to offer your services to a neighboring club. Talk to your club organizational leader or county 4-H Youth Development agent about this opportunity.

How do I prepare for the first meeting?

You may want to establish a 4-H resource box where you keep your project materials and any additional resources you will be using. Take time to become familiar with your project literature and talk to others who were project leaders for this project to find out what activities the members enjoyed.

What should I do at the initial project meeting?

- At the initial project meeting, here are some ideas of what you might want to cover:
- Find out what the members want to learn and accomplish in the project. The project literature is an excellent source of ideas.
- Review the safety practices that members will need to follow.

- Do an introductory activity related to the project so the members get to know one another
- Have a small project the members can complete and take home
- Talk about how the project meeting supplies will be paid for. Experienced leaders have found it easiest to charge a small fee to cover the cost of the expenses.
- Assess when members are available for additional meetings. You may wish to ask the parents or members to bring along their calendars of family activities.
- Encourage parents to participate in project meetings, especially the initial meeting.

What does a typical project meeting look like after the initial orientation?

Use the experiential learning model (found in the introductory pages of your Helper's Guide) to plan your project meeting. The project helper's guide will provide suggestions for designing a project meeting. Here are some suggestions for each section of the model:

Do

- Plan an activity to focus the project members on what they'll be doing today. Work on the project for that meeting.

Reflect

- Review the process completed
- Discuss what worked and didn't work.
- Talk about how any problems that arose were solved.
- Assist members in documenting their project work for inclusion in their record books/portfolios.

Apply

- Ask the project member the following questions:
- What else have you seen that is similar to this?
- How can you apply what you learned today to other situations?

What resources are available to help me?

- 4-H Project Literature – You will receive project literature through your 4-H club or the UW-Extension office. Typically there is a helper's guide and member literature for three to four levels.
- Other People in my Club & County – There are a number of people in your county who would be willing to share project ideas and tips with you.

These include:

- Project leaders in other clubs
 - County Staff
 - Older youth who have been involved in the project
-
- **Media Collection & Public Libraries** – Additional resources can be obtained from the Cooperative Extension Media Collection. They have videos, skillathons, displays and resource packages available to support a variety of projects. There is a user fee per item you or your club will be responsible for. You can view their catalog at their website <http://www.uwex.edu/ces/media/>. Check with your local public library to find out what resources they may have or that you can obtain through inter-library loan.
 - **4-H Website** – Wisconsin 4-H is continually adding more information and activities to their website. Visit this site at www.uwex.edu/ces/4h/onlinepro/. You may wish to check out websites from other state 4-H programs also.
 - **Volunteer Leaders Conferences** – Review each issue of your county's newsletter to learn about training sessions for project leaders offered by your county, district or at statewide events. Sessions focusing on new project literature are typically offered at the State 4-H Volunteer Leader Conference held every other year. Periodically statewide conferences focusing on specific project areas are offered in addition to sessions at the volunteer conferences. You can also exchange ideas with other leaders at statewide Field Day.
 - **Field Trips** – Youth always enjoy the opportunity to see firsthand how things are done and how they work. Consider taking your project group on a field trip or tour of a local business or company to enhance their project experience. An example would be taking your dairy members to a cheese factory or your foods group to a local bakery.
 - **Local Experts** – Bring in a local "expert" to share their ideas and experiences with your group. One example would be asking a Master Gardener to share information on choosing perennial or trimming shrubs at one of your project meetings.
 - **Magazines** – Many leaders have found creative ideas to supplement those in the project literature in magazines they have or those at the public library.

How can I incorporate activities not included in the project guide?

We encourage you to use the ideas in the project literature as they have been successfully used with youth. If you have some additional activities you would like to incorporate, consider the following criteria:

- Of interest to kids
- Developmentally appropriate
- Incorporate the experiential learning model
- Youth and adults are involved in determining what will be done
- Enhances the development of member life and project skills
- Research based source of content utilized

What is the relationship between project work and the county fair?

The County Fair is an opportunity for an independent evaluation of life and project skills a member learned through completing a project. County fair entries typically match the activities included in the project literature and may include other activities that are being emphasized in your county. One of your roles is to help maintain the focus of members and parents on the goal of 4-H, which is to develop blue ribbon kids. Talk with members about what they learned about each of their fair entries from the judging process. Help members celebrate their accomplishments regardless of the color of ribbon each project member received at the fair. This may be done through individual encouragement or at a meeting following the fair. While entering and displaying a project at the County Fair is the traditional method of public affirmation, there may be other means of exhibition such as a club tour, open house, community celebrations or others.

Who can I go to if I need someone to help me during the project meetings?

If you are leading beginning level project meetings, ask older members in the project to help you. This is a great leadership experience for them! Parents are another excellent source of help. Don't hesitate to ask them to stay for the meeting and be actively involved in their child's project work.