The Kansas 4-H Cloverbuds’ Program Welcomes You!

Kansas State Research and Extension and 4-H Youth Development are pleased to offer 4-H Cloverbuds, an educational program designed specifically for youth ages five and six.

Children of this age have distinctive learning characteristics and developmental needs that are different from older youth who participate in 4-H. That is why the 4-H Cloverbuds program is designed with specific educational objectives and policies focused to benefit the 5- and 6-year-old child.

The goal of this guide is to provide 4-H Cloverbuds Volunteers (extension agents, adults and teens) information about the 4-H Cloverbuds Program in an easily accessible format for implementing a successful program for 5- and 6-year-olds. Thank you for serving as a 4-H Cloverbuds Volunteer. Kansas 4-H Youth Development commends your impact on shaping the lives of these 4-H Cloverbuds participants.

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The 4-H Core Values

The 4-H Cloverbuds program is part of the overall Kansas 4-H program, even though it has different policies and activities than the 4-H club program focused for the 7-19 year olds. 4-H Cloverbuds is about meeting the developmental needs of its participants. Even so, the 4-H Cloverbuds still embraces the 4-H core values. These core values are:

4-H Colors: White symbolizes purity. Green which is nature’s most common color represents life, springtime and youth.

4-H Emblem: The green four-leaf clover has a white H on each leaf to represent the four Hs: Head; Heart; Hands; and Health. The 4-H name and emblem are protected under federal status Title 18, U.S. Code 707.

4-H Pledge:
I Pledge my Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service, and
My Health to better living,
For My Club, My Community,
My Country and My World.

4-H Motto: “To Make the Best Better” a goal for each member to improve themselves.

4-H Slogan: “Learn by Doing,” a 4-H member’s way of acquiring new skills.

4-H Cloverbuds Goals
- Self-understanding skills
  (Initiating independence and self-direction)
- Social skills (Getting along with others)
- Decision-making skills (Making positive choices)
- Learning skills (Learning to learn)
- Mastering physical skills
  (Enjoying constructive and creative play)

Kansas 4-H Cloverbuds Principles
- Fun
- Activity-focused
- Noncompetitive
- Group-centered learning
- Leader directed
- Positive
- Success oriented

Who May Participate

4-H Cloverbuds is an educational, youth development opportunity specifically for 5- and 6-year-old children. To be eligible to participate, a child must have celebrated his or her 5th or 6th birthday before January 1 of the current year.

When a child reaches the age of eligibility for traditional 4-H programs (age 7 or older), the child and his or her parent(s) or guardian(s) can decide whether to transition their child into 4-H club membership. 4-H Cloverbuds is an age-appropriate educational opportunity; a 4-H Cloverbud cannot be a 4-H club member at the same time.
Developmental Characteristics of 5- and 6-Year-Olds

Five- and six-year-olds develop and learn in ways that differ from those of younger children and older youth. Understanding the developmental and learning characteristics of this age group provides a foundation for developing effective, age-appropriate programs.

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What are Five- and Six-Year-Olds Like?

Physical Development

Physical growth is slow and steady during this stage. Large muscles (like those used for running and jumping) are easier for these children to control than small muscles (like those used for stringing beads, playing an instrument, or cutting out detailed patterns), so plan activities that keep the children physically active. Five- and six-year-olds can throw balls better than they can catch them as they learn to control large muscles. This age group is also learning to use tools and materials (such as crayons and scissors) better than during preschool years. And, because they are still learning how to use their large and small muscles, craft activities may end up being messy, with crooked lines and too much glue. However, we suggest choosing activities that help build skill and nurture success for these children.

Mental Development

Most five- and six-year-olds are just learning letters and words. By age six, most can read words or combinations of words. Because they are just learning, reading takes more time, so be sure to tell them and show them how to do activities with a demonstration.

Attention spans of children in this age group are short, sometimes as little as 5–10 minutes. The Cloverbuds curriculum is designed as a series of short activities to accommodate their short attention spans. As you demonstrate, remember that children of this age can distinguish between their own left and right, but not in other people. Also, young children think in very concrete ways. If they have never seen, heard, felt, tasted, or smelled it; they have a hard time thinking of it. Most children who are five or six are more interested in working on an activity than in completing it. Eventually, completing an activity will be as important as working on it.

Emotional Development

Children of this age are sensitive to criticism and do not accept failure well. Provide encouraging words, and praise the efforts of all the children in the group. Encouraging words also fulfill the child’s strong desire at this age for affection and adult attention. Look for alternative ways the children can help.

Social Development

Five- and six-year-olds are learning how to play with each other. They prefer to work in small groups of two or three, but they still need time to focus on their own work and play. If you have a large group, divide them so that only two or three are involved in an activity together at one time.

Children in the early elementary years may begin to pair up to have a best friend; the best friend may, however, change frequently. Help children develop friendships through learning to share, taking turns, following rules, and being trustworthy. Children at this stage of social and emotional development can be very blunt and say what they think and feel, (like “You stink!” or “You’re ugly!”) that can be hurtful to other children. Avoid this behavior by establishing ground rules at the first
meeting. A good ground rule might be, “No teasing or mean words.” Five- and six-year-olds are extremely sensitive to criticism. Again, avoid competition or activities that select a single winner or best person.

Socially, the parent or adult at home is still the primary caregiver; however, children of this age can get very attached to teachers and leaders. Youth, ages 5 and 6 like being part of and around family, which is why it is important to involve family members in 4-H Cloverbuds activities. 4-H Cloverbuds can participate and enjoy group discussions, if they are kept brief.

**Experiential Learning Model: Learn by Doing**

Children learn and retain more when participating in hands-on or experiential learning activities. Experiential learning is a method that encourages the 4-H Cloverbuds to see, touch, taste or smell while participating in an activity. As the 4-H Cloverbuds Leader, encouraging 4-H Cloverbuds to do the activity, asking what happened and what they learned. By this process the 4-H Cloverbuds will learn while having fun. Below is a quick overview.

1. Experience – Do the activity.
2. Share – What did you do?
3. Process – What happened or surprised you?
4. Generalize – How can this activity help you?
5. Apply – What did you learn?

**Instructing 4-H Cloverbuds**

When working with 5- and 6-year-olds, it is important to remember the learning level of the group of children. Five-year-olds will need more guidance and assistance with the activities in the lessons. Most five-year-olds rely on picture recognition rather than following written instruction. This group is of kindergarten age and most kindergarten children begin to read short three word sentences at the end of their kindergarten year. Receptive language is well developed and 5-year-olds understand nearly everything that is said to them at home, school and elsewhere. Five-year-olds can understand and use comparative terms like big, bigger, biggest and understands more, less and same.

Children at this age are learning to write their name and the alphabet but are not yet ready for written activities that may frustrate the child.

Six-year-olds have more developed motor skills and are more proficient with scissors, crayons and small tools. Six-year-olds also have more developed skills with written language, but are still learning the mechanics of writing and can complete small written tasks.

Six-year-olds are often quite sensitive to criticism and see the world in terms of black and white, with very little middle ground.

Five- and six-year-olds are a group that is very eager to learn, often ask endless “how-what-when-where-why” questions, and are engaged by “what-if” questions. Children in this age range enjoy dramatic play and completing short-term projects.
Parental involvement is encouraged and can be done in a variety of ways. Asking parents to take a turn assisting with the leadership role by leading a session or encouraging parents to attend the meetings to assist as needed with the 4-H Cloverbuds.

Experiment with different teaching methods using the variety of suggested lessons found in the 4-H Cloverbuds Curriculum, available from the local Extension Office, rather than focusing on one teaching method. Choosing different topics for each 4-H Cloverbuds meeting will encourage the children to explore new ideas.

**Organizing a Group**

A minimum of five youth who have reached the qualifying age of eligibility are required to establish a 4-H Cloverbuds group; 4-H Cloverbuds groups may also be organized within neighborhoods or school groups.

**Types of Groups:**

- **4-H Cloverbuds:** 4-H Cloverbuds members may form their own group separate from any 4-H club.
- **Sponsored by a Community Club:** A 4-H Cloverbuds group can be sponsored by a 4-H community club. The 4-H Cloverbuds may participate through the 4-H club’s roll call then be excused for their own Cloverbuds’ activities. After the 4-H Cloverbuds’ activity the 4-H Cloverbuds may return to listen to the 4-H club’s scheduled program of demonstrations and project talks.
- **County/District-wide Cloverbuds:** A local 4-H Council may offer a county/district-wide 4-H Cloverbuds group for facilitating group activities.
- **County/District-wide Day Camp:** A day camp designed around the developmental characteristics and conducted to meet 4-H Cloverbuds needs.
- **Classroom Setting:** 4-H Cloverbuds materials are ideal for kindergarten - 1st grade students. Teachers can easily adapt the 4-H Cloverbuds curriculum, available from the local Extension Office, into their educational plan for school enrichment.
- **Afterschool:** The theme-based activities can work easily into the afterschool setting. Possibilities for organizing within the afterschool setting may include: extension agents, volunteers, or teens facilitating activities or instructing afterschool staff on the 4-H Cloverbuds activities.
- **Neighborhoods:** Reaching new audiences through engagement in the local communities where parents may organize learning opportunities for neighborhood children.

**4-H Cloverbuds Leaders**

The 4-H Cloverbuds program requires two volunteer leaders for every 12 children participating in 4-H Cloverbuds activities. The volunteers may be adults or teens who enjoy working with 5- and 6-year old youth. Volunteers are required to have completed 4-H Volunteer Information Profile (VIP) and 4-H Cloverbuds training to serve.
4-H Cloverbuds Organizational Leader

Purpose: Provide leadership for a group of 5- and 6-year-olds, 4-H Cloverbuds.

Basic Requirement:
1. Approved as a Kansas 4-H Registered Volunteer. Form available from local extension office or [http://www.oznet.ksu.edu/library/4h_y2/4H673.pdf](http://www.oznet.ksu.edu/library/4h_y2/4H673.pdf)
2. Complete 4-H Cloverbuds training.
3. Discuss and encourage the idea of establishing a 4-H Cloverbuds group.
4. Promote 4-H Cloverbuds to five-and six-year-olds and their parents.

Responsibilities:
1. Follow the Kansas 4-H Cloverbuds Policies.
2. Learn and understand the developmental needs of youth ages five and six.
3. Organize and arrange meeting schedule for a group of five- and six-year-olds.
4. Review and plan fun educational activities for the group utilizing the 4-H Cloverbuds curriculum.
5. Recruit and enroll youth ages five and six.
6. Praise and recognize 4-H Cloverbuds in the same manner for their participation.
7. Encourage 4-H Cloverbuds to exhibit products completed during Cloverbuds activities at local fairs, libraries, schools, 4-H Parents’ Nights, 4-H Achievement Nights, churches, community festivals, parades, etc.
8. Work cooperatively with the 4-H Cloverbuds’ parents, encouraging them to assist with group.
9. Serve as the communication liaison between the 4-H Cloverbuds group and the extension office.
10. Consult with the local extension agent(s) and parents to determine the financial resources for the group following the Kansas 4-H Cloverbuds Policies.

Skills/Knowledge Needed:
Understanding of youth developmental characteristics;
Dedicated to young people and sensitive to their needs;
Ability to work in active environment;
Communication skills both written and verbal;
Organizational skills;
Listening skills;
Ability to motivate youth; and
Small group decision-making skills.

Time Required:
1 day Cloverbuds Leader training;
Facilitating several 4-H Cloverbuds meetings during the 4-H year that are approximately 1½ hour in length; and
October - September (4-H Year)

Resources Available:
4-H Cloverbuds Curriculum; and
County Extension Agent

Benefits to Volunteer:
Meet new friends; Work with youth; Leadership skills gained; and Opportunity to role model.

Expectations Resulting from this Position:
Fun, safe environment;
4-H Cloverbuds’ feeling safe; and
Self-confidence

Contact Person(s):
Extension Agent
Club Organizational/Community Leader
Planning Cloverbuds Sessions

Getting started is the first step. The following suggestions provide a framework for planning well, organized meetings to fit the 4-H Cloverbuds group. As you prepare ask others such as 4-H Cloverbuds parents or teen leaders to assist, be sure to communicate with them the responsibilities and expectations needed for the 4-H Cloverbuds meeting to be enjoyed by all participating. A healthy mix of fun in a noncompetitive environment is the goal.

Secure a meeting facility and materials for the selected activities. Encourage and invite prospective 5- and 6-year-olds and parents interested in the 4-H Cloverbuds.

Recruiting 4-H Cloverbuds and Families

Encouraging young children and families can be as easy as sharing with them the educational opportunities available through 4-H Cloverbuds such as having fun, learning new skills and making friends. Sharing the 4-H Cloverbuds opportunities can be done in a variety of ways … word of mouth, a special invitation, newsletters, promotional brochures and educational displays at club meetings, school open houses and the library. The goal is to be consistent about sharing the positive, age appropriate educational opportunities for the children to be involved.

4-H Cloverbuds Parent

*Purpose: Assist and support your child in his/her 4-H Cloverbuds group.*

*Responsibilities:*
1. Attend 4-H Cloverbuds meetings regularly.
2. Learn about the developmental characteristics of 5- and 6-year-olds.
3. Apply and complete the 4-H Volunteer Information Profile to become a registered 4-H Volunteer. Form available from local extension office or http://www.oznet.ksu.edu/library/4h_y2/4H673.pdf
4. Cooperate with the 4-H Cloverbuds Leader by assisting at meetings, providing transportation if needed, and supporting group financially.
5. Plan and facilitate special 4-H Cloverbuds activities, as needed.
6. Encourage your child to experience a variety of fun, interactive, cooperative activities.
7. Assist your child in seeing themselves as successful through positive reinforcement.

*Skills/Knowledge Needed:*
*Organizational skills;*
*Listening skills;*
*Communication skills;*
*Ability to work with youth and adults;*
*Patience, enthusiasm, and cooperation; and*
*Knowledge of youth development for 5- and 6-year olds.*

*Time Required:*
1 ½ hours for meetings throughout the 4-H Cloverbuds schedule.

*Training Opportunities:*
4-H Volunteer Information Profile; and 4-H Cloverbuds’ Leaders’ Training

*Resources Available:*
4-H Cloverbuds Curriculum

*Expectations resulting from this position:*
Fun, safe environment; 4-H Cloverbuds’ feeling safe; and Opportunity for building strong family relationships.

*Contact Person(s):*
4-H Cloverbuds Leader; and Extension Agent
4-H Cloverbuds Organizational Meeting #1 (Informational/Orientation)—60 minutes

Encourage parent(s)/guardian(s) to attend the first meeting.

Display—Before the meeting, set up a display promoting 4-H Cloverbuds activities and opportunities. For a welcoming environment, playing music in the background as people are viewing the displays can be helpful.

Welcome and Get-Acquainted Activity
A meeting organized by the 4-H Cloverbuds Leader for 4-H Cloverbuds parents and 4-H Cloverbuds to learn, experience and ask questions.

Open with the Pledge of Allegiance and 4-H Pledge.

Begin with a get-acquainted activity.
- Have children write their names on a piece of paper and put the name in a hat. Provide nametags for Parents.
- When all children have put their names in the hat, have each child draw a name from the hat.
- Encourage each child to find the person whose name he/she drew and introduce themselves and share their birthdate. (Please assist as children may be shy or unable to read.)
- Once all members have located their new friend, introduce the child and family to the entire group.

Discussion with Parents and New Members
Following introductions, take a few moments to discuss 4-H Cloverbuds with parents. Suggested discussion points include:
- The 4-H Cloverbuds learning objectives, principles and goals.
- Meeting dates, times and location.
- Overview a typical 4-H Cloverbuds’ meeting.
- Emphasize that the 4-H Cloverbuds philosophy is noncompetitive and activity-focused.
- Explain and complete the 4-H Cloverbuds Enrollment Card and 4-H Participation Form.
- Encourage parents to complete the Volunteer Information Profile.
- Recruit additional parental supervision to encourage parental involvement and help meeting run smoothly.
- Assign refreshment responsibilities as needed for the meeting.
- Discuss financial matters such as payment for supplies, field trip expenses, or refreshments.
- Talk about the number of times to have 4-H Cloverbuds meetings during the year. Frequent meetings are more age-appropriate with this age group; however, planning weekly or bi-weekly takes extra planning.
Sample 4-H Cloverbuds Activity
Conduct one or two short 4-H Cloverbuds activities from the 4-H Cloverbuds curriculum (preferably from different topics) to demonstrate the variety of activities available for the children. By doing an activity, the children will be engaged, and parents can view the educational opportunities and benefits that will occur during a 4-H Cloverbuds meeting.

Closing
Close by reciting the 4-H motto. Ask for questions and thank everyone for attending. Announce the date, time and location of the next meeting. Encourage 4-H Cloverbuds and their parents to attend.

Refreshments
Serve the 4-H Cloverbuds and their parents refreshments. Encourage everyone to look at the 4-H displays.

4-H Cloverbuds Organizational Meeting #2 – 60 minutes
The 4-H Cloverbuds Leader or teen leader will lead the meeting.
Suggested order:
- Open with the Pledge of Allegiance and 4-H Pledge (Ask members and parents to repeat each line after you.)
- Conduct a simple get-acquainted activity for learning each member’s names. (Encourage the shy ones.)
- Choose a name for the 4-H Cloverbuds group. (Ask for suggestions, if necessary; begin by suggesting one or two possible names.)
- Select a regular meeting date, time and place.

4-H Cloverbuds Activity
Conduct two to three activities from a topic in the 4-H Cloverbuds curriculum. When working with the 4-H Cloverbuds age group, keep the activities short, simple and fun. Also, chose different instructional methods, such as listening to a story, doing an activity and singing.

Recreational Activity
The need for active motion is a developmental characteristic and recreation is important. If the topic lesson does not provide a recreational activity, incorporate a recreational activity into the meeting. The recreation activity may be a quiet inside game for “fun” or a song that all can sing.

4-H Cloverbuds Induction Ceremony
An induction ceremony can be a special way to welcome 4-H Cloverbuds into the group. A ceremony can add significances to 4-H and provide a way to express the values and ideals of the organization.

The induction ceremony can be conducted in many ways, from simple to very elaborate. When conducting a ceremony, parents, family members and friends may be invited. For ceremony ideas check out Celebrating with 4-H Ceremonies available at local extension offices or http://www.oznet.ksu.edu/library/4h_y2/4H824.pdf

Clover Outline and Directions available here: http://www.kansas4-h.org/Default.aspx?tabid=264
Suggested 4-H Cloverbuds Induction Ceremony

4-H Cloverbuds Leader: As we pause for a quiet moment, let us think of the four-leaf clover, which is the symbol of our organization. As a 4-H Cloverbud, you represent the four-leaf clover with an “H” on each leaf. The Hs stand for Head, Heart, Hands, and Health. These are symbols of the teaching of 4-H, by which we try to become better citizens for our club, our community, our country and our world today and tomorrow. The green clover is the symbol of youth, life and growth. The white “H” is for purity, hope, and high ideals.

The Head guides our lives. It represents knowledge and wisdom. Knowledge is learning facts. Wisdom knows how to use these facts wisely. This leaf represents head.

All our ideals and dreams come from the Heart. Without the heart, there is no desire, no will, and no conscience. Heart makes us caring individuals. This leaf represents heart.

Our Hands represent our service to others. Hands can do no good by themselves; they are tools of the head and heart. Let our hands become the symbol of expression of our ideals and dreams. This leaf is for hands.

Good Health is important to living a good life. Good nutrition and physical fitness serve as building blocks for good health. We add this leaf to represent good health.

The beauty of the leaf cannot develop, and would not be complete, without the support of the stem. The stem represents the 4-H volunteers and parents who support you.

The 4-H clover is now complete: Head, Heart, Hands, and Health. May the Hs of 4-H help you grow into a responsible citizen. 4-H Cloverbuds members, please join me as we repeat the 4-H pledge.

Closing
Close by reciting the 4-H motto. Announce the date, time and location of the next meeting. Encourage 4-H Cloverbuds and their parents to attend.

Refreshments
Serve the 4-H Cloverbuds and their parents refreshments.

4-H Cloverbuds Organizational Meeting #3 and Future Meetings – 60 minutes

The 4-H Cloverbuds Leader or teen leader will lead the meeting.
Suggested order:
- Open with the Pledge of Allegiance and 4-H Pledge
- 4-H Cloverbuds Activity
  Conduct three to four activities from a topic in the 4-H Cloverbuds curriculum. When working with this 4-H Cloverbuds age group keep the activities short, simple and fun. Also, choose different instructional methods such as listening to a story, doing an activity and singing.

Recreational Activity
The need for active motion is a developmental characteristic and recreation is important. If the topic lesson does not provide a recreational activity, incorporate a recreational activity into the meeting. The recreation activity may be a quiet inside game for “fun” or a song that all can sing.

Refreshments
Serve the 4-H Cloverbuds and their parents refreshments.
Kansas 4-H Cloverbuds Policies

1. **4-H Cloverbuds is activity-focused, rather than project-focused.**
   A 4-H Cloverbuds member participates in noncompetitive, age-appropriate, properly supervised events or activities sponsored or conducted by another 4-H group.

   **Best Management Practices**
   The 4-H Cloverbuds member should participate in group activities and cooperative experiences with the entire activity completed in one short session. 4-H Cloverbuds activities should use the 4-H Cloverbuds curriculum when conducting 4-H Cloverbuds meetings.

2. **4-H Cloverbuds programming is cooperative, rather than competitive.**
   The 4-H Cloverbuds program is based on cooperative learning. The 4-H Cloverbuds member is to participate in activities and opportunities where the member practices developmental skills, discovers talents and learns about fairness in a nonjudgmental environment.

   **Best Management Practices**
   The 4-H Cloverbuds member should participate in group-type activities with cooperative experiences. Products made during the group activities may be showcased for public display or show-and-tell.

3. **4-H Cloverbud exhibits can be showcased at fairs and public events, but a 4-H Cloverbuds member may not participate as a competitive exhibitor in traditional 4-H events.**
   The 4-H Cloverbuds member may exhibit or showcase activity-related items from their 4-H Cloverbuds’ experiences at appropriate locations. The 4-H Cloverbuds member may not participate as a competitive exhibitor and is not eligible to receive premiums or awards in traditional 4-H events. The 4-H Cloverbuds member may receive a 4-H Cloverbuds ribbon.

   The 4-H Cloverbuds member is allowed to showcase a pet from the approved list in accordance with 4-H Cloverbuds pet policies. The 4-H Cloverbuds member may not have 4-H livestock exhibits that require long-term ongoing care or weigh-ins, nor can the member participate as a competitive 4-H exhibitor within livestock divisions.

**Pet Policies**

- A 4-H Cloverbuds member may showcase a pet from the approved pet list.
- Wildlife cannot be allowed (as per the Kansas Wildlife and Parks Policies and Statutes).
- All pets must be caged, leashed, and/or contained as appropriate and manageable/under-control.
- A parent or guardian must be present with their child and pet at all times.
- Pets cannot be included in overnight exhibits at the fair but may be used as show-and-tell activity or showcase.

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**Best Management Practices**

The 4-H Cloverbuds member may showcase a product, poster or notebook of 4-H Cloverbuds activities. Pets from the approved list can also be showcased.

**Public Event and Fair Showcase**

The 4-H Cloverbuds member is encouraged to showcase a product, poster or a notebook of 4-H Cloverbuds activities. Suggested locations include noncompetitive show-and-tell-type displays at local fairs, libraries, schools, 4-H Parents’ Nights, 4-H Achievement Night, churches, community festivals, parades, etc. Pets cannot be included in overnight exhibits at the fair, but may be used as show-and-tell.

A separate “4-H Cloverbuds” division should be created for showcase entries at the fair. 4-H Cloverbuds recognition ribbons may be given, but all members should receive the same ribbon to maintain the noncompetitive nature of the showcase. A show-and-tell type experience between the 4-H Cloverbuds member and an adult or older teen is encouraged to provide positive feedback on the entry.

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<thead>
<tr>
<th>Suggested 4-H Cloverbuds Fair Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 4-H Cloverbuds may exhibit or showcase age-appropriate activity related items from their 4-H Cloverbuds’ experiences.</td>
</tr>
<tr>
<td>2. The 4-H Cloverbud may showcase a product, poster or notebook for a show-and-tell type display.</td>
</tr>
<tr>
<td>3. A 4-H Cloverbud may showcase a pet from the approved list during his/her show-and-tell. Pets cannot be included in overnight exhibits. No livestock can be exhibited.</td>
</tr>
<tr>
<td>4. The 4-H Cloverbud may not participate as a competitive exhibitor and is not eligible to receive premiums or awards. A 4-H Cloverbud may receive a 4-H Cloverbuds ribbon or participation award.</td>
</tr>
</tbody>
</table>

4. **A Ratio of Two Adults to 12 4-H Cloverbuds members (2:12) is required.**

A minimum of two adult leaders is required to start a 4-H Cloverbuds group. 4-H Cloverbuds group must have two (2) adults per twelve (12) children (ratio of 2:12). There must be appropriate adult supervision (leaders, parents, or teens) at every 4-H Cloverbuds meeting and/or activity relative to the size of the group. Adult and teen volunteers must be registered through the Kansas 4-H Volunteer Information Profile.

**Best Management Practices**

Family involvement is typically one of the key components of the 4-H program. Because parents and/or guardians are a vital part of the development of their children, it is recommended that parents and or/guardians also attend the 4-H Cloverbuds activities to assist and support their child and the 4-H Cloverbuds group.

5. **4-H Cloverbuds requires a safe environment.**

The 4-H Cloverbuds program must ensure the 4-H Cloverbuds members remains safe and have a positive, developmentally appropriate 4-H experience.

**Best Management Practices**

Before each activity the adult or older teen leader must identify any potential hazards and avoid putting the 4-H Cloverbuds members at risk.

4-H Cloverbuds Leaders should know and practice safety precautions and consult with the Extension Agent concerning insurance coverage. American Income Life Insurance covers each registered member while they are participating or attending approved and adult supervised group activities, but does not cover children ages 5 and 6 with animal projects.
6. A 4-H Cloverbuds group does not have officers.

4-H Cloverbuds groups may not conduct formal business meetings; therefore, they do not have officers. Children ages five and six are not developmentally ready to fulfill the responsibilities of a club office. A structured routine for the 4-H Cloverbuds group is, however, important when conducting Cloverbuds activities. Additionally, maintaining age appropriate activities for 4-H Cloverbuds is essential and therefore:

- No annual records are to be kept or submitted for judging.
- 4-H Cloverbuds earn recognition based on participation. All 4-H Cloverbuds are, however, to receive the same recognition, meaning that placements and other competitive awards are not age-appropriate.

**Best Management Practices**

When implementing a 4-H Cloverbuds program, the local Extension Unit should consider:

- Recruiting interested persons for leadership roles.
- Encouraging teen leaders to serve in a leadership role.
- Organizing a county/district-wide group.
- Sponsorship by a local 4-H club.
- Allowing 4-H Cloverbuds members to come to the business meeting through roll call; then are released for a 4-H Cloverbuds’ activity in a separate area.
- Partnering with after-school or school-based clubs.
- Collaborating with civic groups and other youth organizations.
- Provide seven-year-olds and their parents/guardians the option of membership in 4-H Cloverbuds or 4-H Club. However, the child can not hold membership in both at the same time.

7. The 4-H Cloverbuds members do not manage money. The 4-H Cloverbuds member does not pay dues. The 4-H Cloverbuds leaders, volunteers and parents will decide how group expenses will be handled.

**Best Management Practices**

For financial management purposes, 4-H Cloverbuds group finances may be handled by a sponsoring 4-H club or the local 4-H Events Council.


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Resources


Acknowledgements

Information for Kansas 4-H Cloverbuds Guide adapted from Iowa State, Ohio State, Pennsylvania, and South Dakota.

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Updated 08/20/09