

Information and Resources for
California Collegiate 4-H Clubs
<http://www.ca4h.org/collegiate4h/>

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**CALIFORNIA
COLLEGIATE 4-H**

UNIVERSITY OF CALIFORNIA



CITIZENSHIP

LEADERSHIP

LIFE SKILLS

4-H
Youth
DEVELOPMENT
PROGRAM

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California Collegiate 4-H

Collegiate 4-H is an organization that provides its members a sense of identity on college and university campuses, enriches their lives through group projects and recreation, develops confidence and leadership skills, and allows students expanded opportunities to serve the 4-H YDP.

California Collegiate 4-H is authorized and administered by the California State 4-H YDP Office in cooperation with the county 4-H YDP staff and programs.

California Collegiate 4-H will...

- Be a means of maintaining one's involvement in 4-H beyond youth membership
- Provide support, a communication framework, and information to all its members
- Become role models for youth to follow, and act accordingly
- Serve as a resource to local clubs, county, sectional, and state 4-H programs
- Present trainings and informational sessions relating to higher education at 4-H events
- Provide experience in leadership to its members, preparing them to become 4-H volunteers
- Integrate higher education into youth programs, by encouraging 4-H members to continue education beyond high school
- Support members in developing professional connections with professors and industry
- Encourage the formation of social support groups

Collegiate 4-H Clubs

Collegiate 4-H Clubs may be established at any California institution of higher education including community colleges, private colleges and universities, CSU and UC, and vocational/trade schools.

Clubs are comprised mainly of students active on the host campus but may include alumni and honorary members, or students at other institutes of higher education.

Each club may choose the focus of its program, which may vary. This may include activities and service on local, county, sectional, and state levels of the California 4-H Youth Development Program.

All 4-H Collegiate Clubs must be chartered through the county 4-H office in which the higher education institution resides and approved through the state 4-H YDP office. Authorization to use the 4-H name and emblem, establish a bank account, raise funds, and carryout an educational program are granted through the chartering process.

Most Collegiate 4-H Clubs obtain status as a recognized student organization at their host campus. Colleges have additional guidelines and policies regarding student organizations. The college may mandate financial procedures, membership requirements, and use of facilities. If host campus policies conflict with 4-H YDP Policies, the CA State 4-H Office will help determine a proper course of action on a case-by-case basis.

Create a Collegiate 4-H Club

1. Contact the California State 4-H Office and start forming a Constitution.
2. Contact your school club's administration office and file paperwork to form a student organization.
3. Find at least four other people to help you start the club.
4. Have your first meeting!
 - a. Determine your mission and goals
 - b. Ratify a Constitution
 - c. Elect officers

Membership

Undergraduate, graduate and professional students are eligible to join a Collegiate 4-H Club at their respective institution of higher education. Faculty and staff may serve as club advisors at the invitation of the student membership.

Many colleges mandate membership eligibility for student organizations. While Collegiate 4-H Clubs must adhere to these guidelines of their host campus, all 4-H groups and activities must adhere to the University of California non-discrimination statement when using the 4-H name and emblem.

Collegiate 4-H members enroll as an adult volunteer and follow all of the enrollment screening and orientation processes as required by the state and county 4-H YDP. Enrollment should be completed in the county where the institution of higher education is located.

Collegiate 4-H activities must adhere to all 4-H YDP policies. Collegiate 4-H Club members are expected to adhere to the 4-H Adult Code of Conduct, Responsibilities and Rights. Alcohol and tobacco products are prohibited at Collegiate 4-H events.

Additional Resources

National Collegiate 4-H Club Establishment Guidelines

<http://www.collegiate4h.org/docs/natdocs/natclubguidelines.doc>

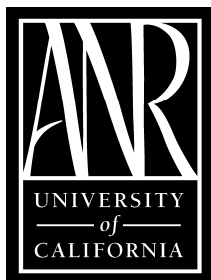
The approval form is only used for Clubs wanting to join and have voting rights with the National Collegiate 4-H Organization.

National Collegiate 4-H Club Startup Advice

<http://www.collegiate4h.org/docs/natdocs/clubstrt.pdf>

California Collegiate 4-H Coordinator

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Collegiate 4-H Structure

California Collegiate 4-H Clubs may choose to participate in the Western Regional Collegiate 4-H Council and/or National Collegiate 4-H Organization. Both entities have eligibility guidelines in becoming a voting Collegiate 4-H Club. Both hold conferences annually, have communication lists, and provide resources and support to Collegiate 4-H Club.

National Collegiate 4-H

<http://www.collegiate4h.org>

- The national motto of Collegiate 4-H is “Sharing to Continue – Continuing to Share”
- At the national level, there is a National Action Board (NAB) composed of two regional representatives per region, a secretary, business manager, and national committee liaisons. This group is responsible for finances and national activities, and interacts with both the National 4-H Council and USDA.
- National level committees exist to enhance the resources and experiences available to Collegiate 4-H at the club, regional, and national level. Applications are due during National Conference.
- Each year in the spring (Feb – Apr) there is a National Collegiate 4-H Conference. Hosting duties for this conference rotate among the four Regions, which select a host school from their members.
- Each Collegiate 4-H club that pays national dues has two votes at the business meeting conducted at every National Collegiate 4-H Conference. Dues are paid to the National Business Manager – go to the above website to find the contact information for this officer.

Western Regional Collegiate 4-H

<http://westernregion.collegiate4h.org>

Email List: wrcollegiate4h@yahogroups.com

- The Western Region includes all member schools in the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming
- At the regional level, the officers include a president, business officer and secretary that oversee regional activities and finances.
- Each year in the fall (Oct – Dec) there is a Western Regional Collegiate 4-H Conference. The host school for each year is designated at the previous year’s conference.
- Each Collegiate 4-H club that pays regional dues has two votes at the business meeting conducted at every Western Regional Collegiate 4-H Conference. Dues are paid to the Regional Business Manager – go to the above website to find the contact information for this officer.

California Collegiate 4-H

<http://www.ca4h.org/collegiate4h/>

Email List: collegiate4h@ucdavis.edu (contact Steven Worker to be added to this list)

- California Collegiate 4-H includes all member schools located within the State of California and following 4-H YDP guidelines. It is overseen by the State 4-H YD Office and the appropriate student activities office at each campus.
- This group provides communication pathways among its members and encourages collaboration both within the group and with other programs.
- All members of California Collegiate 4-H clubs are encouraged to take part in statewide activities.
- No state dues are collected for this program.

Opportunities for Collegiate 4-H Members

Partial List

General Activity Suggestions

- Leading projects for local 4-H clubs and communities
- Serving on planning, programmatic, or advisory committees
- Mentoring youth members
- Assisting 4-H staff and volunteers
- Outreach and training teams
- Hosting conferences and events
- Tutoring
- Presenting sessions at conferences and events
- Chaperoning 4-H teens at overnight events and conferences

Other 4-H Programs

- Offer to assist with Local, County, and Sectional Events
- Lead a workshop at a Sectional 4-H Teen Conference, 4-H State Leadership Conference or State 4-H Leaders' Forum
- Become involved with planning activities at the State 4-H Field Day
- Attend the Western Regional Collegiate 4-H Conference or National Collegiate 4-H Conference
- Act as a collegiate facilitator at the National 4-H Conference
- County Advisory or Management Committees
- Serve on a State 4-H Advisory Committee
- Serve as a Western Regional Collegiate 4-H Officer or on a National Collegiate 4-H Committee

Collegiate 4-H Club Suggested Materials

You may find the items below useful as you establish your new club.

Collegiate 4-H Binder

- General club materials
 - Calendar
 - Constitution (*sample included in this packet*)
 - Agenda (*included*)
 - Minutes (*use agenda as guide for notes*)
 - Recruitment Flyer (*included*)
 - Sign-up sheet (*included*)
 - Roster of current, honorary, and alumni members (*base on sign-up sheet*)
 - Archives (*past events, presentation materials*)
 - References (*other clubs' information, icebreakers, contacts*)
 - Robert's Rules of Order (*available at most bookstores*)
- Treasurer's materials
 - Campus Guidelines (*obtain through campus student activities office*)
 - 4-H Treasurer's manual (*available through County 4-H Office*)
 - Fundraising ideas and guidelines

Sample Business Meeting Agenda (1 Hour)

Club Name Collegiate 4-H Meeting

Date, Time, Location

0:00 – 0:10 **Introductions and Check-In**

- Ice-Breaker (Officer or other member)
- Personal updates (each member, 1-3 sentences)

0:10 – 0:20 **Old Business**

- Previous Meeting's minutes (Secretary)
- Financial Report (Treasurer)
- Reports on past events/activities (committees)
- Address business left over from previous meeting (open)

0:20 – 0:30 **New Business**

- Address new concerns/business (open)
- Information about upcoming events/activities (committees)
- General Announcements (open)

0:30 – 0:50 **Activity or Guest Speaker**

- Quick Description of Activity
- Key Points / Topics

0:50 – 1:00 **Wrap-up**

- Reports or votes (if business-related)
- Schedule future meeting dates and topics
- Adjournment
- Clean up meeting space

Other Optional Sections

- "Fun Facts" or quiz section
- Club description/mission statement on each agenda (useful for new members/guests)
- Member profiles
- Calendar (with upcoming school, 4-H, and social events)

First Meeting Agenda
Club Name Collegiate 4-H Meeting
Date, Time, Location

0:00 – 0:10 Introductions and Check-In

- Ice-Breaker (Officer or other member), Individual Introductions
- Fun activity or food?

Getting Everything Started (*may take more than one meeting*)

Purpose

- Why is the club here?
- Why is each person here?
- What skills do we bring to the club? To the rest of the 4-H program?

Structure / Activities

- On what area(s) will we focus during our first year?
- What do we want to accomplish over this first year?
- What do we want to do in future years?
- Key Topics
 - Events – Interaction with 4-H and campus
 - Recruitment
 - Fundraising
 - Club recognition on campus
 - Calendar – meetings, events, dates, and locations
 - Advisors
 - Enrollment in 4-H YD Program

Stretch Break!

Constitution

- Look over the sample constitution and modify it to fit your needs.
- Consult the UCCE Office and the campus Student Activities office to ensure compliance with existing guidelines or rules
- Discuss key items such as officers, elections, and meeting rules
- Vote to ratify
- Submit to campus and 4-H Office for approval

Stretch Break!

Electing Officers

- Discuss needs and interests
- Open nominations
- Campaign speeches and Secret-Ballot election (may be postponed until next meeting)

0:50 – 1:00 Wrap-up

- Schedule future meeting dates and topics
- Adjournment
- Clean up meeting space



Does this clover look familiar?

*Are you interested in youth
development, community service, or
leadership?*

*Do you want the opportunity to
work with motivated student leaders?*

Join us!

Collegiate 4-H at (Campus)

DATE

(Time) at (Location)

For more information, contact

**(Name) at (Number) or (Email
Address)**

Check out our organization at

<http://ca4h.org/collegiate4h/>



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