



4-H GHANA

Club Leaders Organizational Manual

4-H Ghana Headquarters, PO Box 2561, Koforidua
ghana4h_nsk@yahoo.com; 4hghana@gmail.com
www.4hghana.org



TABLE OF CONTENTS

LETTER TO LOCAL LEADERS	3
CHAPTER ONE: INTRODUCTION.....	4
CHAPTER TWO: DEVELOPING A 4-H CLUB.....	7
Steps involved in developing a 4-H-club.....	7
The 4-H club meeting.....	10
Duties of 4-H club officials.....	11
Games for 4-H club members.....	12
Check list to evaluate a 4-H club.....	15
CHAPTER THREE: POSITIVE YOUTH DEVELOPMENT THEORY (PYD).....	13
Overview.....	13
4-H Life Skills Model.....	19
CHAPTER FOUR: MODEL FOR 4-H LEADERS IN IMPLEMENTING SUCCESSFUL 4-H CLUBS	20
4-H Roles and responsibilities of District Advisors.....	20
Roles and responsibilities of the District 4-H Management Board Members.....	21
Roles and responsibilities of 4-H Club Advors	21
Roles and responsibilities of 4-H Club Leaders.....	21
Parents' roles in 4-H club programmes	21
Check list to evaluate a successful club.....	22
CHAPTER FIVE: 4-H CLUB PROJECT MANAGEMENT.....	23
The project develops the member	23
Requirements for a project (eg. an enterprise garden project)	23
The 4-H garden project	23
Project Record Book	23
Importance of Keeping Records.....	23
TYPES OF 4-H PROJECTS	24
CHARPTER SIX: STEPS TO PIANNING AN OPEN DOOR EVENT/EXHIBITIONS	26
Agreement with Schools /Communities to Establish 4-H Clubs.....	27
4-H Ghana Opening and Closing Ceremonies	28
(4-H Symbolize: Head – Heart – Hands – Health)	
Membership Form.....	32

Dear Local Leader,

Young people in Ghana need your help in our effort to encourage them to develop small business models to address the huge unemployment situation in Ghana and other parts of Africa. Agriculture employs over 50% of our population, however many young people today are leaving the rich and arable lands in the rural areas to the city centres for non existing jobs thereby becoming hindrance to socio-economic development. Through the efforts of the 4-H clubs, many youth have learned how to produce food and keep small livestock for themselves and their families as part of club activities including creating wealth as well.

Much of the success of the 4-H club depends on the volunteer local leader. Your co-operation with the agricultural extension officers and the members of the 4-H clubs will enable the club to realize its goals. As a local leader, your work will be voluntary and will be your contribution towards development of the youth.

This manual is prepared for your use as a local leader. The materials included will help you in working and advising the 4-H members in completing their individual and group projects.

Although this manual places more emphasizes on agriculture, Club Leaders can also use it to help young 4-H members to work on other projects, using the same 4-H methodology of “***learning by doing.***”

Club Leaders are not repositories of all knowledge and are therefore required to look for other resources to help them meet the needs of the young people with whom they work.

You will find that you learn best when you actually do a task. It has been found that the more we use our senses and are involved in the learning process, the more we remember; For example, by growing your own crops you learn to be a better farmer.

On behalf of the National 4-H Ghana Advisory Board, I extend my sincere thanks to you for your efforts.

Use this book to help 4-H club members to “**Learn, Earn and Go Green**”.

Thank you,

Appiah Kwaku Boateng
Executive Director

INTRODUCTION

MEANING OF 4-H

4-H is a world-wide youth development programme that helps young people learn life skills while they are learning livelihood and leadership skills. More than 70 countries around the world have had or currently have 4-H or similar programmes. The programme started in the USA in 1902.

In Ghana, 4-H was registered as a Non-Governmental Organization in the year 2000, with its mission to promote youth empowerment through active engagement of the young people on topical issues that affect their development.

CHAPTER ONE

WHAT IS THE 4-H EMBLEM?

The four Hs are part of the 4-H pledge and explain the purpose of the 4-H programme. The Hs stand for

Head

Heart

Hands

Health

The Ghana 4-H pledge is:

*“I promise to work towards becoming a youth with
a clear Head,
an open Heart,
clever Hands,
and good Health.
So help me God”.*

Colour of 4-H

The colours of 4-H are green and white. The green of the clover is nature's most common colour. Green is also symbolic of youth, life, growth and the rich vegetation cover of Ghana. The white colour represents purity and justice.

4-H CLUB MOTTO “LEARN, EARN & GO GREEN”

People of all ages learn best when they are actively engaged in the learning activity. While 4-H provides appropriate technical information on agriculture, youth development, club management and other activities, it is practicing skills with the guidance of an adult or older youth that helps young 4-H members learn practical skills that they remember. For example, by growing your own crops you learn to be a better farmer.

The basic principle of 4-H is to make young people self-directing, productive and contributing members of society, through the fundamental principle of “learning by doing”. We expect every young person to engage in an activity that provides an opportunity to learn, earn income and protect the ecosystem as well. 4-H therefore provides experiential learning and income generating as well.

WHAT ARE 4-H CLUBS?

These are groups of young people who have formed 4-H clubs and have accepted the principles to learn by doing agricultural practices and other life skills in schools and communities. They are guided by an Adult Leader or Volunteer in their project activities. Like them, you can learn to do something useful by growing vegetables, field crops and raising small livestock, arts and crafts, etc. 4-H clubs also provide fun for its members by undertaking field trips, hiking, international exchange programmes, camping, etc.

4-H CLUB GOALS

Club goals reflect the government's effort in fighting poverty, ignorance, HIV/AIDS, drugs and substance abuse and early pregnancies. Although agriculture dominates 4-H activities, 4-H focuses on life skills of young people. The five major goals of the 4-H programme on agriculture are as follows:

1. To teach the youth improved methods of agriculture and better farm and home practices which will contribute towards better nutrition, health and higher standard of living.
2. To teach the youth to appreciate agriculture. The youth learn that improved farming methods are more than just digging. They are a better way of life.
3. To supplement food and animal products for the family.
4. To develop leadership and good citizenship among the youth.
5. To use the youth as agents in changing the attitude and practices of adult farmers in agriculture.

4-H Ghana has other programmes that also address important societal concerns:

- Poverty Reduction through youth in agriculture and entrepreneurship development
- Health (ARH, HIV/AIDS / Malaria, Drugs Abuse)
- Environment / Sanitation
- Community Service Volunteering
- Governance and Democracy

WHO CAN JOIN?

Any girl or boy between the ages of 10 -20 years, from Primary School to Senior High school qualifies to be a member of 4-H club. Members pay just small fees to register to obtain a 4-H club membership card. No dues are paid but members finance their own projects with the support of their parents. However, members may decide to pay dues at the club level to be used to enhance their own club activities.

4-H ALUMNI

4-H members aged 21 – 25 are 4-H Alumni. These are senior 4-H members who through their rich experiences support new 4-H clubs and members on 4-H activities. Alumni play important roles in 4-H activities by providing directions and help to 4-H members. Alumni are still 4-H members and contribute to its development at the schools and in the communities.

WHERE DO 4-H CLUBS MEET?

4-H Club can meet in any suitable place, for example under shade of a tree, on a school farm, in a classroom or any other public building. Many clubs in Ghana are organised by schools and hold most of their activities there. However, there are many community clubs meeting at classroom, members' houses, etc.

WHAT DO 4-H MEMBERS DO AT MEETINGS?

4-H club leaders are elected by the members. The officials include chairperson, vice-chairperson, secretary, treasurer and three committee members. The officials are in charge of the meetings with guidance from local leaders (Club Advisor). Other people in the community, such as an agriculture extension officer are also invited as resource persons to lead discussions on various topics such as health, nutrition, drugs abuse, etc. Meetings are held weekly, about twice each month, or as need arise. Club members learn new skills during these meetings.

HOW DO 4-H MEMBERS HAVE FUN?

Clubs may have competitions with others in dramas or agriculture. Field trips to farms, agricultural stations and other agricultural institutions will also be of interest. In addition, it is helpful if each club meeting has some small time for recreation.

CHAPTER TWO

Developing A 4-H Club

STEP 1 –Understand the characteristics of a 4-H club

1. 4-H clubs belong to the youth and their communities
2. 4-H clubs are for both boys and girls, in school and out of school.
3. Each member should try to have a suitable project at home, while the club project is located at the school or in the community.
4. Ghana Education Service or Head Teacher's role is to provide an enabling environment and a Teacher as Club Advisor to start a club in schools.
5. Agricultural Extension Officers assist and advise 4-H club leaders and members on their projects.

6. 4-H members pay dues and other special contributions to finance their own project and club activities with the help of their parents. Members dues should be kept in Bank with proper records.
7. 4-H clubs are non-political, educational programmes in agriculture and related subjects.
8. The 4-H programme is implemented throughout the country and supported and sponsored by the Ministry of Food and Agriculture, Ministry of Education/Ghana Education Service, the District Assemblies, parents, community leaders, CBO's, churches, corporate bodies, etc.

STEP 2 – Recruit a volunteer club leader or advisor for the local club

The Club Advisor

- will be a Teacher, an Extension Officer or a Community member appointed by the school head or the community and willing to guide the 4-H club members with their activities while in school or at the community.
- will be the link person between the club members and adults and other community members in resources mobilization.
- Will help provide lesson for each club meeting. If he or she does not teach the lesson directly, he or she works with the club members to bring in guest resource persons such as an Agricultural Extension Officer, Health / Social Worker etc who may provide a lesson on specific topics.
- Ensure that club finances are properly lodged at a Bank and help to keep club records.
- Will also accompany the club members on educational tours.
- Monitors members' record books to help them record club and individual 4-H project activities.
- Should be gender sensitive and be aware of any inequities in participation between boys and girls.

STEP 3–Involve formal leaders and key stakeholders

Securing the approval and active support of formal leaders and stakeholders is an important step in starting 4-H club programme. Formal leaders must be familiar with the 4-H club programme concept from the beginning.

Formal leaders who could be involved at the various levels include:

National level – Ministry of Food and Agriculture, Ministry of Education/Ghana Education Service, 4-H Advisory Board, Private Sector, etc

Regional level- Ministry of Food and Agriculture, Ghana Education Service, Regional 4-H Advisory Board, Private Sector, Religious Leaders, Traditional Leaders etc.

District level -Ministry of Food and Agriculture, Ghana Education Service, District 4-H Board, 4-H District Advisor, Private Sector, Religious Leaders, Traditional Leaders etc

Community level – Extension Officers of MOFA, Head teachers of schools, 4-H District Advisor, Assembly Members, Private Sector, Religious Leaders, Traditional Leaders etc

School level- School Head teachers / Teachers

The visit with the formal leaders should sensitize them on:

- a. The meaning of 4-H
- b. The objectives of the 4-H programme
- c. The home projects of the 4-H members
- d. How the 4-H club operates, etc

STEP 4 – Meet the informal leaders

A. Community leaders, such as school PTA, local chiefs, religious leaders, Assembly members, parents, etc.

The visit with the informal leaders should sensitize them on:

- The meaning of 4-Hs
- The objectives of the 4-H programme
- The home projects of the 4-H members
- How the 4-H club operates.
- The role of informal leaders in the 4-H programme

B. After the programme is established, it might be helpful to visit with progressive farmers. (e.g. Best Farmers or recognized Commercial Farmers) Their farms could also be used for farm visits or they could come and teach some lessons to the club members. The extension officer can help identify those farmers. Successful Entrepreneurs could also be useful as informal leaders.

STEP 5 – Meet with Parents

This is a most important step. The parents should be informed about the 4-H programme.

They should be told that each 4-H member “learns by doing” through his own project.

They should understand that the members run their own clubs. Inform the parents that each 4-H member finances his or her own project (with parents’ support) and benefits from the returns of the project. The fact should be emphasized that parents provide support to their children to undertake their projects with technical support from the various ministries. Some 4-H programmes suggest having 2 parents meetings each school year.

STEP 6 – Recruit 4-H members

Agree upon a meeting date, time and venue within the school or community and inform pupils accordingly. The School Head or community leader should also identify a willing patron for the club as Club Advisor.

The topics to be discussed should include the following:-

- a) Purpose and objectives of 4-H clubs, explain 4-H Motto and emblem of the 4-H
- b) Determine number of youth interested in joining the 4-H club.
- c) Ask/request members to secure their parents’ approval to enroll.
- d) Make plans for the next meeting.

STEP 7 – Organise the new 4-H club

This is the first meeting of the 4-H club. At this meeting the following things should be accomplished.

- a) Election of officials: 4-H club members should elect the following officials: president, vice president, treasurer, secretary and three committee members.
- c) Name the club: This is usually chosen by club members to reflect also the name of the School if it is a school club.
- d) Make plans for the next meeting.

STEP 8 – Engage parents for their support.

The programme activities requires parents' co-operation. Leaders can achieve parents' support through;

- a) Briefing the parents on the 4-H progress at any opportune time e.g. PTA meetings, 4-H club exhibitions, community forum, etc.
- b) Arranging for an educational tour to members' farms
- c) Helping the members to entertain parents through, for instance, role plays & sketches during parents meetings in the school.
- d) Publicly appreciate the parents' support.

Both genders should be fairly represented in leadership with at least three (3) from each gender such that, if the chairperson is a girl the vice- chair must be a boy and vice versa.

THE 4-H CLUB MEETING

There are three sections to a good 4-H meeting:

- ❖ **Business** – the work of the club is done.
- ❖ **Programme** – the educational part of the meeting.
- ❖ **Recreation** – fun and socializing

Meeting Procedure Guide

A. Business

1. Call to order by the president.
2. Recite 4-H pledge
- 3 Go through the 4-H Opening Ceremony procedure.
4. Roll call by the secretary.
5. Minutes of previous meeting by secretary
6. Reports of committees. (4-H Clubs usually have a committee for project, shows, programmes, and recreation).
7. Unfinished or old business. (Perhaps something was left from the last meeting undecided – the date for a tour, information about a 4-H show)
8. New Business.

B.Programme

1. Activity – a talk, demonstration, tour, etc. where members gain knowledge about Agriculture as a business, Health, Environment and other micro enterprises etc. Each 4-H club has a set of lessons around enterprise gardening, entrepreneurship and other livelihood and life skills projects that can be used for the club programme.

C.Recreation

Recreation – games, dances, songs, sports, drama. Recreation could include educational games. All recreation should include both boys and girls.

Helpful Hints for 4-H Club Meeting

- At your business meeting the president and secretary should be at a small table in-front of the members.
- It is important that the president, leader, and other club official check their programme at least one week in advance of the meeting and then again just before meeting to see that all is arranged properly.
- Start your 4-H club meeting on time and adjourn on time.
- When the president is appointing committees, include about one or two younger members along with at least one older member.
- Do not let the business part of the meeting take more than 20 – 30 minutes

About one hour total for a meeting is the maximum most boys and girls can accommodate. This should include about 1/3 meeting, 1/3 programme, and 1/3 recreation.

Duties of 4-H club officials:

PRESIDENT

1. Preside over meeting (Check on the programme at least one week in advance. Consult your vice president and local Leader. Prepare the agenda for your meeting:
 - Have the place of meeting in order and begin on time!
 - Encourage active participation by all members
 - Be well acquainted with the rules, traditions, and policies of the 4-H organization
 - Keep order
 - Act as advisor to other officials, work with them and see that planned activities are carried out.
2. Act as official representatives of the club at all events.
3. Guide club members in appointing committees.
4. Appreciate all persons & organizations that have supported the club, on behalf of the members.
5. Introduce speakers or special guests or be sure to provide for someone else to do so.
6. Vote in the case of a tie.
7. Regulate the time taken for each activity so that the whole meeting takes about one hour.
8. Work in collaboration with local leaders.

VICE PRESIDENT

1. Conduct meetings in the absence of the president.
2. Serve as general chairperson of the programme committee.
Take responsibility in working with your leader and club president
Check ahead of the meeting to see that the persons to appear on the programme is prepared.

SECRETARY

1. Call roll and keep an accurate records of attendance
2. Keep accurate minutes of all meetings in regular 4-H Club Secretary's book.
3. See that all members are notified of meeting dates and time
4. Keep a record of all members participating in events
5. Write thank you notes and letters of appreciation.

Each 4-H Club should have a SECRETARY BOOK. This should be kept by the secretary of the club and should be kept up to date. The form below is an example of how the secretary is supposed to keep minutes of the meeting. These forms are blank in the secretary's book and it is the responsibility of secretary to fill them properly after each meeting so that they can be read at the following meeting.

MINUTES OF THE MEETING

The meeting of the4-H Club was called to order by.....
.....the President. The meeting was held at..... on.....at.....o'clock,
year 2.....

The minutes were read and approved.

Number of members present....., There were _____ boys and _____ girls

Leaders present were.....

Others attending enrolled were.....

New members enrolled were.....

Total attendance (members, leader, and others) was.....

Business (committee reports old and new business plans made, etc.)

Programme: (talks, demonstrations, etc. given and by whom).....

Recreation: (activity).....

.....”
The next meeting of the club will be held at.....
onat o'clock.

.....
Club Secretary.

TREASURER

1. Keep the following records of all the financial transactions on behalf of the club:

- A. Cash from sale of produce or special contributions from members
- B. Donations to the club
- C. Money collected from members
- D. Expenditures

A simple notebook can be used to record income and expenses, the date of each, and the ongoing balance.

2. Monitor the bank account. Each club is encouraged to open a bank account for safe keeping of club monies. The club should determine where the account will be and who will keep the records for such, including deposits and withdrawals. It is recommended that the Treasurer work with the club leader and a small committee to ensure transparency.

GAMES FOR 4-H MEMBERS

Recreation is an important part of 4-H club activity at each 4-H club meeting. A certain period of time should be devoted to recreation. New games are appreciated by boys and girls. Each meeting's agenda should include about 20 minutes for recreation. It is the responsibility of the recreation president to arrange for this. Games at club meeting help to break down barriers of emotion, age and social position. The shy members often lose their shyness, and the slow ones may not be so conspicuous as to feel uncomfortable so that the potential of all members may be realized. Try to choose recreation that encourages cooperation and problem solving rather than competition.

Planning recreation for club members:

Planning of recreation should be done in advance.

CHAPTER THREE

POSITIVE YOUTH DEVELOPMENT THEORY (PYD)

Overview

4-H's programmes are based on Positive Youth Development Theory (PYD). A relatively new approach, PYD focuses on holistically developing youth through intentional interventions and encouraging environments in order for them to eventually become contributing members of society. Moving beyond a narrow focus of attempting to correct or stop problematic and risky behaviours, PYD instead attempts to prevent them from happening.

Below is a table summarizing the differences between traditional youth programmes focused on stopping risky behaviours in youth versus PYD.

	Traditional, Problem-Based Programmes	Positive Youth Development
Focus	Focus is on reducing/stopping risky behaviours (e.g. drugs, alcohol)	Focus is on positive outcomes, which will prevent youth from engaging in risky behavior
Approach	Reactive	Proactive
Target Youth	Youth engaging in risky behaviours	All youth
View of Youth	Youth are the recipients of programmes	Youth are active participants in programmes
Facilitators	Professional service providers	Everyone (e.g. teachers, parents, adults, youth, community members)

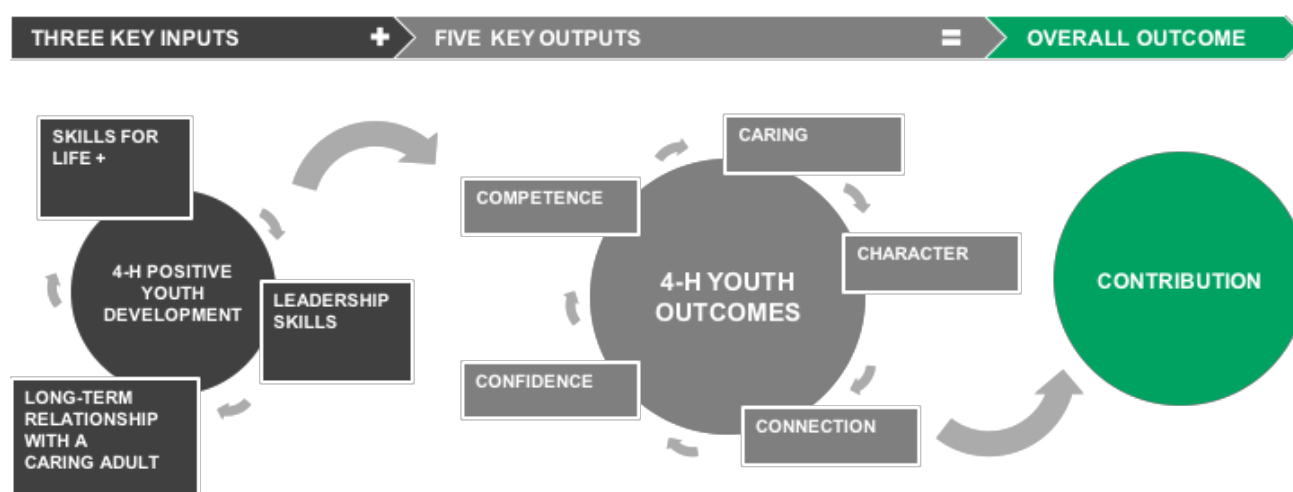
Rather than focusing on a specific problem, PYD builds protective factors in youth that will help them make a choice to not engage in risky behaviours. Research conducted in the U.S. has revealed youth participating in PYD programmes facilitated through 4-H are:

- More likely to make contributions to their communities,
- More likely to be civically active, and
- More likely to make healthier choices than compared to peers not participating in 4-H.

Approach

Below is an illustration of the PYD model. Through three key inputs facilitated by a local leader – skills for life, leadership skills, and a long-term relationship – youth become more competent, caring, confident, connected with others, motivated by their character, and contributing members of society.

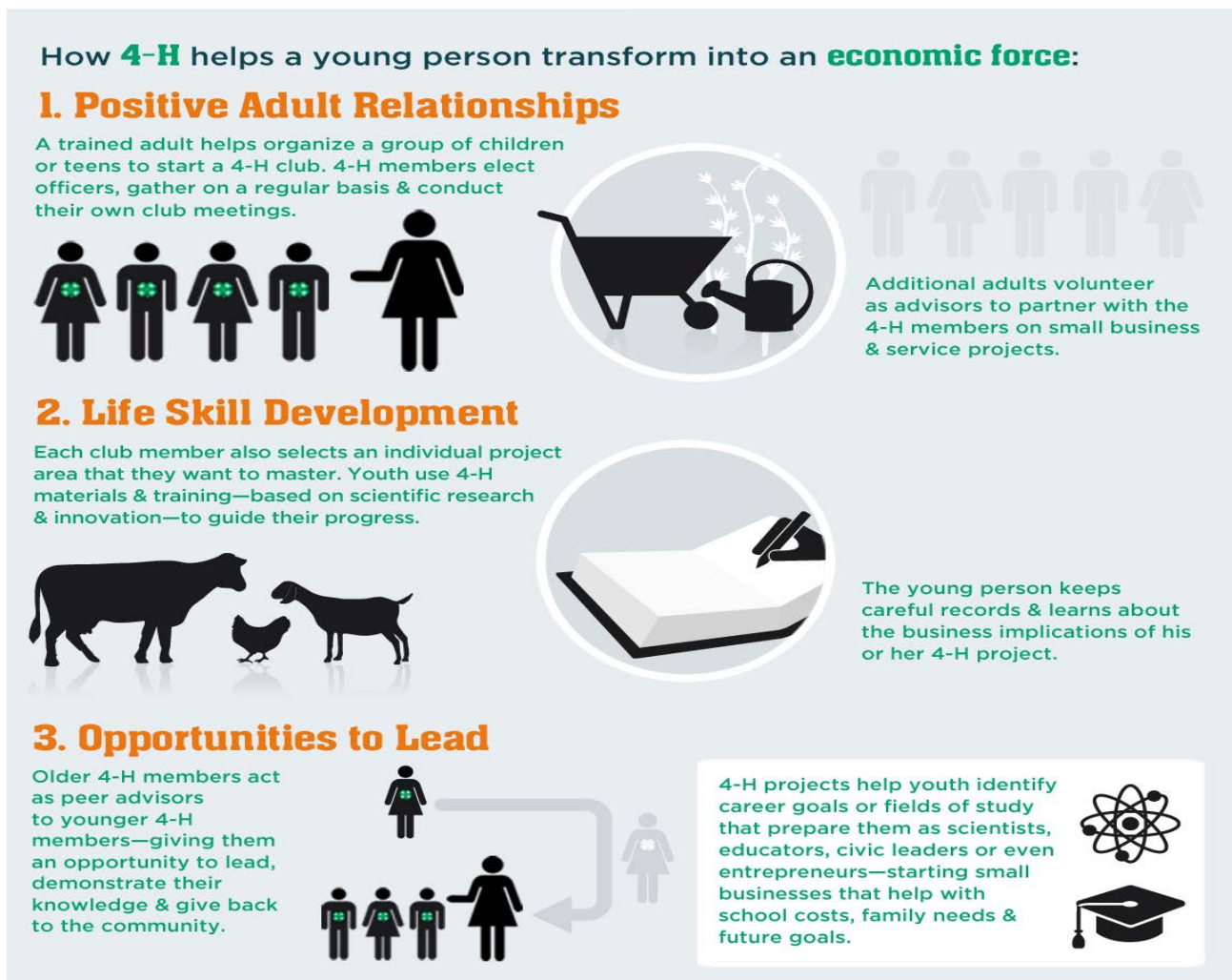
On the following pages, each of the three key inputs of the PYD model are explained in more detail.



Three Key Inputs:

How do club leaders and advisors implement Positive Youth Development (PYD)? Through long-term, positive relationships with youth, and facilitating life skills development and opportunities for youth to develop leadership skills.

Below is an illustration of these three inputs:



The next three pages provide more indepth descriptions of each of the three key inputs for PYD, and ways for club leaders and advisors to practically implement each area.

Source: National 4-H Council. (2009). *Essential Elements of 4-H Youth Development Programs*. Retrieved from <http://www.4-h.org/resource-library/professional-development-learning/4-h-youth-development/youth-development/essential-elements/#Expand1>

PYD Input	Definition	How to Implement
Long-term, positive relationship with an adult	<p>A caring adult acts as an advisor, guide, friend, and mentor. The adult helps set boundaries and expectations.</p> <p>Adults also create safe emotional and physical environment where youth do not fear physical or emotional harm while participating in 4-H.</p> <p>Adults promote an inclusive environment that creates a sense of belonging, and encourages and supports its 4-H members with positive and specific feedback.</p>	<ul style="list-style-type: none"> • Let youth run meetings and make decisions in a way that's appropriate for their age and development. • Address youth members by first names. • Know the interests of youth members and pay attention to activities outside of 4-H. • Do not tolerate bullying, cliques or put-downs. • Consider possible risks involved with activities and eliminate or manage those risks. • Make sure members feel they belong to a specific club, while knowing that they also belong to larger national and global organizations and efforts. • Create signs, banners, t-shirts and other recognitions to identify the youth's club. • Encourage members to invite friends, and welcome new members to events throughout the program year.

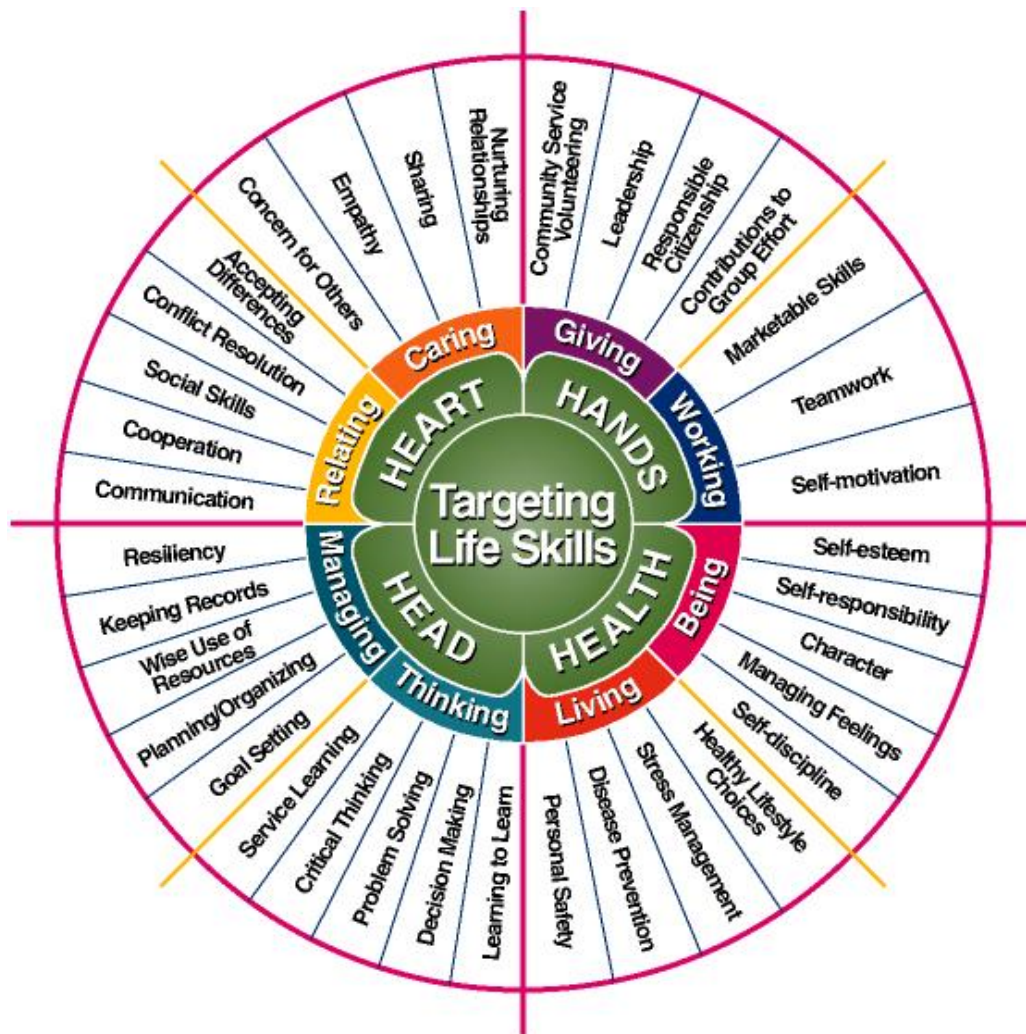
PYD Input	Definition	How to Implement
Life skills development	<p>Youth should be at the center of learning. An engaged youth is one who is mindful of the subject area, building relationships, and connections in order to develop understanding. Through self-reflection, youth have the ability to self-correct and learn from experience. The engaged learner has a higher degree of self-motivation and an inexhaustible capacity for creativity.</p> <p>As a result, youth develop mastery. Mastery is building knowledge, skills, and attitudes, and then demonstrating the competent use of this knowledge and skills by a proficient practitioner. The level of mastery depends on the developmental ability of the youth. The development of mastery is a process over time.</p>	<ul style="list-style-type: none"> • Help youth identify a project to complete that captures their interests and helps them in a future career, and teach them necessary skills. • Set goals with youth and celebrate when youth achieve them. • Facilitate activities that are hands-on and use varying teaching techniques, such as role-plays and demonstrations. • Give youth challenges and problems, and be available to help solve them. • Task youth with more difficult activities as they show improvement and begin to master basic activities/skills. • Discuss and reflect with youth to help them understand how to apply what they learned to everyday situations in their own lives. • Encourage youth to take risks, seek out challenges, and focus on self-improvement rather than comparing themselves to their peers. • Provide opportunities for youth to practice and demonstrate skills to others. • Provide feedback and public recognition to youth for their achievements.

PYD Input	Definition	How to Implement
Opportunities for youth to develop leadership skills	<p>Youth should have the ability to see oneself in the future, and have hope and optimism to shape life choices, which facilitates the transition into participating in the future.</p> <p>Youth are equipped with soft skills, such as leadership, teamwork, empathy, and communication, to help them achieve their future goals.</p> <p>Youth also acquire self-determination, which means believing that they can have an impact on life's events rather than passively submitting to the will and whims of others. Youth must exercise a sense of influence over their lives, developing their potential to become self-directing, autonomous adults.</p> <p>Young people need to feel their lives have meaning and purpose. They need opportunities to connect to their communities and learn how to give back to others.</p>	<ul style="list-style-type: none"> • Facilitate activities and games promoting teamwork and leadership. • Put members in charge of committees, teams, and projects. • Give youth opportunities to speak in public at school and community events. • Coordinate community service projects where members of various ages, backgrounds and abilities work together. • Permit members, by choice, to become leaders of the group. • Encourage members to work together to plan activities. • Discuss the interconnectedness of the world, agriculture, economies, people, environmental issues, and cultures. • Encourage youth to set goals for themselves 5-10 years in the future that are challenging, yet achievable. • Reward youth displaying leadership in order to create an environment where youth want to be leaders. • Avoid the tendency to solve problems for youth. Be supportive and allow them to come to their own solutions. • Allow youth to choose and plan activities, team events, and projects. • Allow time for youth to reflect on successes, setbacks, growth, and pride.

4-H LIFE SKILLS MODEL

Though members are usually not aware of it at the time, by participating in 4-H agricultural projects and groups activities youth are learning “life skills”. Life skills are competencies that help people function well in their environments at any age. In 4-H, life skills are acquired through “learn-by-doing” activities.

The chart below lists some of the life skills a 4-H member might learn over a number of years. The skills are arranged according to the various “H’s” that 4-H address.



CHAPTER FOUR

MODEL FOR 4-H LEADERS IN IMPLEMENTING SUCCESSFUL 4-H CLUBS

Roles and responsibilities of District Advisors

1. Form a District Management Board (*Composition*: GES, MOFA, District Assembly, and representatives from Traditional Authorities, Religious leaders, the Private Sector).
 - Ensure gender balance.
 - Sensitize the Board on the 4-H programmes such as School Gardens, youth empowerment, resource mobilization, gender issues etc. Make it clear that serving on this committee is purely voluntary.
2. Form 4-H Clubs in schools and sensitize them on the 4-H Garden programme.
 - Each member is expected to choose and implement a project
 - Encourage Group project as well
3. Each 4-H club elects its officers with the Club Advisor's guidance. (*Positions*: President, Vice-President, Secretary, Treasurer, Project Leader, Women's Leader, Song Leader)
4. Each Club member registers and obtains a 4-H ID card, can purchase T-shirts, etc.
5. Draw an Action Plan for the club. (Could be quarterly, half year or yearly)
6. 4-H Clubs organise regular weekly or bi-monthly meetings (During such meetings members will learn more about the 4-H concept, including the 4-H pledge, colours, motto, meeting procedures, plans for social programmes, etc.)
7. Payment of club dues. Each Club is expected to pay dues to be deposited at the nearest Rural Bank. Such funds would be used to support club activities.
8. Have lessons at club meetings that teach science and problem solving related to the 4-H club garden or on other topics. The garden is a laboratory, not just for labour.
9. Organise regular field trips, hiking, excursion, etc. to entice members.
10. Organise regular sports and fun games. Young people and children love fun.
11. Organise Exhibitions for 4-H members to showcase or exhibit their projects. Such exhibitions should attract parents, community leaders, Traditional Authorities, political leaders, etc.
12. Organise yearly or bi- yearly 4-H camp

Roles and responsibilities of the District 4-H Management Board Members

- Provide directions for the smooth implementation of the 4-H projects such school gardening, entrepreneurship development etc and the 4-H club activities in the district/municipality.
- Train Club Advisors and Club Leaders in each district.
- Co-ordinate, monitor and supervise activities of school garden and 4-H programmes in the districts.
- Ensure prudent financial administration of each club's finances.
- Supervise and help clubs organise camps, exhibitions, field trips etc
- Attends regional meetings and training programmes.

Roles and responsibilities of 4-H Club Advisors

- Provide direction as adult leader to the 4-H Club
- Train Club Leaders on leadership, project management, records and sound financial management, resource mobilization etc.
- Assist club leaders to hold regular meetings (Sit aside to observe and guide club members during meetings)
- Ensure that each member registers, chooses a project, keeps records on his or her project in the project record book, etc.
- Assist to organize all 4-H projects such as the school garden / 4-H activities (exhibitions, hiking, excursions, camping)
- Visit each member's project at home and provide guidance.
- Identify fund raising activities.
- Attend district meetings and trainings
- Submit reports to the district office.

Roles and responsibilities of 4-H Club Leaders

- Teach members to understand the 4-H concept and projects such as school gardens, leadership, entrepreneurship and other 4-H activities.
- Plan and organize meetings
- Support the implementation of day-to-day activities.
- Ensure prudent use of club funds
- Invite public to exhibitions
- Help to organize camps
- Draw action plan with support of Club Advisors
- Identify fund raising activities
- Elect club officers and Club Advisors (*Positions*: President, Vice-President, Secretary, Treasurer, Project Leader, Women's Leader,)
- Ensure those clubs members register and obtain 4-H ID card purchase T-shirts, etc.

PARENTS' ROLE IN 4-H CLUB PROGRAMMES

Parents generally support 4-H club work when they are given the opportunity to understand its objectives, are shown some of its results, and are convinced that their co-operation is necessary to their children's success in it. The club advisor should encourage parents to:

1. Understand the purpose of 4-H club activities and offer their support.

2. Encourage boys and girls to become members.
3. Assist members to select suitable projects and give them financial support in getting started.
4. Ensure that the members do their work and encourage them to improve
5. Allow the members to attend club meetings and participate in all club activities.

CHECK LIST TO EVALUATE A SUCCESSFUL 4-H CLUB

(For local leaders)

- ☐ Does each member have a project?
- ☐ Does each member have a record book with his project
- ☐ Has each member filled out his record book properly and kept it current?
- ☐ Are club meetings held regularly?
- ☐ Is there always a programme at the 4-H meeting?
- ☐ Do members know how to conduct a business meeting?
- ☐ Does the club have recreation at the end of the meeting?
- ☐ Do the officials of the club know their responsibilities?
- ☐ Does each club have a Secretary's Book?
- ☐ Do you have the support of the parents of the members?
- ☐ Does each member, local leader, and advisory committee member know the basic fundamentals and goals of the 4-H club?
- ☐ Does each member know the meaning of the 4-H's?
- ☐ Does each member know the motto and the pledge?
- ☐ Does each member have a membership card?
- ☐ Has the club taken a tour or field day to some other farm or agricultural center?

CHAPTER FIVE

4-H CLUB PROJECT MANAGEMENT

A 4-H member should have a project.

A project may include vegetables production, small livestock production, or making handcraft articles. The 4-H project will enable the member to produce something of value to him/herself and his/her family. The 4-H member “learns by doing” with his/her project. He or she can learn improved agricultural methods, business. The 4-H member’s project really becomes a result demonstration to the community.

There are many instances where improved practices have been not only adopted by the parents on the farm but also have spread throughout the community as a result of youth club activities.

The project develops the member

Having a project gives the member certain responsibilities and a feeling of pride in ownership. It stimulates his or her interest in crops and livestock production or whatever the project topic, and gives him or her an opportunity to develop skills. Having a project gives a member an opportunity to earn money and make decisions on its use and to learn the value of keeping records.

Requirements for a project (eg. an enterprise garden project)

- Plot of land or some sacks/containers
- Seed
- Tools
- The 4-H garden student’s guide and record book.

A member should have his/her project visited by the local leader, He or she should have the opportunity to show his/her project along with his/her record book.

The 4-H garden project

Activities of 4-H clubs currently centre on the gardening project. The purpose of the Ghana 4-H Enterprise Garden Project:

- To teach the food value of vegetables
- To learn improved crop production practices
- To give youth a chance to earn money.

Project Record Book:

A record book, kept up-to-date, is an indication that the member is working on a sound project. Your help in going over the record books regularly will encourage good record keeping.

Importance of Keeping Records – Many members find that keeping records is a valuable life skill. Some reasons include the following:

1. Any successful farmer today keeps farm records. They train members to take farming as a business.
2. An accurate record tells in a few words the story of a 4-H member’s project.
3. They make it possible for members to compare their success or failure with others
4. The member can calculate costs of production, profits or losses and yields from his records.
5. Records give the member an opportunity to identify mistakes and correct them in future.
6. They account for failures caused by drought, disease and insect damage.
7. Plans for the future can be made from project record information.
8. They stimulate members to use improved agricultural practices.
9. They help a member to become an efficient farmer.

10. They teach members to observe results and to make needed changes that they might not see otherwise.
11. They teach members the value of money.
12. They teach members to plan work and to think through a project to completion.
13. They teach the member to consult others for advice.
14. Record-keeping is an education in itself and the skills can be used in non-agricultural settings as well as in life in general.

Records of a member's 4-H club activities and of garden practices can be kept in a notebook for reference from year to year. Each member should buy a notebook that he or she can use to record 4-H activities for two – three years.

TYPES OF 4-H PROJECTS

FOCUS AREA	PROJECTS
Agriculture	<ul style="list-style-type: none"> • Vegetable Gardening(Tomato, Cabbage, Green beans, Carrots, Onions, Pepper, etc • Crops production (Maize, cassava, Millet, Cowpea, Beans, Sweet Potato, Yams etc) • Animal Husbandry (Poultry, Goats, Sheep, Pigs, Rabbits, Snail,etc)
Art and culture	<ul style="list-style-type: none"> • Painting and drawing, Calabash works, • Beads designing, • Batik, Tie & dye
Literature	<ul style="list-style-type: none"> • Public speaking • Theatre and Acting, (Drama)
ICT	<ul style="list-style-type: none"> • Computer skills-Internet use, Webpage designs, etc.
Community Service	<ul style="list-style-type: none"> • Learning to render Voluntary service in a community or a facility
Aforestation	<ul style="list-style-type: none"> • Tree planting projects (Raising tree seedlings for planting in community or school • Flower Gardens
Entrepreneurship development	<ul style="list-style-type: none"> • Goal Setting • Learning to set up small business • Bee Keeping • Broom making
Health	<ul style="list-style-type: none"> • Adolescent Reproductive Health/Family Planning • HIV/AIDS / Malaria, • Drugs Abuse • Food and Nutrition • Physical Culture
Sport and Recreation	<ul style="list-style-type: none"> • Football • Volley ball • Athletics

	<ul style="list-style-type: none"> Organizing keep fit clubs
Environment / Sanitation	<ul style="list-style-type: none"> Collecting plastic waste along streets De-silting of drains
Exchange Programme/Camping	<ul style="list-style-type: none"> Preparing to participate in National / International exchange programmes / camps Helping to organise exchange programmes / camps

NB: 4-H Member could choose from the above 4-H projects depending on where they find themselves

CHAPTER SIX

Steps to Planning an Open Door Event/ Exhibitions

1. Planning Committee—Set up an Open Door planning committee. Start planning early. These events can be a lot of work and it is usually best to involve many people. Students should also be involved in planning and implementing the event...After all, it is their garden!

2. Determine Goals—The Open Door might incorporate any or all of these goals, and can provide an opportunity:

- For students to show off their work
- To demonstrate food production techniques
- To provide aid or partner agencies with an opportunity to describe their programs, especially as they may relate to gardening, farming, nutrition, or health
- To recognize and perhaps reward gardening efforts.

3. Choose a Date—choose a date that best shows off the garden and is one when many community member might be able to come. Consider the school schedule, too.

4. Promote—Advertise or promote the event using a variety of culturally appropriate methods. Keep in mind the fact that some people cannot read. Invite local dignitaries. This will attract more people and publicity and help promote the event. Be sure students know to invite their parents and neighbors, etc.

5. Determine How—How will you “teach” those who come to the Open Door? Short demonstrations—both ongoing or at set times—are good teaching methods. Some people may want to talk one-on-one with an expert or have their gardening questions answered. Others may be simply curious; perhaps they like to observe experiments or look at a new variety of a fruit or vegetable in the garden. Finally, dramatic and entertaining presentations will engage students and community alike. The Planning Guide Worksheet and ideas for posters which follow will help you organize some of the tasks required for the Open Door.

6. Determine Who—Who will do what? Who will teach? Who will greet visitors? Who will answer questions, etc.? Be sure to invite local experts as part of your Open Door team, and that they come with a wide variety of expertise. Trained individuals from some aid organizations will be eager to share their knowledge and skills. Students can teach by demonstrating how they set up experiments and explaining what they learned as a result.

7. Invite Partners—Invite various public agencies, non-governmental and/or aid organizations to set up displays or kiosks to promote their programs that are relevant to the school garden, girls’ education, public health and nutrition, and many other issues. These organizations will vary from community to community.

Agreement with Schools /Communities to Establish 4-H Clubs

Introduction

4-H is a positive youth development programme that seeks to make young people self-directing, productive and contributing members of society through the methodology of “Learning by Doing”. The 4-H concept provides an after school programme that engages young people to be analytical, problem solving, and creative in thinking. It provides an opportunity for young people to identify and develop their potentials with the support of caring adults serving as volunteers.

The 4-H programmes have changed the lives of many young people and continue to grow many leaders around the world serving in their countries as great politicians such as Senators, Ministers, Presidents, Entrepreneurs, Scientists, Astronauts, Agriculturists, Businessmen and women, etc.

Establishing 4-H Organization

To establish 4-H programme in your school/Community, the following must be met by both the 4-H Organization, the School or Community and Parents.

Responsibilities of 4-H Organization

- Provide instructional manuals and tool kits for the 4-H Club members and the Club Advisor
- Provide training for the Club Advisors and the Club Leaders on the 4-H principles and philosophy
- Provide ID Cards for the 4-H members
- Coordinate activities by linking programmes of various clubs and schools
- Organize periodic training, meetings etc for Club Advisors and Club Leaders
- Conduct impact assessment on progress of work etc

Responsibilities of the School Authorities or Community Leaders

- Select an Adult Volunteer (Teacher) to serve as Club Advisor. This person should have the programme at heart and be willing to sacrifice to lead the young people's effort to change their perception about things in a positive way. He / she be prepared to be innovative and not wait for instructions before acting. Be able to raise funds to support Club activities at all times.
- Ensure that the Club Members meet weekly with insightful programmes.
- Ensure that every 4-H member select a project and encourage him or her implement and complete it with records well kept.
- Ensure that members pay dues and open Bank Accounts where necessary to keep their funds.
- Ensure that members elect their leaders and are trained every year.
- Ensure that Group Project where necessary is done by members
- Organize project exhibition fair to showcase their achievements every year
- Encourage members to attend District, Regional and National Camps.

Responsibilities of Parents

- Provide support in any kind to your child to participate in 4-H programmes by----
 1. Helping your child to do his / her project work
 2. Provide funding support to participate in exhibitions, camping, project work , T-shirts, etc
 3. Attend programmes such as project exhibitions, parents meetings etc

DECLARATION

I do hereby agree to establish 4-H Organization in my School/Community and do pledge my support to help the organization grow to impact positively on the young people. I also pledge to abide by all rules and responsibilities stated above with the best of my abilities.

1.....20.....

**Name of Head teacher/
Headmaster/Community Leader Signature**

2.....20.....

Name of Club Advisor/Volunteer Signature

3.....20.....

Name of District Advisor Signature

4-H Ghana Opening and Closing Ceremonies

Ceremonies bring uniformity to all club meetings and activities, as they are performed in all 4-H clubs for every meeting. They also highlight club officers and their responsibilities.

All official 4-H ceremonies are to be memorized, rehearsed and conducted with pride and dignity. Never forget that you and your club are on display. Your performance should reflect sincerity and leadership. Speak loudly and clearly while standing up straight. Slouching is not a dignified posture for a leader. Use correct terminology according to gender. For example, use "madam president" in addressing a female president or "mister president" in addressing a male president.

Each officer has been designated a symbolic "station" that is representative of their office and responsibilities. Ideally, the 4-H club will create something that serves as a "marker" of that officer's station to be used during all meetings. For example, a small Ghanaian flag can be purchased by the club to have at the President's station whilst a clean palm broom can be used for the Organizer, etc.

The stations of the officers are as follows:

- ☐ President – Flag of Ghana
- ☐ Vice President – Cutlass and Hoe (crossed/united)
- ☐ Secretary – Maize Harvest
- ☐ Treasurer – Golden Cocoa Pod
- ☐ Organizer – Palm Broom
- ☐ Advisor – The Walking Stick

Gavel Rules: As per parliamentary procedure, the gavel is used by the president as a meeting management tool, given the following guidelines:

- ☐ Two raps call the meeting to order.
- ☐ Three raps call the members to rise. The membership rises in unison on the third rap.
- ☐ One rap calls the members to be seated and adjourns the meeting.
- ☐ Successive rapping calls the members to attention.

Opening the Meeting

(When the time set for the opening of the meeting arrives, the president, after quietly arranging for any necessary officer substitutions, rises, raps for attention, secures order, and proceeds as indicated below. The other officers rise as called upon by the vice president, and remain standing until seated by the president.)

President: "The meeting room will come to order. We are now holding a meeting of the _____ 4-H Club. Mr./Mdm. Vice President, are all officers at their stations?"

Vice President: *(Rising and facing the president)* "I shall call the roll of officers, determine if they are at their stations and report back to you, Mr./Mdm. President."

(Calling roll of officers) "The Organizer."

Organizer: “Stationed by the Palm Broom”

Vice President: "Why by the Palm Broom?"

Organizer: “The Palm Broom is a symbol of unity. As individual pieces of palm frond are brought together to form a useful tool, so I strive to unify the members of this club by organizing and maintaining the meeting room, as well as informing all members of current announcements.”

Vice President: "The Treasurer."

Treasurer: "Stationed by the Golden Cocoa Pod."

Vice President: "Your duties there?"

Treasurer: "The Golden Cocoa Pod is a symbol that combines two historic products of our nation's economy. Through proper financial administration, gold and cocoa have allowed significant progress in Ghana. I am dedicated to the success of this club through honest monitoring of accounts and encouragement of resourcefulness amongst our members."

Vice President: "The Secretary."

Secretary: "Stationed by the Maize Harvest."

Vice President: "Your duties there?"

Secretary: "As Maize farmers keep record of their harvest and save good seed for the next season's crop, so I maintain an accurate record of meeting minutes, membership attendance, and the club's program of activities."

Vice President: "The Club Advisor."

Advisor: "Here by the Walking Stick."

Vice President: "Why stationed by the Walking Stick?"

Advisor: "The walking stick is a traditional symbol of knowledge and wisdom. Being older than the rest of you, I am asked to guide and support you from time to time, just as the walking stick supports the wise. I am dedicated to the success of 4-H members, as I firmly believe that investing in agriculture and empowering youth will bring a bright future for our club, our community, our country, and our world."

Mr./Mdm. Vice President, why do you keep a Cutlass and Hoe at your station?"

Vice President: "The cutlass and hoe are required to properly maintain a farm. Without hard-working hands, neither knowledge nor wisdom can accomplish much. Just as these tools support the success of a farmer, so I work to assist the president in leading our organization. I preside over meetings in the absence of our president, whose place is beneath the Flag of Ghana."

Advisor: "Mr./Mdm. President, why are you so stationed?"

President: "The flag embodies national pride for Mother Ghana, so I am proud to serve as a local representative of the 4-H, an organization that spans the nation. I am committed to serving my club and encouraging my brothers and sisters to become leaders. We, the 4-H will uphold the honour of our nation by seeking to develop as active citizens with life skills and honest character. We are the future of Ghana."

(Rises and faces the vice president) Mr./Mdm. Vice President, thank you for calling the role of officers and assuring that they are at their stations.

(All take seats at tap of gavel)

President: The Secretary will call the roll of members."

Secretary: "There are members and guests present, Mr./Mdm. President."

(The Secretary should take roll call or complete the attendance roster prior to opening ceremonies in the way that he/she sees best fit)

President: "Thank you. 4-H, what is our motto?" (All members stand at 3 taps of gavel.)

All members in unison: "Learn, Earn, and Go Green."

President: "4-H, join me in reciting our pledge."

All members in unison:

"I promise to work towards becoming a youth with
a clear Head,
an open Heart,
clever Hands,
and good Health,
so help me God." *(All are seated at 1 tap of gavel)*

President: "May we fulfil our motto and pledge, I now declare this meeting of the _____ 4-H Club open for the transaction of business or attention to any matters which may properly be presented."

(Proceed with the regular order of business)

Closing the Meeting

(When the business at hand has been disposed of or an appointed time for closing has arrived, the procedure is as indicated below.)

President: "Mr./Mdm. Secretary, do you have a record of any further business which should now be transacted?"

Secretary: *(Rises, replies and is seated)* "I have none, Mr./Mdm. President."

President: "Does any member know of any new or unfinished business which should properly come before this meeting?" *(If no answer, proceed as follows.)*

We are about to adjourn this meeting of the _____ 4-H Club. As we move forward, may we strive to positively represent the 4-H by dedicating our heads to clearer thinking, our heart to greater loyalty, our hands to larger service, and our health to better living.

Fellow members and guests, join me in reciting our national pledge." *(Taps three times with gavel to call members to stand, face the flag at the president's station and with their right hands over their hearts, repeat the pledge)*

All in unison: "I promise on my honour to be faithful and loyal to Ghana my Motherland. I pledge myself to the service of Ghana, with all my strength and with all my heart. I promise to hold in high esteem our heritage won for us through the blood and toil of our fathers; and I pledge myself in all things to uphold and defend the good name of Ghana, so help me God."

President: "I now declare this meeting adjourned." *(Taps once with gavel to adjourn)*

4-H GHANA

(4-H Symbolize: Head – Heart – Hands – Health)



MEMBERSHIP FORM

1. Full Name.....
2. Date of birth..... Sex.....
3. Permanent Address.....
.....House No.....
4. District.....Region.....
5. Hobbies.....
6. School / Community.....
7. Father/Guardian.....Tel.....
8. Mother/Guardian.....Tel.....
9. Knowledgeable Skills.....
.....

.....
Applicant Signature

DECLARATION BY PARENTS

I do hereby endorse the membership of my ward to the 4-H Ghana Club and pledge my sincere support to assist in completing his/her project work on schedule.

.....
Signed

.....
Date

OFFICIAL USE ONLY

Date Approved.....District Quantum No.....