

Contents

1. The Basics of 4-H

Definition and Purpose of 4-H
4-H Educational Goals
Distinctive Features of 4-H
What Makes 4-H Possible
The 4-H Emblem, Motto, and Pledge
An Ohio 4-H History
The Ohio 4-H Values, Mission, and Vision

2. Extension Resources To Assist You

New Agent Orientation Handbook
Extension Administrative Handbook
Ohio 4-H Agent's Handbook
LASER DISC
Junior Leadership Handbook
Ohio 4-H Health Program Notebook
Ohio 4-H Committee Education Notebook
Camp Counselor Training Package Notebook
4-H Special Emphasis Programming Notebook
Volunteer Middle Management Handbook
National 4-H Council Programs and Services
DARE To Be You
Dreams and Realities: A Handbook for Guiding Teens on Life Decisions
Group Dynamite
Project 2000
Teen Community Leadership
The Ohio 4-H B.L.A.S.T. ! Program

3. Getting to Know Community Resources and Opportunities

Getting to Know the County
4-H Youth Development in the County
Identifying Key People
Locating 4-H Groups
Expanding Your Youth Development Network
Local Youth Services Information

4. Development and Supporting Agent Specialization in 4-H Youth Development

The 4-H Professional Research and Knowledge Taxonomy (4-H PRK)
Preparing the 4-H Youth Development Professional for Effective Programming
The 4-H PRK Taxonomy Summarized
Specialization Area: Communication
Specialization Area: Educational Design
Specialization Area: Youth Development
Specialization Area: Youth Program Management
Specialization Area: Volunteerism/Adult Education

O.S.U. Extension Administrative Guidelines for Agent Specialization

Areas of Specialization by Program Areas

Agriculture and Natural Resources

Home Economics

Community Development

4-H Youth Development

4-H Youth Development Specialization Guidelines

Communication

Educational Design

Youth Development

Youth Program Management

Volunteerism/Adult Education

Developing a Specialization Plan and Requesting Financial Support

Sample Specialization Plan Work Sheet

Sample Request for Financial Support for Specialization Training

Resources to Support Specialization Professional Associations

Sources of External Resources

5. 4-H Communications

Introduction

Interpersonal Communications

Group Communication and Facilitation Skills

Tips For Improved Facilitation

Using the Telephone

Using Mail

Personal Letters

Mass Mailings or Circular Letters

Using News Articles

Using Radio

Using Television

Using Audio-Visual Aids

Barriers to Effective Communications

6. 4-H Educational Design and Delivery

The 4-H Project Manual

Implications for Volunteer Training

Implications for Future 4-H Project Literature

The 4-H Group

Developing Literature for Statewide Distribution

4-H and the Public Schools

4-H Camps as Learning Laboratories

Ohio 4-H Camping Objectives

Roles and Responsibilities of Camp Directors

4-H Camp Survival Checklist

Counselors and Volunteer Staff

Administration

Program

Evaluation

- Selecting and training Counselors
 - Personal Qualities
 - Professional Qualifications
- 4-H Camp Counselor Age-Ratio Goals
 - Counselor Training
- Roles and Responsibilities of Camp Boards
- Ten Guiding Principles for Directors and Counselors
- Camp Discipline-Behavior Management
- 4-H Day Camping and a New State Law
- Ohio State University Extension and Junior Fairs
- Role of Senior Fair Boards
- Role of Junior Fair Committee
- Role of the County Junior Fair Board
- Basic Information Check List
- Suggestions for Contacting and Working with Judges
- Evaluation
- Staff and Human Relations Practices
- Preparation for the Ohio State Fair
- Planning and Conducting Junior Fair Livestock Shows
- Ideas for Making Junior Fairs More Educational
- 7. Youth Development**
 - Definitions
 - Ages and Stages Milestones in Youth Development
 - Physical Development
 - Emotional Development
 - Cognitive Development
 - Social Development
 - Working With Teenagers
 - What Success In Working With Teens Looks Like
 - Ten Tips For Success In Working With Teens
 - 4-H Youth Development Program Information and Guidelines
 - Youth Citizenship and Cultural Development
 - 4-H Community Service Projects and Programs: Service Learning
 - How to Get Started
 - 4-H Service Activities Ideas
 - Local, State, and National Citizenship and Government Educational Experiences
 - 4-H International Programs
 - Ohio 4-H International Programs Resources and Staffing
 - Ohio 4-H International Projects
 - 4-H International Conferences and Workshops
 - Ohio 4-H International Exchange Programs
 - IFYE Representative
 - 4-H Japanese Exchange
 - Ohio 4-H International Study Tours
 - Hosting Opportunities
 - Application Proc4edures

- Costs
- Leadership Development
 - Introduction
 - Leadership Defined
 - Characteristics of Leaders
- Principles of Youth Leadership Development
- How Youth Develop Leadership
- 4-H Youth Leadership Program Overview and Guidelines
 - Leadership: Part of All Ohio 4-H Projects
 - 4-H Club Officer System
 - 4-H Committee Opportunities
 - Leadership Skills You Never Outgrow and Other Leadership Projects
- Long Term 4-H Leadership Programs and 4-H Teen Leadership Groups
 - Purposes
 - Program Planning Tips
 - The Importance of Involvement
- Marketing and Promotion
 - How to Tell If You're Making A Difference: Evaluation
 - Sharing The Results and Making The Best Better
- 4-H Teen Leaders
- Special Emphasis Leadership Programs
- District 4-H Leadership Programs
- State 4-H Leadership Programs
- 8. 4-H Youth Program Management**
 - Policies and Procedures
 - 4-H Committees
 - County Extension 4-H Committee
 - Recommended Organizations
 - Committee for 4-H Expansion
 - Overall Responsibilities of Members of the County Extension 4-H Committee
 - County Extension Agents(s), 4-H, Responsibilities in Working with County Extension 4-H Committee
 - Techniques of Working with 4-H Committees
 - The State Extension 4-H Advisory Committee: Mission and Objectives
 - Managing 4-H Events and Activities
 - A Meeting and Activity Planner
 - 4-H Filing System
 - Sample 4-H Program File
 - Suggested Desk File
 - Filing Suggestions
 - Public Relations and Marketing
 - Marketing Study
 - How You Do It
 - How You Use It
 - Public Relations/Visibility

People Working Together Make Marketing and Public Relations Work
Sources

How Will This Help?

Exercise—Public Relations Activities

Exercise—Communicating To Your Audiences

Exercise—Communications Tools Analysis

9. Volunteerism

Who is an Ohio 4-H Volunteer?

How Volunteers and Ohio 4-H Benefit Each Other

4-H Volunteer Roles

Types of Ohio 4-H Volunteers

4-H Volunteer Management

Supporting Ohio 4-H Volunteers: Developmental Opportunities

The State 4-H Volunteer Recognition Luncheon

The North Central Regional 4-H Leaders' Forum

The Ohio 4-H Volunteer Forum

Ohio 4-H Master Volunteer and Key Leader Forums

The Ohio 4-H Volunteer Involvement Policy

The Ohio State University Extension Youth Protection Policy

Ohio 4-H Policies and Procedures Appendix A

Ohio 4-H Membership Appendix B

4-H Membership Across County Lines Appendix C

Transfer of 4-H Membership Appendix D

4-H and the Public Schools Appendix E

Developing Literature for Statewide Distribution Appendix F

4-H Treasury Guidelines Appendix G

Guides for Raising Funds for Local 4-H Clubs Appendix H

Agricultural Education (FFA)--4-H Youth Relationship Appendix I

Search and Seizure Appendix J

County 4-H Private Fund Management Guidelines Appendix K

The Ohio 4-H Foundation Operational Guidelines Appendix L

The Ohio 4-H Volunteer Involvement Policy Appendix M

4-H Member Early Release Appendix N

4-H Early Release Form Appendix O

Policies for 4-H Five to Eight Year-Old Youth Appendix P

Guidelines for Five to Eight Year-Old Youth Appendix Q

4-H Name and Emblem Appendix R

Affirmative Action Appendix S

**Plans and Procedures for Administration
and Implementation of Title IX of the Education
Amendments of 1972, in the Cooperative Extension Service..... Appendix T**

**Drugs, Alcohol, and Tobacco in Ohio 4-H Camps and
Other Extension Activities involving Youth and 4-H
Volunteer Leaders Where the Ohio State University
Extension is in Charge Appendix U**