

Annual Fall Leaders Meeting Highlights – Sept. 29, 2011

- Thank you to our volunteers. Please have a cookie and enjoy the refreshments provided.
- Participants were introduced to the concept of an “**Art Start**” activity (tri-fold drawing activity icebreaker). Group did the activity. Following activity the group discussed why we would do this kind of activity and when a 4-H Club might implement this type of activity – icebreaker, welcome activity, to inspire creative thinking, teamwork, etc.
- **Essential Elements of 4-H handouts** – We reviewed the 4-H Essential Elements and how to create positive 4-H Learning Environments. Handout provided ideas for 4-H club leaders – Learning Environment Approaches to consider. Always consider the “**BIG M**” (the Essential Elements of **B**elonging, **I**ndependence, **G**enerosity, and **M**astery) when planning 4-H activities.
- **NEW! Revolution of Responsibility Marketing Campaign** – Everyone watched the short movie clip. Visit: <http://www.4-h.org/about/revolution/>. We discussed what the campaign is all about. Leaders were encouraged to plan club activities and learning opportunities with the Revolution of Responsibility in mind...4-H experiences lead to “asset building” and “life skill development” or in other words 4-H helps youth become capable, contributing, and caring citizens (this is our 4-H Mission). The movie shows that 4-H’ers “step-up” to make a difference and create positive change in their communities. 4-H’ers are responsible citizens.
- **Review - Re-enrollment Process** (year in project on forms is off by one year – reflects years completed not the year starting, 4-H year – years completed). Please follow the instructions on the re-enrollment packet. Please - note your individual teen leaders on each teen leader’s individual re-enrollment form.
- **Review – All required enrollment forms/waivers** – Checklist Tools & Tyvek Envelopes
- **Review – parent permission form** – Assumption of Risk/Release of Liability – required before a youth can participate in 4-H – must have this!!! Try your best to collect all the necessary paperwork at the first meeting a new member attends.
- **Official volunteers vs. parent volunteers** – new background check forms are needed for parent helpers annually; valuable partnership form is needed annually for officially enrolled adult volunteers. Note: The background check form for parents has been revised. Please use the new version.

- **Member Fee** – review letter and form – Due Dec. 1 (4-H Council raised \$7,990.00 last year from member fees. The goal was to raise \$10,000.) Discussion about 4-H budget situation.
- **Annual Financial Summary** reminder – Due Dec. 1 – clubs & committees must submit this form annually. This is a requirement for all groups, even those groups without bank accounts. Groups that do not handle money should simply complete the form with zeros.
- **Share your 4-H story!** Please assist the 4-H Office with reporting our impacts. The 4-H Office is required to report weekly to the County Commissioners. We are required to report the significant activities 4-H is doing each week. Please share the good work that you are doing. We are looking to report more than just participation numbers and head counts. We want to know about your community service performed and how 4-H is making a difference in Thurston County. Also for special events (camps, clinics, etc.) - please work with the 4-H Office to develop evaluation tools for your special events and special learning activities. The 4-H Office can assist you with program planning and with collecting data that documents knowledge gain and behavior change. Our investors – those that invest time and money in our program – need to know what 4-H is doing so we can continue to make 4-H available to youth in the future.
- **Special Events** – shows, clinics, parades, trips, please check with the 4-H Office first – we can help ensure risk management plans are created/implemented, help with insurance needs, make sure proper registration materials are used, etc. Remember please **DO NOT** sign hold harmless agreements on behalf of your 4-H Club. Again, please share with us what you are doing for evaluation and reporting purposes.
- **Animals on display and hand washing** – review of hand washing requirement for animals on display to the public.
- **Club Accident Insurance** –The 4-H Council secures a county-wide policy to cover all enrolled 4-H youth members. Member fee helps to cover the expense, no needs to apply at club level. You still need to secure “special activities insurance” for events. (Club Accident Insurance will cost the 4-H Council \$638.00 this year based on last year’s enrollment numbers. 360 - \$1 members, 139 - \$2 horse members.)
- **New Publication EM2778 Catalogs** and CD’s. All enrolled leaders should have received a copy in the mail. CD’s to follow shortly. Contact the 4-H Office for a CD.

- **Important IRS update** – current status – We cannot open any new 4-H Club bank accounts at this time. The 4-H Council is the only option for the time being because Washington State 4-H is in the process of applying for our own IRS GEN Number to cover all 4-H Clubs in Washington State. Pat BoyEs from the State 4-H Office mailed all Main Club Leaders back in June a request to complete two documents for the IRS. Clubs that failed to follow through with that request will be contacted in the not too distant future. Clubs that do not respond will lose their 4-H non-profit status and will not be able to accept tax deductible donations.
- **Master Volunteer Series** wasn't very well attended – we may just schedule Record Book and Public Presentation/Education Display training. These trainings would be “train the trainer” in design. Appropriate for adults and teen leaders that will be teaching at the club level. Not appropriate for young members.
Orientation dates and VLT dates - see re-enrollment packet for flyer with dates
- See our **Website** for Field Trip Permission Slips, Fairgrounds facility use, all Awards forms. Pat O'Neil has been working hard to make sure we have a presence in social media like Facebook.
- **Achievement Afternoon, Sunday, Nov. 6**, at fairgrounds – please encourage kids to submit record books, please nominate someone for an award, (**Due Oct. 7 to the 4-H Office**) dress appropriately for awards ceremony.
- New 4-H Family Awards form was mailed to club leaders. Club Award Form available to pick-up tonight.
- **Reporting Volunteer Hours** – We reviewed the volunteer hour and mileage log forms. It is very important to accurately report your volunteer hours! The value of a volunteer hour is \$21.36. Logging your hours into the system allows us to share with the County Commissioners the value of their investment in Thurston County 4-H. Also, you must be actively logging your hours into the system in order to receive L&I coverage and liability insurance protection.
- **Definition of a 4-H Club** – To be considered a 4-H Club you must have at least 5 kids coming from 3 different families and you must meet at least 6 times a year. These are national standards. Family Clubs are not required to follow this definition. Clubs with fewer members or families should not be handling money.

- Introduce **4-H Council Officers** – President Tammy Hanna, Vice President Chris Swearingen, Secretary Annthea Gobel, and Treasurer Doreen Tudor.
- **Del's Clover Sales** – Thurston County 4-H gets 65% of every \$1.00 clover sold. Please thank Del's for supporting 4-H.
- **Staffing Changes** – No AmeriCorps Member for the 2011-2012 4-H Year, 4-H Adventure Education Coordinator Vicky McCarley won't be housed with us any longer, Patt O'Neil is replacing Barb Wollstein as 4-H Program Assistant. Office Hours will remain the same but please make an appointment if you want to visit with someone specific.
- **No more 4-H Newsletter** - We are no longer doing the bi-monthly newsletter. Weekly e-mail announcements will replace the newsletter. We still plan on doing the special "Fair Edition" Newsletter (the May/June issue).
- **4-H Forum** – It isn't too late to attend; see state 4-H website. 4-H Forum is a great opportunity for networking with other 4-H volunteers and educational workshops.
- Any questions? Please turn in your club survey tonight!!!