



Civic Engagement Officer

What does a Civic Engagement Officer do?

Your role as the club's Civic Engagement Officer is to be responsible for all aspects of one or more service projects that your club participates in during the 4-H year. You will give leadership to the project and create a Civic Engagement Committee who will collaborate and delegate responsibilities to club members, advisors, and parents. In addition to promoting community service and service learning activities, you will also help inform your club's members about the differences between the two. You will work with other officers to provide ways to introduce service projects to your club during club meetings and throughout the year.

General Duties

- Meet with other club officers and officer advisor(s) as part of the Executive Board
- Form a Civic Engagement Committee including at least two adult partners.
- Chair the Civic Engagement Committee.
- Work with other club officers to organize a Service Learning training for your club to make sure the members understand the difference between community service and service learning.
- With the Civic Engagement Committee, plan, execute, and promote at least one Service Learning project for the program.
- Take pictures during the service activity
- Write an article about Service Learning for your club or county newsletter.
- Encourage members to document their participation on their Personal Development report and or Annual Project Report.
- Keep detailed financial records of your club's service projects.
- Report on the completion of service learning projects to the 4-H Delivers Story (e.g. what issue did your project address? Why was the project important? What did 4-H do? Describe the impact on participants, 4-H clubs/county=y and the broader community. Why was this project significant? Make sure you take pictures during the service activity.

At Club Meetings

- Report on the Civic Engagement Committee's activities and plans.
- Give a training or presentation on Community Service and Service Learning.
- Ask for ideas of service activities from the members.
- Enlist members to participate in planned service activities.
- Encourage members to consider civic-minded topics for Presentation Day entries.

End of Year

- Report completed Community Service and Service Learning Projects through a [4-H Delivers Story](#)
- Create a full committee report detailing Community Service and Service Learning projects completed or in process.
- Transition all record keeping and meeting notes to the new Civic Engagement Officer.

More information

Service Learning Project Planning Guide, <http://4h.ucanr.edu/files/255116.pdf>

Service Learning Tool Kit, http://4h.ucanr.edu/Projects/Citizenship/service_learning/Toolkit/

Recommended websites:

<http://youth.gov/youth-topics/service-learning/what-are-benefits-service-learning>

<http://character.org/key-topics/service-learning/>

Recommended Books:

The Complete Guide to Service Learning: Proven, Practical Ways to Engage Students in Civic Responsibility, Academic Curriculum, & Social Action First Edition by Cathryn Berger Kaye (Author)

Recommended Curriculum:

Level 1: Agents of Change: Service Learning Activities for Middle School Youth

Level 2: Raise Your Voice: Service Learning Activities for High School Youth

Service Learning Helper's Guide: Service Learning Group Activities

<https://shop4-h.org/products/service-learning-curriculum-set-of-3>

Note: The curriculum guides youth through the service learning phases of planning, executing, reflecting, and generalizing to elevate service activities to learning experiences. Participants learn to identify needs, engage community partners, and have the opportunity to explore civic planning and management as it pertains to community needs.