Following is a topical table of contents for the six Letters to New Leaders, 4-H 115B to 4-H 115G. These letters and the suggested reference materials are designed to help you be a successful 4-H volunteer who works with youth in a long term experience.

**Letter 1: What is 4-H?**
- Introduction to the letter series
- What is 4-H?
- How does the 4-H program work?
- How is the 4-H program delivered?
- What’s more important – the 4-H project or the 4-H boy and girl?
- What is the 4-H volunteer’s role?

**Letter 2: How to start a 4-H club**
- How to recruit 4-H members-and how many should we have?
- How can I enroll my members?
- What type of club should we choose?
- What is all of this about projects?
- Are there dues for 4-H members?
- What about insurance?
- Where will our club meet?
- How often will our club meet?
- Enrollment guidelines

**Letter 3: Planning and facilitating 4-H club experiences**
- Setting goals with your 4-H club
- Planning a yearly 4-H club calendar
- Club officers and committees
- Teaching the 4-H pledge, motto, and symbols
- Members learn from meetings
- Possible agenda items for a 4-H club meeting
- Involving parents with your club
- Tours, activity days, etc.

**Letter 4: Techniques for teaching youth**
- The child-centered approach
- 100 ways to say "very good"
- Helping youngsters learn
- Teaching tools
- Leadership styles and how they affect your club
- Characteristics of a good leader
- What to do about kids who act up
- Okay, so the activity, ideas, or meeting bombed

**Letter 5: Opportunities for 4-H members**

**Club Activities**
- Social events
- Community service learning
- Recognition activities

**County Activities**
- Project workshops
- Contests-Judging, Share-the-Fun, Fashion Revue
Letter 6: Opportunities for 4-H volunteers

Youth leadership programs
- 4-H leadership project area

Opportunities at the county level
- New 4-H volunteer orientation
- Ongoing 4-H volunteer training/meetings
- County 4-H activities
- County 4-H Youth Committee

Opportunities at the state level
- New volunteer training
- State Volunteer Retreat
- State fair
- Judges’ workshops

Opportunities at the national level
- National 4-H Center

Other resources for 4-H volunteers
- Iowa State University 4-H website
- Master Volunteers
- Publications and online resources

Thanks for volunteering!

Revised by Chris Gleason, 4-H program specialist

This is an adaptation of an Oregon State University publication that was prepared by Mary Alice Dodd, 4-H volunteer leader, Linn County; Lyla Houglum, Extension specialist, 4-H and youth development, Oregon State University; and Michelle

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