

RESPONSIBILITIES OF SOLANO COUNTY 4-H PROJECT LEADERS

1. Leaders must write a plan for their project meetings, including a brief description of the topics to be covered, the skills to be taught, and activities that are planned. Project Leaders and Assistant Project Leaders all sign the same form. This written plan, form attached, must be submitted to your community club leader **before** holding project meetings. **The plan is due by September 6th, or earlier if established by your community club leader.** The community club leader will submit the original to the 4-H YDP staff for review. **Please retain a copy for your records.**
2. A volunteer leader must be 18 years or older. A 4-H adult volunteer cannot simultaneously be a 4-H member. An adult interested in serving as an adult volunteer is eligible for “appointment” by the Director after completing the required steps below.

The following mandatory items must be completed within 30 days of initiating ANY step of the enrollment process.

- a) **New Volunteers:** Fill out the online interest survey at [4-H Adult Volunteer Interest Survey](#).
- b) **New Volunteers:** Complete live-scan criminal records check (fingerprinting) with the State Department of Justice. Forms can be obtained online at:
http://solano4h.ucanr.edu/Get_Involved/Adult_Volunteers/New_Adult_Volunteers/.
- c) **All Volunteers:** To help ensure email providers allow messages from 4HOnline, please make sure you add the following address to your list of Contacts in your email: no-reply@4honline.com. **Add this email BEFORE you submit enrollment through 4HOnline.**
- d) **All Volunteers:** Submit 4-H adult volunteer application online at: <https://ca.4honline.com>.
- e) **New Volunteers:** Complete the required online training in eXtension at: [‘2019-20 California New Volunteer Training’](#).
- f) **Returning Volunteers:** Complete the required online training in eXtension at: [‘2019-20 California Returning Volunteers Training’](#).
- g) **All Volunteers:** Complete and submit a Project Leader Agreement. The project leader agreement is available in hard copy from community club leaders & on the Solano County UCCE website at:
http://solano4h.ucanr.edu/Get_Involved/Adult_Volunteers/New_Adult_Volunteers/.
- h) **All Volunteers:** Submit Program Fees - **\$35** for the **2019-2020 Program Year**. Checks to be made payable to: “Your “4-H Club.

**Before service as a volunteer begins, the Capitol Corridor Director must confirm your appointment, prior to any involvement with youth.
Your status in 4HOnline must be ACTIVE!**

3. Project leaders must ensure that the ratio of members to leaders does not exceed 10 members per 1 leader. Two appointed volunteers, or one appointed volunteer plus another adult or staff, (at least one of the two must be a minimum of 21 years of age) are required for all programs, events, meetings, & activities. No one-on-one interactions should occur in private. This includes between members and adults or among youth. If

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personal discussions are necessary, they should be conducted in an area that is in view of other volunteers and members.

4. Primary members, those 5 to 8, by Dec. 31st, are in **separate project groups from regular members**, 9 years old and older, by December 31st. Members who have **NOT** completed enrollment in 4HOnline and/or have not submitted program fees, **MAY NOT** attend 4-H project meetings, events or activities.
5. Leaders are responsible for the safety of members during meetings and activities. Leaders must incorporate safety awareness in project meetings and demonstrate safe practices when showing members how to carry out their project work. The [4-H Safety Manual](#) and [4-H Clover Safe Notes](#) have been developed to assist adult volunteers in ensuring that safety information is included in project meetings as well as events and activities.
6. **Meeting Space & participation in activities & events outside of the 4-H YDP.** Volunteers **MAY NOT** sign contracts (or complete/submit paper or online applications/agreements/entry forms, etc.), of any kind on behalf of UC (or their volunteer program, council or club) nor otherwise obligate the Regents of the University of California in any way. ALL agreements/contracts/applications must be executed by the Capitol Corridor Director. The Volunteer obtains ALL materials & forms relevant to the activity and submits them to 4-H YDP staff for review, completion and processing. **Please allow AT LEAST 1 month for completion. Some agreements take longer to process. Please plan so that your project is not adversely affected.**
7. The 4-H junior and teen leadership experience is designed to provide members with the opportunity to learn about the qualities and competencies needed to be a leader. Junior leaders provide assistance, while teen leaders assume more challenging leadership roles. At the beginning of the year, the 4-H member and the adult leaders must meet to plan the project and define each of their roles. To receive credit, the 4-H member must complete the Leadership Development Report (LDR) form. The LDR has 2 parts. Each part has a pre and post component. See [4-H Record Books](#) for more details.
8. Leaders should have at least one project meeting with their project members and their parent/guardian by **October 31st**. (Unless your leader status is **incomplete** or **pending** in 4HOnline). Inform the group of what is expected and the **specific date** that the project will start. **All project requirements must be in writing and reviewed at the first project meeting with project members and their parent/guardian. Date, location & timeframe for all project meetings, field trips & activities must be provided at the first meeting.** Project leaders can set the number of hours of project instruction necessary to meet the project goals. **Project leaders MAY NOT set other requirements, such as giving a presentation, participation at a county event, etc.** See [Steps to Success in 4-H](#), [Steps to Success in 4-H \(Spanish\)](#) and [Steps to Success in 4-H FAQ \(11-2015\)](#).
9. The requirement for project completion is a **minimum** of six (6) hours of project instruction. If you require more than 6 hours of instruction, you must inform the project members in writing at the first project meeting. Per the State 4-H [Steps to Success in 4-H](#), [Steps to Success in 4-H \(Spanish\)](#) and [Steps to Success in 4-H FAQ \(11-2015\)](#).

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Per the State 4-H Steps to Success in 4-H and Steps to Success in 4-H FAQ:

a. Member in Good Standing

- i. Complete enrollment
- ii. Be enrolled in at least one project
- iii. Comply with the 4-H Member Code of Conduct.

b. Project Completion

- i. Be a Member in Good Standing
- ii. Complete a minimum of 6 hours of project instruction (or more if required by the project leader).
- iii. Complete an Annual Project Report form
- iv. Annually receive a year stripe & pin.

c. Requirements to Exhibit at Fair

- i. Complete Project Completion requirements
- ii. Meet requirements as set by the county or fair.

10. Project leaders should hold their meetings on a regular and consistent basis that allows adequate time to complete all the areas of your project plan.
11. Project Leaders **MAY NOT** plan project meetings/activities that conflict with scheduled club, county, area or state events.
12. Keep 4-H club community leaders, project members and their parent/guardians informed of meeting dates and events relating to your project. Date, location & timeframe for all project meetings, field trips & activities must be provided at the first meeting.
13. Only enrolled 4-H members may attend 4-H project meetings and activities.
14. Project leaders should encourage members to participate in related 4-H project events such as field days, Presentation Day, Fashion Revue, judging contests, local, county and state fairs, etc. Keep members & parent/guardians aware of entry due dates for all events.
15. Keep accurate, written attendance records.
16. Attend 4-H club community meetings when possible.
17. Encourage parent/guardians to be involved not only in helping members with projects but also supporting club functions including fundraisers.
18. Encourage members to set attainable, measurable objectives and assist them in developing their own goals for project work, according to their abilities. Help members plan and organize their project work. Encourage members who are older and have been in the project for a few years to help younger members.
19. Plan time at the conclusion of project meetings for members to record their activities in their record book. This will reinforce the importance of record keeping as well as support members in completion of their Annual Project Report form, which is required to exhibit at fairs, as well as earn 4-H year pins and stripes.
20. Give recognition for progress to encourage continued improvement.
21. Talk with parent/guardians of members who need extra help or who have problems working with other members. Keep the 4-H club community leaders informed of any problems or concerns.