



NORTH CENTRAL REGION
Volunteer Specialists



4-H EZ

Recipe for 4-H Club Success

Introduction

Division of Roles Among Three 4-H Club Volunteers

1. Parent/Adult Volunteer Organization

- Organize & communicate family responsibilities at meetings
 - Snacks
 - Welcome Activities
- Oversee schedule for demonstrations.
- Organize volunteer opportunities (*consider providing a parent volunteer handout with suggested ways to help*)
- Encourage all parents to be screened volunteers
- Seek input from parents regularly
- Special event planning (i.e. holiday party, summer picnic)

2. Youth and Project Organization

- Oversee 4-H project experience schedule
 - Delegate planning and teaching of project areas
 - Work with 4-H project leaders and invited guests related to educational project experiences, including supplies needed, location requirements, etc.
 - Confirm date, time, and location with presenters prior to 4-H club meeting
 - Plan a thank you for presenters (e.g., card signed by club members)
- Work with youth to determine future projects. Determine ways to gather input.
- Plan club educational field trip experiences linked to project areas.

3. Meeting and Business Organization

- Communication with 4-H Extension Office - lead contact
- Train/work with youth officers
- Guide club officers to create final meeting agenda
- Communication (e.g., email, Facebook)
- Oversee Treasurer/Budget

Shared Roles

- Community Service project planning
- Fundraising