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.