



Top 10 Management Practices for 4-H Clubs Kansas 4-H Youth Development

1. Officially Recognized as an Extension 4-H Youth Development Club
 - Chartered
 - Workable club constitution and by-laws
 - A unique IRS EIN Number reported to the local Extension office
 - Aligned with Kansas' and the Extension Unit's 4-H Youth Development policies
2. Supportive and Engaged Adult Leadership (*Connection*)
 - All adult staff or volunteers are VIP registered (screened and oriented)
 - Commitment to 2-deep leadership
 - Have a plan for leadership succession
 - Utilize shared leadership for club activities
 - Identified, trained Project Leaders who are held accountable for teaching
3. Active Parents Committee (*Connection & Caring*)
4. Welcoming Environment
 - Inviting, friendly and safe (*Connection & Caring*)
 - Affirm and support one another (*Connection, Character, & Caring*)
 - Welcome and mentor new members and families (*Connection & Caring*)
5. Trained, Supported, and Empowered Officers
 - Officer/club leader partnerships (*Youth Contributions, Confidence, & Competence*)
6. Effective Communication System
 - Texting, Social networking, newsletter, calling tree, e-mails, etc. (*Connection*)
7. Advanced Planning
 - Develop, distribute and use an Annual Calendar with Club and Project meetings and activities (*Competence*)



8. Planned Meetings

- Safe environment (*Caring*)
- Location (*Connection*)
- Time (*Connection*)
- Agenda: balance between club business/decision making (*Youth Contributions*), education/programs (learning about projects or life-skills) (*Competence*), and recreation/group building (*Connection*)

9. Engaged Teen/Junior Leaders

- Youth/adult partnerships practiced (*Youth Contributions*)

10. Value and Practice Service to Others

- Community service/service learning (*Youth Contributions*)

Notation: Words in parentheses outline how the Top 10 Management Practices for 4-H Clubs align with The Five Cs of Positive Youth Development from The 4-H Study of Positive Youth Development.

Compiled by Gary Gerhard, drawn from work by Kirk Astroth, *Vibrant Clubs*, and Area 4-H Youth Development Specialists, Beth Hinshaw, Diane Mack, Rod Buchele, Deryl Waldren. December 2012.

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