



New 4-H Parent Coordinator

Job Description

Purpose:

Orient new parents about the 4-H program and its objectives; club meetings, project meetings, club events, and their responsibilities as partners on the 4-H team.

Responsibilities:

1. Contact parents of new 4-H members directly and welcome their family into the 4-H club. See that they are introduced at the 4-H meeting.
2. Conduct regular periodic orientation/training programs for the new parents. Consider topics on how . . .
 - a. the club operates.
 - b. the boys and girls and the leaders decide what they will do in 4-H projects and club events.
 - c. parents will be asked to support their children as they undertake certain tasks.
 - d. parents will be asked to assist with certain leadership roles.
3. Serve as a public relations representative for the club.

Contact Person:

Chairman, 4-H Parents' Committee
4-H Community Club Leader

Resource People:

Extension staff member
Community Club Leaders

Resource Materials:

The Family in 4-H (slide/tape)
Tools for 4-H Leaders (slide/tape)
Ages and Stages of Youth (slide/tape)
Hats Off to Leaders (slide/tape)
Kansas 4-H Recognition Report (4-H 220)

Time Commitment:

One year, but the busiest time will be soon after the new 4-H year begins and after enrollment cards are submitted.

Qualifications:

Friendly and likes people.
Interested in others and enjoys group relationships.
Willing to take time to visit with new parents.
Organizational ability and willingness to plan with others.

SAMPLE ORIENTATION PLAN
FOR
PARENTS OF 4-H'ERS
TO BE USED BY
THE NEW 4-H PARENT COORDINATOR AND/OR ORIENTATION COMMITTEE

PURPOSE

Help the parents of new 4-H members understand

- *the 4-H program and its educational opportunities,
- *the responsibilities of parents as partners of the 4-H team,
- *how new 4-H parents can become involved in the local 4-H club.

RESPONSIBILITIES OF THE NEW 4-H PARENT COORDINATOR OR ORIENTATION COMMITTEE

- A. Greeter - at community club meetings
- *find out prospective 4-H'ers name so they can be introduced as guests
 - *introduce parents of prospective members to other parents at the meeting
 1. help them feel welcome at the meeting
 2. answer questions they may have about 4-H;
- B. Conduct information sessions for your club's new members' parents
- *one or two special meetings for parents or
 - *bi-monthly sessions during recreation or refreshments at regular club meetings.

SUPPORT MATERIALS

- *4-H Family Notebook
- *"Parents Are Important"
- *"Parent Information Sheet"
- *Club Program Plan

SUGGESTED SCHEDULE

BI-MONTHLY MEETINGS

MONTHLY

TOPICS FOR DISCUSSION

Oct. - Nov.

- * Project selection and enrollments
- * How programs for meetings are developed
- * Parent information sheet and how it is used
- * Handout: "Parents Are Important"

Dec. - Jan.

- * Programs for 4-H meetings
- * Club days

Feb. - March

- * 4-H projects
- * Records and reviewing progress

April - May

- * 4-H summer activities (camps, fair, Discovery Days, etc.)
- * Awards

June - July

- * Records
- * County Fair
(discuss entry, exhibiting)

Aug. - Sept.

- * Re-enrollment
- * New 4-H Year

At All Sessions:

1. Help people get acquainted
2. Review all activities for the next few months
3. Find answers to questions asked by parents

4-H PARENT ORIENTATION

SUGGESTED OUTLINE OCT. - NOV.

TOPICS: Enrollment - Project Selection
Parent Information

Supplies/Handouts

- Enrollment Card
- Family Notebook
- Parent Information Sheet

Have a copy of project selection guide available.

- I. Opening
 - A. Introduce yourself and have members of group introduce themselves.
 - B. Briefly tell about orientation and areas to be covered.
- II. Family Notebook
 - A. Distribute copies, review highlights.
- III. Enrollment Project Selection
 - A. Explain how member selects project and completes enrollment card.
 - B. 7 to 9 year-old first year 4-H'er...recommend taking only 1 or 2 projects.
 - C. Selection Guide reference to projects and phases or project enrollment fair.
- IV. Parent Information Sheet
 - A. Request for information to be used by Parent Coordinator, Community Leader, Parents Committee.
 - B. Have parents complete and return sheet to you that night...If they take it home, they may forget to return it.
- V. Upcoming Activities
 - A. Club
- VI. Questions

4-H PARENT ORIENTATION

SUGGESTED OUTLINE

DEC. - JAN.

TOPICS: The 4-H Program
Club Days

Supplies/Handouts

- The 4-H Program
- 4-H Family Notebook
- Current 4-H Newsletter

- I. Opening - Get Acquainted
 - A. Welcome new people
- II. Handout 4-H Family Notebook
 - A. Allow a few minutes to scan the 4-H notebook
- III. The 4-H Program
Highlight--don't read word for word
- IV. 4-H Club Meetings
 - A. Topics you may want to discuss
 1. Difference between monthly club meetings and project meetings.
 2. Parents are encouraged to attend 4-H meetings
 3. Description of demonstration, illustrated and project talks
- V. Upcoming Activities
 - A. Club
- VI. Questions

4-H PARENT ORIENTATION

SUGGESTED OUTLINE

FEB. - MARCH

TOPICS: 4-H Projects
4-H Records and Reviewing Progress

Supplies/Handouts

- 4-H Family Notebook
- Sample Records
- Information on completing records

- I. Opening
 - A. Welcome new people
- II. 4-H Projects (Good place for a Project Leader Trainer if available)
 - A. Discuss projects
 1. Why projects
 2. Objectives of projects
 3. Project meetings.
 4. Role of project leader.
 5. Projects and parents -- helping vs. doing.
 - B. Questions
- III. 4-H Records and Reviewing Progress
(Good place for a Records and Awards Coordinator if available)
 - A. Topics you may want to cover
 1. Why records?
 2. Types of records?
 3. Schedule of completion.
 4. Assembling books.
- IV. Up Coming Activities
 - A. Club
- V. Questions
- VI. Distribute 4-H Family Notebook to those who do not have copies. Visit with them about it.

4-H PARENT ORIENTATION

SUGGESTED OUTLINE

APRIL - MAY

TOPICS: 4-H Summer Activities
4-H Awards

Supplies/Handouts

- 4-H Activities
- Awards
- Club Program Book
- Current 4-H newsletter

I. Opening

A. Welcome new people

II. 4-H Activities

A. Local club activities (Good place for a Leader Learning Lab volunteer if available)

Using club program book, review club activities planned for the remainder of the year.

1. Club tour
2. Educational Trips
3. Club Achievement Night

B. County-Area-State Activities

Use Family Notebook

1. Camp
2. Discovery Days at KSU
3. Citizenship Short Course
4. Judging Schools
5. Youth Conference
6. International opportunities

III. Awards

(Good place for a Records and Awards Coordinator if available)

A. Why we have awards

B. As time permits, talk about the awards a 4-H'er may earn.

IV. Up Coming Activities

A. Club

B. County-wide.

V. Questions

4-H PARENT ORIENTATION

SUGGESTED OUTLINE JUNE - JULY

TOPICS: Records
County Fair

Supplies/Handouts: -County Fairbook

- I. Opening
 - A. Welcome new people
- II. County Fair (Good place for a fair board member, superintendent or experienced leader)
 - A. Dates _____
 - B. Pre-entries due _____. Point out the departments that will need pre-entries.
 - C. Review fair general rules.
 - D. Highlight the main activities of the County Fair.
 - E. Talk about entry cards, stickers, etc. needed for each of the exhibits. Where do they pick up these supplies?
 - F. Questions
Fair time brings lots of questions, if you don't know, help them find the answers.
- III. Records
 - A. Discuss when records are due.
 - B. How parents can help.
- IV. Questions - Individual Helps

4-H PARENT ORIENTATION

SUGGESTED OUTLINE

AUG. - SEPT.

TOPICS: Re-enrollment
New 4-H Year

Supplies/Handouts: -Enrollment Card
-Project Selection Procedure
-Bronze Pin Applications

- I. Opening
 - A. Welcome new people
- II. This session is very open -- You may want to discuss some of the following areas:
 - A. Record Books
 1. Help on completing
 2. When due to Community Leaders
 3. Screening process
 - B. Application for Bronze Pin
 1. Help on completing
 - C. Achievement Night
 1. Local Club
 2. County-wide
 - D. Questions from the County Fair
 - E. Projects - Project Leaders for a new 4-H year
 1. How many projects should a second year member carry?
- III. Evaluation of Orientation Sessions (Good place for a Leader Learning Lab volunteer if available)
 - A. Were the sessions helpful?
 - B. Additional areas that should be covered?
 - C. Changes to be included in orientation for new 4-H year.

Parent Interest Survey

4-H is a youth organization in which the whole family can work together. If our club is going to be successful, we will need help from all members and parents.

To make the 4-H club programs worthwhile, I will help to the best of my ability with the following:

Chances to Serve

- Provide transportation for 4-H'ers going on a tour
- Provide refreshments
- Provide supplies for a special project
- Contact other parents to help with club activities
- Assist with one club meeting
- Coach a method demonstration
- Assist with recreation at the club meeting
- Be an assistant organizational leader
- Be an assistant project leader
- Assist with officer training
- Be a project leader
- Be an organizational leader

I have special interests/hobbies in:

1. _____
2. _____
3. _____
4. _____

It is easiest for me to give my time: (check appropriate times)

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Weekday mornings | <input type="checkbox"/> Saturdays |
| <input type="checkbox"/> Weekday afternoons | <input type="checkbox"/> Sundays |
| <input type="checkbox"/> Weekday nights | |

in the:

- | | |
|---------------------------------|---------------------------------|
| <input type="checkbox"/> Summer | <input type="checkbox"/> Winter |
| <input type="checkbox"/> Fall | <input type="checkbox"/> Spring |

Parent's Signature

PARENT PARTICIPATION SHEET

4-H is a youth organization in which the whole family can work together. If our club is going to be successful we will need help from all members and parents.

To make the 4-H club programs worthwhile, I will help to the best of my ability with the following.

(Check one or more areas in which we could call on you for assistance).

CHANCES TO SERVE

- | | |
|---|-----------------------------------|
| _____ Help members plan and lead recreation | _____ Serve on program committee |
| _____ Help members plan and lead singing | _____ Serve on sports committee |
| _____ Help members plan and put on skit | _____ Serve on finance committee |
| _____ Serve on refreshment committee | _____ Serve as 4-H project leader |
| _____ Serve on party committee | _____ Help members make posters |
| _____ Provide transportation | _____ Help with membership drive |
| _____ Help members plan and lead discussion | _____ Other _____ |
| | _____ |

Name _____ Phone _____

Address _____

PARENT INFORMATION SHEET

FATHER'S NAME _____

MOTHER'S NAME _____

ADDRESS _____

CITY _____ HOME PHONE NO. _____

FATHER'S OCCUPATION _____ PHONE _____

MOTHER'S OCCUPATION _____ PHONE _____

CHILDREN IN 4-H _____ AGE _____

OTHER CHILDREN _____

Father

Mother

I Would Be Willing To Assist The Local 4-H Program By:

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Helping the 4-H'ers with Demonstrations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Helping 4-H'ers with Public Speaking. |
| <input type="checkbox"/> | <input type="checkbox"/> | Helping 4-H'ers on Presentations for 4-H Club Day. (Includes musical games, square dance, club chorus, drama groups, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Help transport 4-H'ers to special events. |
| <input type="checkbox"/> | <input type="checkbox"/> | Assist with project instruction. (See back of sheet.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of project(s) _____ and _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Assist Community Leaders with the monthly 4-H Club meeting if they need help. |
| <input type="checkbox"/> | <input type="checkbox"/> | Assist with 4-H judging team. |
| <input type="checkbox"/> | <input type="checkbox"/> | Attend 4-H parents' information meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Others, please explain. |

LIST OF PROJECTS

_____ Arts and Crafts
_____ Auto Care
_____ Beef Cattle
_____ Bees
_____ Bicycle Safety & Care
_____ Citizenship
_____ Clothing (Sewing)
_____ Computer
_____ Conservation
_____ Crocheting
_____ Dairy Cattle
_____ Dog Care
_____ Electric
_____ Emergency Preparedness
_____ Entomology
_____ Exploring Your Future
_____ Field Crops
_____ Foods and Nutrition
_____ Foods Preservation
_____ Forestry
_____ Fun with Children
_____ Geology
_____ Grooming
_____ Health
_____ Home Improvement

_____ Horse
_____ Horticulture -- Food
_____ Horticulture -- Beauty
_____ Knitting
_____ Leadership
_____ Leathercraft
_____ Management for Youth
_____ Meat Utilization
_____ Models and Rocketry
_____ People-to-People
_____ Photography
_____ Poultry
_____ Public Speaking
_____ Rabbits
_____ Reading
_____ Recreation
_____ Rodent Control
_____ Safety
_____ Science
_____ Self-Determined
_____ Sheep
_____ Small Engines
_____ Swine
_____ Tractor
_____ Weed Control
_____ Woodworking