University of the Virgin Islands
Collegiate 4-H Clubs

Information and Resources for
V. I. Collegiate 4-H Clubs

Revised 02/18/11 from
http://www.georgia4h.org/public/edops/collegiate4h/default.htm

This packet is designed to:
- Help college students become familiar with Collegiate 4-H
- Provide information to new Collegiate 4-H Clubs
- Enable clubs to become more effective and involved

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Create a Collegiate 4-H Club

1. Contact the Collegiate 4-H Coordinator.
2. Contact your Student Activities office to file paperwork to form a club.
3. Find an Advisor/Sponsor at your school.
4. Find at least three other people to help you start the club.
5. Have your first meeting!
   a. Determine your mission and goals
   b. Ratify a Constitution
   c. Elect officers
6. Submit UVI Collegiate 4-H Club Registration Form to Collegiate 4-H Coordinator.

Collegiate 4-H Coordinator
DaraMonifah Cooper
Extension Agent
Virgin Islands 4-H Youth
#2 John Brewers Bay
St. Thomas, VI 00802-9990
340-693-1081
dcooper@uvi.edu

Collegiate 4-H Handbook
Prepared by Patricia Roberson & Jen Sipin, University of Georgia Students with adaptations for University of the Virgin Islands by DaraMonifah Cooper.
About Collegiate 4-H

Many colleges and universities have Collegiate 4-H clubs. Usually members are students who are 4-H alumni and want to continue a connection to 4-H, but any interested students are welcome. Clubs provide service and support to their local and state 4-H programs, such as serving as judges and conducting training workshops. They are also a service and social group for campus students. There is a National Collegiate 4-H organization that brings together the various collegiate chapters. They sponsor regional and national Collegiate 4-H conferences and meetings.

Persons aged 18-25 years tend not to have a consistent lifestyle, which often prevents them from staying involved with a local 4-H club on a long-term basis. Collegiate 4-H can help this age group make the transition from 4-H member status to 4-H volunteer while supporting its frequently changing and educationally-focused lifestyle.

Purpose

Collegiate 4-H can...

- 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.

Membership

Available to students enrolled at community colleges, private colleges and universities, and vocational/trade schools.

Requirements

Collegiate 4-H is a campus student organization and is associated with the State 4-H Office. Individual chapters are encouraged to work with their local county offices to explore opportunities for involvement at that level. To become a part of Collegiate 4-H, members should be fully enrolled with their local county office as 4-H volunteers. This may include a background check,
enrollment, and a 4-H Volunteer orientation. This is meant to ensure the safety of all involved.

Each Collegiate 4-H Club needs to have a constitution and bylaws approved by the State 4-H Office. Many colleges have additional guidelines and policies regarding student organizations. The college may mandate financial procedures; if not, the 4-H financial policies should be followed. Collegiate 4-H clubs must adhere to the University non-discrimination statement. Alcohol and tobacco products are prohibited at Collegiate 4-H events. Neither product will be allowed on the grounds of any facility booked using the 4-H name and/or emblem.

**Collegiate 4-H Structure**

**National Collegiate 4-H**
http://www.national4-hheadquarters.gov/comm/4h_collegiate.htm

- At the national level, there is a National Action Board (NAB) composed of the four regional presidents, a secretary and business officer. This group is responsible for finances and national activities, and interacts with both the National 4-H Council and USDA.
- 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.
- The national motto of Collegiate 4-H is “Sharing to Continue – Continuing to Share”.
- Dues are paid to the National Business Manager – use the above website to find the contact information for this officer.

**Regional Collegiate 4-H**
www.geocities.com/src4h

- The regions are broken down into: North-Central, North-Eastern, Southern, and Western regions. Georgia clubs are in the Southern Region.
- At the regional level, the officers include a president, business officer and secretary that oversee regional activities and finances.
- Each Collegiate 4-H club that pays regional dues has two votes at the business meeting conducted at every Regional Collegiate 4-H Conference.
- Dues are paid to the Regional Business Manager – use the above website to find the contact information for this officer.
Campus Collegiate 4-H Clubs

- Each club may choose the focus of its program, which may vary. Options include activities and service on local, county, and state levels.
- Club members are encouraged to attend conferences and to present sessions as Collegiate 4-H members. Outreach may focus on particular areas of expertise as well as leadership, citizenship, college and education in general.

Club Development Tips

Recruitment

- When recruiting Freshmen, call county extension agents. They know which 4-Hers attend which school and sometimes they can give you their email address.
- Hang door signs on the dorm room of the incoming Freshmen. The signs are no bigger than a letter page with the person’s name and a message that can both welcome the person to the school and invite him/her to the first club meeting. Make sure to include the date, time of the first meeting and any contact information the club wishes to leave.
- Contact the student union at the school and find out what tools they recommend for club advertisement.
- Hang meeting and activity promotional flyers in heavily traffic areas.

Member Retention

- When creating a new club and sustaining an established one, it is important to continuously tailor the club to both the vision of the nation/ state Collegiate 4-H and your members. Involve members as frequently as possible in determining the activities and programs in which the club will be active.
- Go to the members. The experts on member retention advise that the most effective strategy for member retention is listening to the club members.
- Retention activities include:
  - Monthly meetings.
  - Weekly listserv announcing club meetings and happenings.
  - Social events (quarterly or more frequently).
  - Member-Get-A-Member Campaign (prizes are awarded to members that recruit the most).
  - Personal phone calls/emails/postal mail to members reminding them of up and coming events.
  - Brainstorm during a club meeting for other ideas.

Meetings

- Have a meeting worth attending. Use the meeting time to hold programs such as: Speaker, series of workshops, debate style conversation. Do more than announcements that could be handled over email.
● Serve refreshments to help break the ice and get members talking. Make sure club members know each other by playing games and plenty of social activities.
● Host the meeting in a location that is convenient for the members. Meaning, close parking, reasonable time and facilities conducive to hosting a large group of people.

Opportunities for Collegiate 4-H Members

Partial List

Service/Outreach
● 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 (if a certified overnight chaperone)
● Trick-or-Treat for canned goods
● Volunteer for Habitat for Humanity
● Sponsor a campus event to support a local charity
● Organize a lunch shift for Meals on Wheels with members
● Participate in local/campus philanthropies

Social Events
● Bowling Night/League
● Movie Night/ Midnight Movie
● Date Nights
● Midnight Breakfast
● Form a Breakfast, Lunch, or Dinner Club
● Sponsor a Dance
● Attend school events as a group
● Road trips to other Georgia Chapters

Educational/Development
● Host guest lecturers and panels for members
  ○ Leadership
  ○ Careers
  ○ Communication
  ○ Time Management
  ○ Stress Management
  ○ Community Service
  ○ Making an Impact on Youth
  ○ Finding Your Passion, Following Your Dreams
  ○ Dealing with Difficult People/Conversations
● Dining and Etiquette Dinners
Networking events
Resume sessions
Leadership Inventories
Host roundtable discussions among members on a pressing political/social issue

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**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*)
  - Regional Collegiate 4-H (*Conference information and current officers*)
  - National Collegiate 4-H (*Conference information and current NAB*)
  - 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
  - 4-H Treasurer’s manual (*available through County 4-H Office*)
  - Fundraising ideas and guidelines

**Available from National 4-H Headquarters**

[http://www.national4-hheadquarters.gov/comm/4h_collegiate.htm](http://www.national4-hheadquarters.gov/comm/4h_collegiate.htm)

- County 4-H Office contact information
- Collegiate 4-H websites for clubs, state, and the region
- Information regarding sectional, state, regional, and national 4-H opportunities
- 4-H images and clipart
- Clover Use Guidelines
Example Constitution
Collegiate 4-H Club
(This is only an example, each club should be tailored to its members and their needs.)

Article I: Name
The club’s official name shall be _(School Name)_ Collegiate 4-H Club.

Article II: Affiliations
_(Club’s Official Title)_ shall be affiliated with the Southern Regional 4-H club. We will also stay in good standing with the National Collegiate 4-H club. The club will maintain its association with _(University Student Government Title)_ of the Student Body and follow its bylaws.

Article III: Purpose
_(Club’s Official Title)_ shall strive to follow the national motto: “Continuing to Serve, Serving to Continue”. We will serve the needs of our members, Georgia 4-H, and the students of _(School Name)_ in any way we can. We will help to build the future leaders of 4-H through experience in the 4-H program on campus and across the state. We will follow the 4-H motto of “Making the Best Better.” (Additions can be made to accommodate specifics for your local club)

Article IV: Membership
Section 1:
Membership in _(Club’s Official Title)_ is open to any _(School Name)_ student. Prior membership in 4-H during high school is not necessary in any way.
Section 2:
A person shall be considered “Active” once they have paid club dues.
Section 3:
“Alumni” shall be past members of the club who have graduated while in good standing within the club.
Section 4:
The Treasurer shall collect dues at the beginning of the fall semester. The club at the beginning of each fall semester shall determine dues. They shall not be less than _(Amount)_.

Article V: Officers
Section 1:
The term of officers for _(Club’s Official Title)_ shall be from _(Starting Date – Ending Date)_ of each year.
Section 2: President
The President shall:
1. Lead all club meetings and will be responsible for a written agenda.
2. Be responsible for dealing with student government should the situation arise.
3. Be responsible for the coordination of the club and officers.
4. Have regular communication with the club advisor.
5. Be the official representative of the club.

Section 3: Vice President
The Vice President shall:
1. Lead meeting in the President’s absence.
2. Reserve the rooms and meeting locations.
3. Be Regional and National Coordinator.
4. Respond to all inquiries of new members.
5. Chair all standing committees.

Section 4: Treasurer
The Treasurer shall:
1. Collect dues.
2. Work with the President and advisors to create budget for the year.
3. Coordinate all fundraising efforts.

Section 5: Secretary
The Secretary shall:
1. Keep accurate records of club meetings and then email them to the club
2. Maintain the club email list
3. Send email reminders to the club the (Number of Days) days prior to (Club’s Official Title) meetings.
4. Post a weekly club email of events, news, and happenings (Can include fun tidbits like members birthdays or school holidays).

Section 6: Program Coordinator(s):
The Program Coordinator(s) shall:
1. Plan and coordinate community service activities.
2. Plan and coordinate social meetings.
3. Plan and coordinate other campus sponsored activities.

Section 7: Public Relations Coordinator(s):
The Public Relations Coordinator(s) shall:
1. Maintain the (Club’s Official Title)’s display.
2. Plan and coordinate the (Club’s Official Title)’s display and booths when needed.
3. Take pictures of club activities.
4. Maintain the club scrapbook.
5. Create and post signs around campus (Number of Days) days prior to the (Club’s Official Title) meetings.

Section 9: Webmaster:
The Webmaster shall:
1. Maintain and update (Club’s Official Title) 4-H club website.
2. Work with other officers to obtain information for the club website.
Section 10: Advisor:
The advisor shall be selected in accordance to (School) Bylaws. They will dispense their wisdom to the club when it is needed. Club mail shall be sent to the club advisor.

Section 11: Elections:
Elections shall be held at the last meeting of the (Scholastic/Calendar Year). Each officer must have a majority of votes cast, if not a run off vote will follow immediately. Elections will be held using a sliding ballot. The order of election shall be the order of listing of offices in this constitution.

Section 12: Special Elections:
The President may ask for a special election to replace an officer that is unable to continue their duties for some reason.

Section 13: Presidential Vacancy:
If the President is forced to leave office early, the Vice President shall assume their position and an election for a new Vice President shall be held.

Article VI: meetings
Section 1:
Business meetings shall be held at least once a month. Quorum shall be set at one half of active members.

Section 2:
A social meeting may be set at the club’s discretion.

Section 3:
The calendar of meetings shall be set at the first meeting of officers in (Month). The first meeting of the next calendar/scholastic year shall be fixed at the time of officer elections.

Section 4:
In the event of a lack of quorum the President shall have the ability to make executive decision if necessity warrants. This must be done after consultations with the advisor, if possible, and with at least half of the officer’s concurrence. All executive decisions must be presented and explained to the club at the soonest possible time.

Section 5:
The general structure of the business meeting will be: Welcome, Program, Minutes, Officer Reports, Old Business, and New Business.

Section 6:
The club shall follow Robert’s Rules of Order for procedure

Article VII:
Section 1: Amendments:
The (Club’s Official Title) constitution shall be amended by a 2/3-majority vote of active members at two consecutive meetings.

Section 2: Bylaws:
Changes to the bylaws shall require the 2/3-majority vote of active members at one meeting.

Article VIII:
Section 1: Adoption:
This constitution shall be considered adopted after a majority vote of all active members, after unanimous approval of the officer team.

Section 2: This constitution will take effect immediately upon ratification.

Bylaws:

Section 1: Club funding for conferences
If a member would like to receive club funding to help him or her attend a Regional or National 4-H conference, they must be an active member as defined in Article IV.

They must also participate in at least one club activity that is not a business or social meeting. This rule may be waived by a two-thirds vote of the club.

Section 2: Committees
Ad hoc committees will be created by either the club or at the request of the President to deal with issues as they arise.

Section 3: Executive Boards
The executive board shall consist of all officers and the advisor. They shall meet at least once a month. Officer meetings shall be open to any member who wishes to attend.

National and Regional Constitutions
Each club should download and maintain a current copy of both the National and Regional Collegiate 4-H Constitutions. Constitutions can be obtained at the following sites:
National Constitution:

Southern Region Constitution:
http://www.geocities.com/src4h/SouthernRegionConstitution.doc
Sample Business Meeting Agenda (1 Hour)
(Club’s Official Title) 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 – 0:30 Activity or Guest Speaker
- Quick Description of Activity
- Key Points / Topics

0:30 – 0:40 Old Business
- Previous Meeting’s minutes (Secretary)
- Financial Report (Treasurer)
- Reports on past events/activities (committees)
- Address business left over from previous meeting (open)

0:40 – 0:50 New Business
- Address new concerns/business (open)
- Information about upcoming events/activities (committees)
- General Announcements (open)

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 (Name that famous 4-Her)
- 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
*Items to Accomplish*
(Club’s Official Title) 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 Program

Stretch Break/ Game!

Constitution
- Look over the sample constitution and modify it to fit your needs.
- Consult the Extension 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/ Game!

Elected 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
## Collegiate 4-H Club
### Sign Up Sheet

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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

www.schoolname.edu/collegiate4h

Virgin Islands Collegiate 4-H
University/School affiliation:

For Academic Year: Date Completed:

Dues Paid: Southern Region Collegiate 4-H: YES NO
National Collegiate 4-H: YES NO

Club Information:

Official Club Name:

Mailing Address:

City: Zip Code: Email:

Website:

President’s Contact Information:

Name: Home Number:

E-mail address: Cell Number:

Advisor’s Contact Information:

Name: Home Number:

E-mail address: Cell Number:

Campus Staff/Faculty? YES NO

Dues:

Amount:

Intended Use of Dues:
### Officers:

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I certify that the above information is accurate, and I acknowledge my responsibility to keep this correct by informing the State Collegiate 4-H Coordinator of any changes in the information and/or in our constitution, bylaws, and school registration status.

Signature of President:____________________________  Date:____________

Signature of Advisor:_____________________________  Date:____________

### Submit Form:

**To:** Collegiate 4-H Coordinator
DaraMonifah Cooper
St. Thomas, V. I. 4-H Youth
#2 John Brewers Bay
St. Thomas, VI 00802-9990

**Submit By:** Second club meeting of the academic school year

**Include:**
1 – A copy of the constitution and note any changes.
2 – Copy of Campus Student Organization Registration form.
3 – Copy of registration form (if club is a member of Southern Region Collegiate 4-H or National Collegiate 4-H).