



COMMUNITY INVOLVEMENT

A Guide to the Use of this Unique 4-H Project



July 2006

The Community Involvement project has been designed to help 4-H members identify social issues that concern them and design action plans to address them.

The vision we had when creating this project was to empower 4-H members to set the tone and goals for their volunteer work as well as the direction the club itself would take.

Upon completion of the project we realized that we had created a guide that could compliment any of the existing 4-H projects a club might undertake!

So go ahead, take a peek at what we have put together in the Leaders' Guide, the Members' Guide and for each meeting. Start a new Community Involvement Club or use the information to make your current project even more successful! Decide for yourselves what information you would like to copy and pass on to your members and volunteers. Visit the many websites noted and check out the books we found helpful.

Let's give youth the tools they need to be active volunteers in their communities!

Darlene Lyons
Resource & Program Assistant
4-H Ontario

Community Involvement Project



Leader's Guide

4H
Ontario



**“Never doubt that a small group of thoughtful, committed citizens can change the world.
Indeed, it is the only thing that ever has.”**

Indeed, it is the only thing that ever has.”

Margaret Mead

MISSION STATEMENT

"4-H Ontario is dedicated to the personal development of youth while providing a positive impact on volunteers and communities in Ontario."



The 4-H Pledge

"I pledge
My HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to larger service,
My HEALTH to better living,
For my club, my community and my country."

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WELCOME VOLUNTEERS!!!

This project was designed to enable youth to become leaders through the discovery of self-worth and commitment - to bring about a community involvement project that will address social issues and positively affect the lives of the local and global community.

**Special thanks to the
Rotary Club of Guelph
who's generous donation
made this project possible**

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&

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Getting Started!

Project Goals

- ◆ To help members experience the power and impact volunteering can have on their lives.
- ◆ To help them bring a fresh and energetic perspective to existing volunteer positions.
- ◆ To give them the skills needed to start a new community project.

THE ROLE OF ADULT VOLUNTEERS & MENTORS INVOLVED WITH THIS PROJECT

- Build confidence in youth, by guiding the planning and development of the community involvement project.
- Create a safe and secure environment that will allow youth to express their views.
- Provide members with a written evaluation and certificate at the end of the project, as a supporting document for their resume and to allow them to feel proud of their achievements.

4-H Club Program Planning

A successful 4-H club doesn't just happen! Careful planning is important in the realization of your visions. As a 4-H leader, you have a responsibility to do the best job you can in providing a fun, learning experience for the 4-H members. Planning will provide a strong foundation to learn and succeed. The '4-H Volunteers' Handbook' has lots of valuable information to help you and your members plan a successful club program. Refer to "The 4-H Meeting" section of your handbook for tips on planning successful meetings, effective communication, games, judging and special events. The chart provided here can be used to record your plan.

TIPS FOR SUCCESS

√ Inform

parents & sponsors what the goal of 4-H is & how it benefits the members

√ Invite

parents & sponsors to a 4-H meeting to see the club in action

√ Involve

Once parents & sponsors are more aware of the 4-H program they are more likely to accept your requests for help (hosting a meeting, being a guest speaker) Recognize parents & sponsors for their support with thank you notes, newspaper articles etc. written by the members

Learn To Do By Doing!

Youth are the pioneers of our future. Embarking on one of the greatest tasks in society – to address growing social issues, participate in creating sustainable projects for our global community and engage youth in the planning process.

This guide is intended to provide youth with an opportunity to develop their awareness of society, its resources, structures, organizations and assets. All the while recognizing the needs of the environment and people. Use your own knowledge and training as a leader and volunteer to inspire your members.

Remember that sharing and creating new experiences that positively shape our way of life is a wondrous voyage. Enjoy your journey as a 4-H club volunteer!

BEFORE THE PROJECT BEGINS VOLUNTEERS WILL

- ◆ Familiarize yourself with current provincial and local 4-H policies
- ◆ Attend a leader training session
- ◆ Advertise the project and organize a club with a minimum of 6 eligible members and 1 volunteer leader (per club except in cases deemed to be unique and approved by the local 4-H Association)
- ◆ Review available resources and begin planning the club program

DURING THE PROJECT VOLUNTEERS WILL...

- ◆ Attend each meeting and the Achievement Program
- ◆ Assist members in planning and presenting the club program
- ◆ Provide a FUN atmosphere in which members can learn and make new friends
- ◆ Ensure the club membership list is completed and membership fees are collected – forward these to the designated person in your area before the second meeting
- ◆ Order awards and project and name plates once membership list is completed
- ◆ Help each member to set and achieve goals for personal development
- ◆ Encourage members to work together as a group

THE ACHIEVEMENT PROGRAM?

- ◆ An opportunity to share with others the knowledge and skills gained during this 4-H project.
- ◆ An activity that involves each 4-H member in some way.
- ◆ A chance to inform the public about the purpose and goals of the 4-H program in general.
- ◆ A chance to be creative
- ◆ Putting the plan into action

Use this space to Brainstorm IDEAS that might meet community NEEDS in your area:

Each meeting will provide you with fun instruments such as activities, stories, links to resources & more for you to explore!

Ideas:

✘ *Provides examples of community services, games or activities that illustrate the value of each concept presented in the meeting.*

Resources:

✘ *Itemizing resources that can be used to identify, educate and entertain specific community issues.*

Community Links:

✘ *Listing possible links to local community services, organizations and businesses that could help provide insight into planning your project.*

Global Organizations:

✘ *Providing lists of international organizations that aim to foster youth development initiatives.*

Themes

✘ *Linking social issues with examples of ideas for*

Achievement Programs in:

- * *Educational issues*
- * *Environmental issues*
- * *Health issues*
- * *Agricultural issues*
- * *Cultural issues*
- * *International issues*

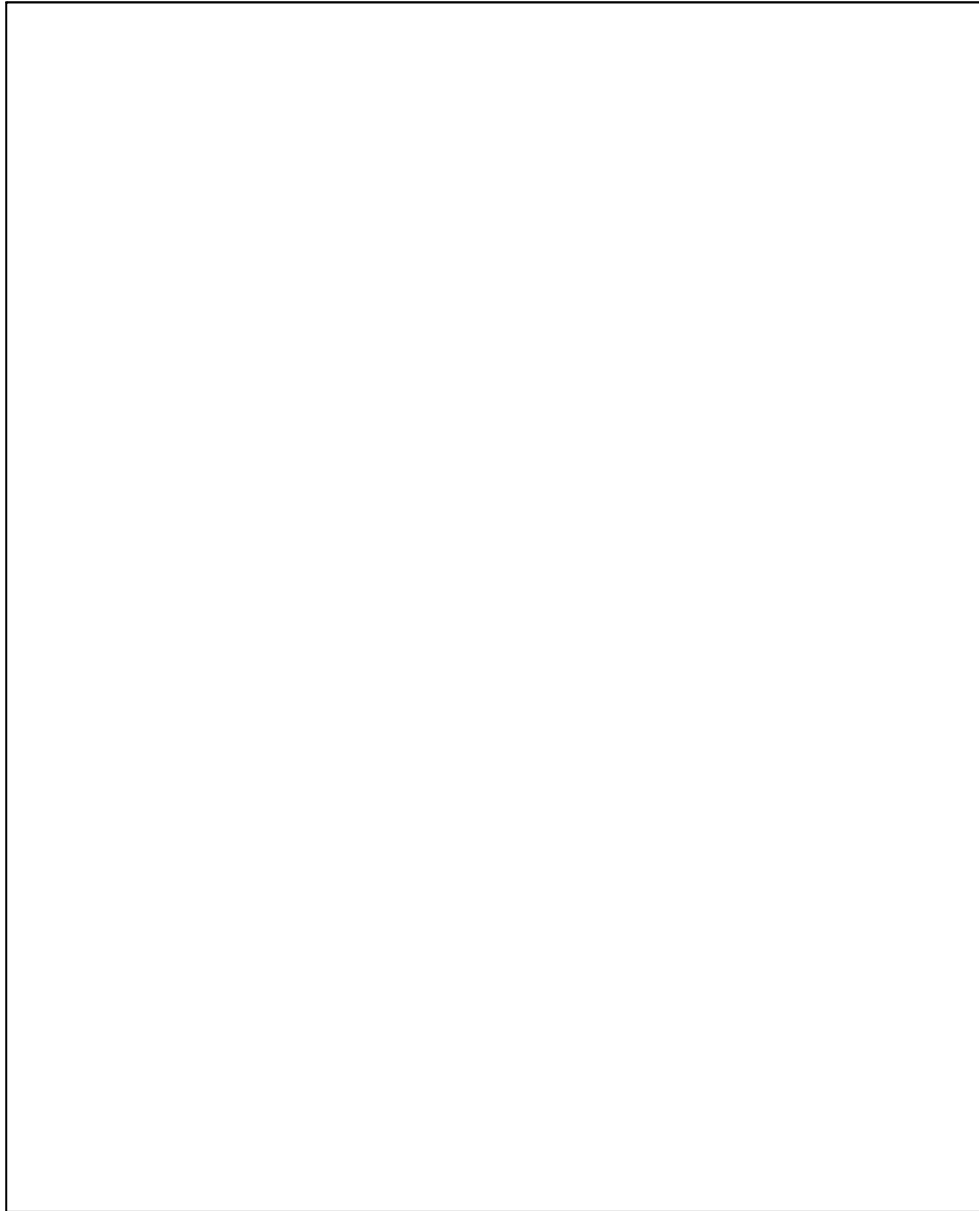
Digging Deeper:

✘ *A section of information, geared towards the senior club member.*



ACHIEVEMENT PROGRAM

Putting the plan into action



ACTIVITY: *Cut out pictures from magazines and use words or expressions to create a collage that shows your idea for the achievement day.*

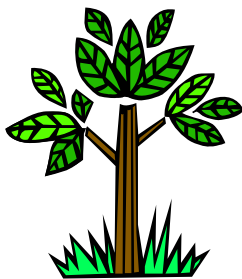
OBJECTIVES

- ◆ Gain experience and skills training that will benefit your future career.
- ◆ Share your ideas, imagination and inspiration to benefit those in need.
- ◆ Aid organizations and people who need youth vitality and resourcefulness.
- ◆ Experience social change first hand.
- ◆ Address social issues in your community and design community projects.

One of the strengths of volunteering is how it allows small groups of people to come together, identify a need and build a solution.

WHY DO PEOPLE VOLUNTEER?

- ◆ To help a cause they believe in
- ◆ To do something they like to do
- ◆ To enhance their skills
- ◆ To network with others who may help to advance career opportunities
- ◆ To seek new friendships
- ◆ To get out and socialize



*Plant a seed
Nurture life
Watch it grow
Reap the rewards*

"Often assumed to be the leaders of tomorrow, our generation must be the leaders of today!"

Craig Kielburger

Craig founded FREE THE CHILDREN in 1995, at the age of 12, envisioning a younger generation positively shaping social change and improving the well being of children worldwide.

CHECK IT OUT!

www.freethechildren.org

ENCOURAGING VOLUNTEERISM

Do any of these comments sound familiar?

- ◆ "It takes too much time to work on a committee."
- ◆ "I'm too busy with my job/family/school/other commitments to volunteer."
- ◆ "I don't have a clue how to get started."
- ◆ "I'm not sure what is expected of me."
- ◆ "What do volunteers really do anyway?"

Time is our most precious commodity and it can seem impossible to make time for volunteering. Even those who are willing to commit the time often say that they aren't always clear on what is available to them or the responsibilities that they would be taking on.

Here are five reasons why people may not want to get involved and a list of counterpoints.

Reason #1: I don't see the value in volunteering

Counterpoints:

- Enhanced networking opportunities
- Enhanced career opportunities
- Enhanced leadership skills
- Ability to influence outcomes
- Enhanced education
- In-depth sharing of ideas among peers

Reason #2: I don't know how to volunteer

Counterpoints:

- Get involved in areas that interest you the most and where your experience and knowledge can help others the most
- Network with other volunteers to see where they recommend your involvement
- Attend a volunteer fair or information session

Reason #3: I'm unclear of what is expected if I volunteer

Counterpoints:

- Ask specific questions when you agree to volunteer such as:
- * What is the average time required on the project outside of actual meetings?
- * How many meetings will I have to attend?
- * Where and when will these meetings/events be held?
- * What is the length of these meetings/events?
- * Can emails and phone calls be used for meetings?
- * What is the typical length of commitment?

Reason #4: It's too difficult to volunteer/I live too far away/It's too inconvenient:

Counterpoints:

- Meetings and discussions could be held online
- If there isn't something already organized in your area, find a need and start something yourself
- Initiate a project and recruit other volunteers in your area

Reason #5: I don't have time to volunteer

Counterpoints:

- How well are you really utilizing your time?
- Do you fully understand the benefits of volunteering as it relates to your future?
- Do you know what gives you personal gratification and a sense of accomplishment?
- Shouldn't you allow yourself the "feel good" reward of volunteering?
- Is "giving back" to others important to you?

Those who don't "make time" to volunteer will never experience the benefits and value that volunteering provides.

**A good reference book is " The Role of Volunteers in Nonprofit Organizations"
by Jack Shand and Kenneth Thacker**

Communities often have grants to support a wide range of local initiatives
http://www.community-fdn.ca/who_we_are/list.cfm?id=6

*Questions to Use by Youth to Come up With a Proposal or Project to Volunteer
With an Existing Group or Organization*

- ◆ Is there something about the mission statement of a service club or organization that could create a youth specific project?
- ◆ Is there a part of an organization's client services that could be structured to be run by youth?
- ◆ Are there issues within an organization or group that could use youth input?
- ◆ Could an organization (such as a 4-H Association) use a Youth Board or youth on the existing Board of Directors?
- ◆ Is there a special event that could be changed to be youth delivered or youth targeted? Is there a new event?

To give you more ideas about organizations who need volunteers and what the important issues in your community are contact your local volunteer centre, community centre or library.

It is important to remember that programs across the province vary widely as do attitudes towards young volunteers. Find an agency who will value what youth have to offer and if possible a staff member or fellow volunteer who will provide help and support.

Check out these great resources

Making a Difference

A Guide to Volunteering for Canadian Youth

Val Adolph and Valerie Ahwee 1990

take action!

A Guide To Active Citizenship

Marc Kielburger & Craig Kielburger

(Available from 4-H Ontario)

Visit <http://www.etr.org/nsrc/pdfs/newsltrs/youthlead.pdf> for some easy to read articles on different types of "Service-Learning" programs, reasons to involve youth in community activities and general tips and techniques on working with youth.

Check out this one for a snapshot on what youth today in Canada look like, what their interests are, their habits, their hobbies, and their beliefs

<http://216.13.76.142/PROntario/pdf/youthannerobinson.pdf>

Parliamentary Procedure Without the Bore Tips & Ideas

- ◆ **Squeeze Toy:** This is a great tool for teaching parliamentary procedure. The squeeze toy or ball can be passed to the person who is making a motion. Only the person with the squeeze toy can speak. It may also be used to control meetings and ensure everyone gets a chance to speak. It helps keep the discussion on track and on schedule. Stuffed toy club mascots also work well.
- ◆ **Alarm Clock:** An effective time management tool. Set the alarm at the beginning of the meeting, advising the club members that there is "X" amount of time to get through the business material. This can be used for any session or activity.
- ◆ Since the business portion of the meeting can seem boring to members, try incorporating some of the material into social time or a social recreation activity.
- ◆ Keep the business portion of your meeting to 15-20 minutes. Keep it to the point.
- ◆ Let the officers fulfill their responsibilities.
- ◆ Let officers and committee chairs do their assigned duties.
- ◆ A volunteer leader is there for guidance only.

Motions:

1. **Address the chairperson (i.e. raise your hand)**
 - Chairperson should have a "fun gavel"
 - Instead of raising their hands, perhaps the club could come up with a move that appeals to them or is based on the current project.
2. **Wait for the Chairperson to acknowledge you**
 - The chairperson could pass/toss/hand a stuffed toy, ball etc. to the person wishing to speak.

3. Make the motion: "I move that..."

- Straightforward. However the motion should be stated clearly so that the recorder/secretary can get it down.

4. Another person seconds the motion: "I second the motion."

- The ball, squeeze toy, etc. should be passed to this person before they second. This will ensure that people are getting a chance to speak and are heard.

Motions should be made standing up!

5. Chairperson states the motion

- If using a speaker –indicating tool (ball or squeeze toy etc.) make sure the chairperson has it at this time.

6. Chairperson call for discussion of the motion:

- Remember to pass the indicator around to those who want to speak.

7. Chairperson calls the vote: "All in favour? Opposed"

- At the first meeting of the club, an idea could be to create a method of voting Favour or Opposed for the remainder of the club meetings.

8. Chairperson announces the result of the vote: Motion "carried" or "defeated"

The Chairperson should refrain from participating in a debate while presiding. If the chairperson/president wishes to participate, they should ask another member of the executive to assume the "chairperson" role while they take part in the discussion.

Snowball Fight - can be used as a break during the business portion of meetings

Divide the group into two sides. Each person is given a full sheet of newspaper. At a signal, each uses just one hand to try to crumple the paper into the smallest possible wad. These are the "snowballs". At another signal, both sides start throwing the "snowballs" at each other. When the signal is given to quit, each side counts the "snowballs" on its side. The side with the fewest "snowballs" wins. To save time the "snowballs" could be made ahead of time and distributed evenly between the two sides.

SAMPLE MEETING AGENDA

Your 4-H Club Name
Location
Date and Time

1. Welcome and Call to Order
 - 4-H Pledge
 - Greetings and introductions of visitors and guests
2. Roll Call
3. Minutes of the Last Meeting
 - Discussion of Business Arising out of Minutes
4. Correspondence
5. Reports
 - Treasurer's Report
 - General Leader Report
 - Project Group Reports
 - Committee Reports

At this point your group may need a 5 minute stretch!

6. Unfinished (old) Business
 - Camp Reports, Association and Regional Reports
7. New Business
8. Announcements
9. Set date, time and place for next meeting
10. Adjournment of Business Meeting
11. Club Program
12. Recreation and /or Lunch

Community Involvement Project



Congratulations to _____ for successfully
completing the 4-H Community Involvement Project.

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Date

Club Leader's Signature