

# Geary County 4-H



## Top 10 Management Practices for 4-H Clubs

1. Officially Recognized as a Kansas 4-H Youth Development Club
  - a. Chartered
  - b. Workable club constitution and bylaws
  - c. A unique IRS EIN Number reported to the local Extension Office
  - d. Aligned with Kansas and Geary County 4-H Youth Development policies
  - e. Submit Annual Financial Report by deadline
2. Supportive and Engaged Adult Leadership
  - a. All club volunteers have completed the volunteer screening process and been appointed as an official Geary County 4-H volunteer
  - b. Commitment to 2-deep leadership
  - c. Have a plan for leadership succession
  - d. Utilize shared leadership for club activities
  - e. Identified, trained Project Leaders who are held accountable for teaching
3. Active Parents Committee
4. Welcoming Environment
  - a. Inviting, friendly, and safe
  - b. Affirm and support one another
  - c. Welcome and mentor new members and families
5. Trained, Supported, and Empowered Officers
  - a. Officer/club leader partnerships
6. Effective Communication System
  - a. Texting, social media, newsletter, calling tree, emails, etc.
7. Advanced Planning
  - a. Develop, distribute, and use an Annual Calendar with Club and Project meetings and activities
8. Planned Meetings
  - a. Safe environment
  - b. Standard location
  - c. Standard time
  - d. Agenda: balance between club business/decision making, education/programs (learning about projects or life skills), and recreation/group building
9. Engaged Teen/Junior Leaders
  - a. Youth/adult partnerships practiced
10. Value and Practice Service to Others
  - a. Community service/service learning