



Pennington County 4-H Club Programming Guide and Club of Merit Award Packet

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Programming Guide and Club of Merit Award

PURPOSE

Planning is an important life skill acquired in the 4-H Youth Development Program (YDP). 4-H club planning is a great way to practice this skill. This Pennington County 4-H Club Program Planning Guide and Club of Merit Award Packet has been designed to assist clubs in completing Pennington County and SDSU Extension 4-H YDP expectations, including requirements to be a Club in Good Standing, maintain the 4-H Club Charter and use the 4-H Name and Emblem.

The plan provides the club a checklist to meet Pennington County and SDSU Extension policies and expectations as well as to aid in the development of high-quality educational programming. The information can also be used as an annual club evaluation tool. Each club has an opportunity to develop its own annual program plan that meets the needs of its members. The plan should include an educational program that provides a variety of learning experiences. Each 4-H club is encouraged to establish a planning committee of 4-H members and club officers to work with the 4-H club leader to develop the club's program for the coming year.

Each 4-H club needs to be intentional in their efforts to provide an optimum environment for positive youth development. These efforts include active participation by each member in the process that is purposeful and developmental.

Instructions for using this Guide

The guide begins with essentials for maintaining a charter. It is followed by suggestions to help clubs establish goals. The club officers should review the planning guide regularly with the membership to check on the club's progress.

For a club to earn the minimum status and remain a chartered club, it must meet the seven (7) minimum requirements listed above section 1. To be a Club in Good Standing with a green charter seal, it must meet the additional fourteen (14) requirements in Section 1. One point will be awarded for each goal completed in this guide by the end of the 4-H year. A 4-H club may also earn a higher level charter seal and become a Club of Merit by completing additional goals in Sections 2, 3 and/or 4, for a total of nineteen (19) for Silver, twenty-four (24) for Gold, and forty (40) for Purple.

Goals should be set at the beginning of the year. Place a check mark by those goals that you plan to work on this year. As you complete your goal, place a check mark in the completed section. You may add one goal of your own in Sections 2, 3, and 4. Please use the blank line at the end of each section to designate your goal.

A 4-H club is best positioned to serve youth and the community when it is structured with sufficient numbers of volunteers to meet the club's needs, has active club officers and committees and meets an adequate number of times during the year. Club meetings or a special event should be planned and involve all members and their families. A club needs to create an environment that ensures the physical and emotional health and safety of each member.

Having a deadline to accomplish the club goals, and meeting that deadline is an important responsibility. By meeting deadlines, 4-H clubs will be more efficient and better serve the membership by ensuring enrollment, communications, compliance and recognition.

4-H clubs must have a 4-H charter. The 4-H Charter formally recognizes a group's affiliation with 4-H and grants the group permission to use the 4-H Name and Emblem. It provides the permission for the 4-H Club to be a subsidiary of USDA National 4-H Headquarters, SDSU Extension and eligibility for federal tax exemption status. All 4-H clubs, units, groups and committees that use the 4-H Name and Emblem, handle finances and/or have a checkbook must be chartered. This includes accepting donations and fundraising.

All chartered 4-H clubs and units are required to complete the minimum requirements listed in Section 1 of this 4-H Club Program Planning Guide. Noncompliance can result in removal of the 4-H Club Charter, dissolution of the club and withdrawal of permission to use the 4-H Name and Emblem.

Section 1

Minimum Requirements to have a Community Club Charter:

To maintain charter status all 4-H clubs must meet the following 7 requirements each year:

- 1) Have at least 5 members from 3 different families.
- 2) Have at least 1 adult volunteer and ensure all adult volunteers have completed the SDSU Extension Volunteer Work Agreement, Volunteer Training Videos, and passed the SDSU HireRight Background Check.
- 3) Constitution and Bylaws approved by club members and 4-H YDP staff.
- 4) Have youth 4-H club officers.
- 5) Meet Affirmative Action guidelines and complete the SDSU Extension 4-H Club Assurance Statement.
- 6) Use the Pennington County 4-H office address as the clubs official banking address.
- 7) Complete the Annual Charter Renewal Form and submit them to the Pennington County 4-H Office by the first Friday in October.

To achieve "Club in Good Standing" status and earn a green seal, complete all fourteen (14) of the following items.

PLANNED	GOAL	COMPLETED
✓	1. Complete the club enrollment process and pay fees to the county office by December 31.	
✓	2. Hold at least six (6) regularly scheduled club meetings.	
✓	3. Ensure that the youth development and educational practices outlined in the SDSU Extension 4-H Youth Development Program Framework are implemented in all club and project meetings and activities. See the South Dakota 4-H Club Management Guide.	
✓	4. Train all club officers, if applicable.	
✓	5. Include at least one member public presentation at each club meeting.	
✓	6. Conduct at least one club service learning project.	
✓	7. 4-H Club visited by a Pennington County 4-H Youth Program Advisor.	
✓	8. By the end of the 4-H year our club either did not have a treasury or had a clean audit.	
✓	9. Have representative(s) regularly attend the Pennington County 4-H Leader's Association meetings.	
✓	10. Half of the Club members participate in at least 2 county or state 4-H events.	
✓	11. Each 4-H meeting or activity is under the guidance of a 4-H volunteer.	
✓	12. Complete the Secretary's Book/Binder and turn in to the Pennington County 4-H office by the first Friday in October.	
✓	13. If club has a bank account, taxes were filed using IRS Form 1023-EZ , 1023, 990-N, or other appropriate forms.	
✓	14. Submit a completed 4-H Club Program Planning Guide (this packet) to the Pennington County 4-H office by the first Friday in October.	

Section 1 Goals Completed: _____

- **To Earn a Silver Seal, complete at least five (5) additional goals from Sections 2, 3, or 4.**
- **To Earn a Gold Seal, complete at least ten (10) additional goals from Sections 2, 3, or 4.**
- **To Earn a Purple Seal, complete at least twenty-six (26) additional goals from Sections 2, 3, or 4.**

Section 2

Membership & Club Goals

PLANNED	GOAL	COMPLETED
	1. All meetings have a recreation, business and educational program component.	
	2. Enroll 50% of eligible members from last year.	
	3. All 4-H members and volunteers re-enroll using the 4hOnline Enrollment System.	
	4. 5 new members joined the club in the current 4-H year.	
	5. 50% of members have been part of a presentation at a 4-H club meeting at least once during the club year.	
	6. At least 10% of the members give a 4-H presentation or talk at events other than club or project meetings.	
	7. Participate in a community event to promote membership in the club or Pennington County 4-H YDP (e.g., back to school night, open house).	
	8. Prepare at least 2 club newsletters, emails, social media posts, or other form of communication for members during the 4-H year.	
	9. Each 4-H member's parent/guardian attends at least one 4-H club meeting or event during the year.	
	10. Greet and introduce all guests at 4-H meetings.	
	11. At least 50% of members serve on club committees.	
	12. All 4-H Club members know the 4-H Pledge, Motto, Emblem and Colors.	
	13. At least 50% of members participate in at least one county or state 4-H event or workshop (e.g., youth in action day, judging events, state fair)	
	14. At least 25% of members complete a Pennington County 4-H Record Book.	
	15. At least two adults take a professional development course that builds their skills to nurture the development of a growth mindset and/or goal management skills in club members. List Here: _____	
	16. Adopt the 4th H for health wellness plan. https://4-h.org/parents/healthy-living/#!menu-builder	
	17. A guest speaker presents or leads an activity at one club meeting.	
	18. Hold eight (8) regularly scheduled 4-H Club meetings during the year.	
	19. At least 5 of members attended workshops provided at the county level in the current year.	
	20. <i>Make your own club membership goal</i> _____	

Section 2 Goals Completed: _____

Section 3

Leadership Goals

PLANNED	GOAL	COMPLETED
	1. Each club meeting or activity provides leadership opportunities for members.	
	2. At least one member attended Teen Leadership Conference in Brookings.	
	3. At least one member attended Capital Day in Pierre.	
	4. At least one member applied to be an Ambassador.	
	5. Conduct at least two special events during the year (e.g., picnic, tour, potluck, party).	
	6. Adult volunteers or teen leaders make personal contact with first and second year 4-H members at least once during the first three months of the 4-H year.	
	7. At least one junior or senior (aged 11- 18 years) member attends a Pennington County 4-H Leader's Association meeting and reports back to the club.	
	8. At least one junior or senior (aged 11- 18 years) member or one adult volunteer will serve on a countywide planning or event committee.	
	9. President, Vice-President, Secretary officer positions are filled. Treasurer position is filled if club has a bank account.	
	10. The club has a Health Officer position.	
	11. A club member served on the South Dakota 4-H Youth Council.	
	<i>Make your own club leadership goal</i>	
	12. _____	

Section 3 Goals Completed: _____

Section 4

Community Goals

PLANNED	GOAL	COMPLETED
	1. Two club members enrolled & completed the citizenship project area.	
	2. At least 50% of members exhibit, participate or represent 4-H at a county fair or non-4-H community event.	
	3. At least one member applies for Citizenship Washington Focus, National 4-H Conference, or National 4-H Congress.	
	4. Prepare a club/4-H promotion program or activity, such as an educational display for National 4-H Week.	
	5. Have at least one member give a 4-H presentation before another organization.	
	6. Complete a service learning project related to a specific community problem.	
	7. Complete two or more service learning projects that contribute at least 15 hours to the community (e.g., 5 members at 3 hours each = 15 hours).	
	8. Write a press release about a 4-H meeting or event for the local news-media, or give an interview in a local news-media platform about a 4-H project or event.	
	9. Host a non 4-H youth group during the year.	
	10. At least one junior or senior (aged 11- 18 years) member attends a Pennington County Extension Advisory Board meeting and reports back to the club.	
	11. A 4-H member represents the Pennington County 4-H Program at the annual Pennington County Extension Budget hearing held in June.	
	12. Club conducts a community service project benefiting Armed Services men and women.	
	13. 50% of 4-H club members participate in the Pennington County 4-H Community Service project selling or laying wreaths at Black Hills National Cemetery.	
	14. The club writes a story about Pennington County 4-H History for the National 4-H History Preservation Project and to put in the Walter Taylor 4-H Building. See the 4-H Youth Program Advisor for Ideas. 4-hhistorypreservation.com	
	15. Club applied for SD 4-H Leaders Association mini grant.	
	16. 50% of club members contributed towards the State Service Project by giving, helping, advertising, etc.	
	<i>Make your own club community goal</i>	
	17. _____	

Section 4 Goals Completed: _____



Club Seal

4-H Year: 20__-20__

_____ Green (7 minimum goals completed) - Maintain Club Charter



_____ Blue (14 goals completed) - 4-H Club In Good Standing

The seven(7) minimum goals to maintain a club charter, and all goals associated with green must be accomplished to receive a higher level seal



_____ Silver (19 goals completed) - Excellent 4-H Club of Merit



_____ Gold (24 Goals Completed) - Outstanding 4-H Club of Merit



_____ Purple (40 Goals Completed) - Premier 4-H Club of Merit



Year Original Charter Received: _____

I have reviewed this report of the _____ 4-H Club and believe it to be correct.

Secretary

Date

President

Date

Club Leader

Date

Youth Program Advisor

Date