



Pennsylvania 4-H

The Pennsylvania State 4-H Council Handbook



Welcome to the PS4-HC!

The Pennsylvania State 4-H Council is a team of 4-H members selected from across the Commonwealth to be the official spokespersons for the Pennsylvania 4-H program. The mission of the PS4-HC is to promote & represent the 4-H program with integrity, positive teamwork, and pride. The vision of the PS4-HC is to strive for active participation in all aspects of the 4-H program & become recognized for leadership and dedication.

The most important task of the PS4-HC is to be the “face” of the PA 4-H

Program. Throughout their terms, these young people will represent 4-H in a variety of capacities including at 4-H events, with government officials, community organizations, and programmatic stakeholders.

Council members also facilitate, in conjunction with the PA Farm Bureau, the state-wide service project, *Checkout the Silver*. This project is conducted during the program year and concludes at the State Leadership Conference.

Finally, State Council facilitates the State Leadership Conference.



Members work with state 4-H staff to ensure a successful event.

Being a Council member means giving back to Pennsylvania 4-H. As role models, advocates, and leaders, these young people serve the over 100,000 4-H members across the Commonwealth tirelessly to ensure the advancement of the 4-H Program.

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Now what?

Take a deep breath!

You have just taken the first steps toward an office that will present many great opportunities throughout an amazing year! During the training program, you will receive the tools you need to be successful.

Please read this manual very carefully. Your duties are outlined and you will develop a deeper understanding of what is expected of you. This information may be overwhelming at first. ALWAYS remember your

passion for 4-H! You were selected because you have the skills you need, so it's time to put them to work! Get ready for an exciting and action packed year!



Now You're a Council Member...

Holding an office implies that people have put a great deal of trust in you. In accepting your State Council position, you are obligated to do the best job possible. You must be receptive to suggestions for improving your performance, be willing to learn more about the 4-H program and be aware that the welfare of the 4-H



organization and State Council should, and will, be put ahead of your own.

As a member of a very special team, you'll soon learn that each individual's contribution will decide if this is an "Outstanding" team of which every-

one wants to be a part, or a "ho-hum" team that people will care less about. Your atti-

tude and actions decide which type of team this will become. Your contributions determine the success or failure of this team in the endeavors you undertake.

You have been given this opportunity to serve your fellow 4-H members and the 4-H organization while also developing new skills and enhancing those with which you came. Prepare thoroughly, act wisely, and serve diligently.

"No one can whistle a symphony. It takes an orchestra to play it."

- H.E. Luccock

A Council Member's Family

Families are the unsung heroes in the 4-H program. Being a State 4-H Council member is a family commitment. The support that Council members receive from their families is critical to the success they will achieve in their positions. Transportation and words of encouragement are just a few ways that your family can support you during your term. Council members have many re-



quirements in order to fulfill their obligations of membership. Training and event attendance, as outlined in this handbook, are just the be-

ginning of those requirements. Please make yourself familiar with these requirements. Young people who do not fulfill requirements, or for other reasons do not complete their Council terms will forfeit all rights and benefits which come from serving in a Council position and are required to return all Council attire and materials to the State 4-H office.

The Many Roles of A Council Member

A leader who serves the 4-H program in an effort to achieve the mission of the program.

A role model to encourage and motivate 4-H members to participate in 4-H programs at all levels; lead by example for all members of the 4-H community.

An advocate for our program and a representative for the 100,000 4-H members across the Commonwealth.

A 4-H member who maintains positive relationships with all members of the 4-H community.



A leader who projects a positive image, representing the high ideals and moral standards of the 4-H program.

A role model to all. Your behavior will always reflect positively upon the 4-H program.

Who is a State Council Member?

Council members involve others when making decisions, and allow everyone a chance to participate. They do things accurately the first time, they anticipate the needs of others, are proud of the job that they do and always do their best.



grooming and speech represent the very best in Pennsylvania 4-H. It's a responsibility that continues every hour that they are in office, not just when they are "in uniform". You never get a second chance to

make a first impression, so they are always ready to give their best performance.

Think of serving on the 4-H State Council as living in "glass house".

People know who council members are and will expect a higher standard. Critically evaluate performances and ask: Am I doing my best to represent 4-H?

An attitude of service is essential to being successful. Always be prepared. A State Council member must have consistent performances and build constituency.

Finally, Council members must always be enthusiastic! Council members wear smiles and draw from their passion for the organization.

Expectations of Council Members

As the official spokespeople for the Pennsylvania 4-H program, you will be seen and recognized by people all over the state. Because we want you to be successful and happy in your positions, it is important for you to know up front that we expect quite a bit more from you than we would other 4-H members.

- Be dedicated & committed to the entire 4-H program, make Council responsibilities your top priority during your year in office.
- Commit the time, travel & financial commitments necessary to attend meetings, accomplish goals, and thoroughly prepare & participate in events.
- Work in harmony with fellow Council members and advisors, serve as a member of the team, always maintain a cooperative attitude, & do not engage in conversations det-



amental to others.

- Accept challenges with enthusiasm, perform to a degree higher than what is expected, and put responsibilities into action without being told.
- Keep a positive attitude in all that you do. You may be the only contact someone ever has with the 4-H program.
- Read & respond to emails, newsletters, correspondence, & calls in a timely fashion.
- Always be on time, keep track of your own schedule, take the initiative on projects, & follow through on things you say you will do.
- Willingly and graciously accept all of the duties, responsibilities & honors which result from being selected to serve this group. Take and follow instructions directed by those responsible for the 4-H program.



- Continually strive to improve communication and leadership skills, develop into an effective public speaker and project a desirable image of 4-H at all times.
- Become knowledgeable of youth development, 4-H, Penn State University, the College of Agricultural Sciences information and issues.
- Maintain proper dress and good grooming for all occasions; use wholesome and appropriate language in all speeches and informal conversations.
- Follow the Pennsylvania 4-H Code of Conduct to the letter. Avoid places or activities that in any way would raise questions as to one's moral character or conduct.

Time Commitments of Your Council Office

Attend State Achievement Days, as an incoming and outgoing Council member.

Attend the training and orientation weekend held after State Achievement Days.

Attend 4-H Capital Days (including one advance preparation day).

Attend the second training weekend held three days prior to State 4-H



Leadership Conference.

Attend State 4-H Achievement Days **NOT** in competition.

Attend the Governor's Dinner the Friday before the Pennsylvania Farm Show & Farm Show Opening Ceremonies.

Attend 8 of 10 Council meetings, one of which must be the July

meeting.

Complete 10 of 12 monthly reports and blogs.

Assist in fundraising efforts for the State Leadership Conference, including but not limited to the dissemination of letters and informational materials.

Other events as requested (including the PSATS Reception, the Department of Agricultural & Extension Education Banquet, county officer trainings, and regional events).

PS4-HC Discipline Policies & Removal from Office

Council members who fail to fulfill the duties of their office by the July face to face meeting, who violate the Pennsylvania 4-H Code of Conduct, or who resign from office will be removed from the Council's official roster; forfeiting all rights, privileges and benefits gained there from and will return all Council attire and materials to an advisor immediately upon removal.

Any Council member who violates the Pennsylvania 4-H Code of Conduct (including Dress Code), and/or any other published policies or rules governing 4-H affiliated events and activities as a 4-H member, will forfeit their office following a review with the advisor team.

Your attendance is important because much of what Council does is accomplished through discussion and activities. If you miss a meeting, you are responsible for getting up to speed. Your absence is a personal choice and consequences are a result of your own priorities. To be

"present" you must be at a meeting at the official "beginning time" and



remain until dismissed by the advisors. In addition, requesting to participate in the meeting in another form (example: conference call) when the meeting is "face-to-face" is unacceptable. It is crucial that the team have personal interaction to work effectively during the program year.

Council meetings and events are scheduled well in advance at the

training & orientation weekend, with few exceptions. Conflicts that arise will be considered case by case in order to be excused and not count against the allowed two absences. Understanding that emergencies arise for all of us, should something unexpected come up and a council member miss a meeting or event, they must contact an advisor within 48 hours of the event or meeting to notify them of the situation.

No excuse will be accepted for assigned work that is not completed by a PS4-HC member by the initial due date.



Leadership for State Council Members

To be a good leader for any group here are some helpful tips:

Council members want to:

- Feel like they belong
- Help with planning
- Help make the rules
- Know what is expected
- Have responsibilities
- See goals being accomplished
- Trust the advisors and other members of the group

To gain your Council's trust:

- Accept others for who they are

- Only speak for yourself
- Avoid put-downs at all times
- Be responsible with all tasks
- Don't judge anyone for what he or she may or may not do

Avoid behaviors that block development:

- Not listening
- Disorganization
- No goals or objectives
- Impatience
- No agenda

- Being pushy

As a leader among your peers, members across the state will look up to you and the advisors expect you to set a good example. You will soon be sought out for committees and events. Take this responsibility seriously and lead this generation of 4-H'ers to make the best better.



“Empowerment is all about letting go so that others can get going.”

- *Kenneth Blanchard*

Scheduling Forms

Each Council member should complete a State Council Scheduling Request Form when contacted to do programming. This form collects the information to fulfill the request, and keeps the advisor team informed of your official duties.

The completed form must be filled out online at <http://extension.psu.edu/4-h/state-council>

and should be completed up to a week in advance of the event for which you were requested!

If the Council member knows that they will be missing an event or a meeting and would like to petition to have that absence excused by the advisors, thusly not count-



ing against their allotted two excused absences, they must fill out an excused absence form up to two weeks in advance of the absence. The form can also be filled out online at <http://extension.psu.edu/4-h/state-council> under the members only section.

tion.

Financial Commitments

Though as advisors, we are continually working to secure donors and sponsors to help defray costs, there is a financial commitment to becoming a State Council member. The following are some approximate costs for uniforms,



events and supplies throughout the term.

Transportation: Members pay in full

Uniforms and accessories: Members pay \$50; Penn State pays \$300.

Meetings/Trainings: Members pay transportation; Penn State pays for

lodging, meals and materials

Conference call: Members pay long distance; Penn State pays set up fees

Event Registration: Penn State pays all registration costs for required state events AFTER induction (Leadership Conference, Capital Days, and the 2nd State Days required).

Council Uniforms

Your formal uniform will be worn at all major functions. All parts of the uniforms should be cleaned and pressed regularly.



An appropriate tie, knotted in a Windsor knot
Khaki slacks of appropriate length
Brown dress shoes, polished and free of visible wear with socks to match the slacks

Formal Uniform—Women

Official green jacket
White shirt with sleeves
Khaki colored A-Line or pencil skirt, below the knee to mid-calf

Brown closed toed dress shoes, clean, polished and free of visible wear with nylons in a natural color
The informal uniform will be worn at events where participants are dressed casually or when weather deems the blazers too warm for comfort. *Informal uniforms are also worn at all Council meetings.*

Informal Uniform

PS4-HC polo shirt
Khaki pants or Capri pants
Close toed shoes that are clean and free of visible wear

Formal Uniform—Men

Official green jacket
White shirt, with sleeves, worn with an undershirt



Dress Code

Formal

Ladies: cocktail to floor length dresses, nylons, dress shoes
Men: tuxedos, dark suits & ties

Dressy

Ladies: skirts, suits, dresses, slacks
Men: dress pants, button shirts, ties, jackets preferred

Business Casual

Ladies: skirts, dresses, slacks,
Men: dress pants, button shirts or polos



Casual

Ladies & Men: shorts, jeans, Capri pants, appropriate shirts

In Addition

Shorts, skirts and dresses must be appropriate length.

Tube tops, halter tops and shirts/dresses with spaghetti straps are never allowed.

Ripped jeans, cut offs, attire with inappropriate messages/slogans are never allowed.

Never wear hats of any kind in buildings.



Attending Events

If you attend events in an official Council role, you are required to notify, in advance, the event chair so they may plan for your involvement. There may be some events where Council members cannot be accommodated. A minimum of two week's notice is required.

When you attend an event, you are expected to pay for lodging and meals. If unsure about expenses ask, "Who do I need to send my registration to and by when?" This opens the door to let you know for what you are financially responsible.



Be specific about when you will arrive and how long you will stay. If you want to help or be on the program, let them know up front. Look for opportunities to help, and don't wait to be asked.

Officer Duties

In every organization there are positions with greater responsibilities, the officer positions. One way to make your team more successful is to know, not only your responsibilities, but the responsibilities of the other officer positions.



President's Responsibilities

- Provide agenda for & preside at all Council meetings.
- Be familiar with parliamentary procedure and preserve order at all times.

Vice President-Operations' Responsibilities

- Serve in the President's absence.
- Assist in matters of parliamentary procedure.
- Send reminders to team for monthly reports, appearances, and other events.
- Work with Advisors to deliver Council evaluation and impact projects.

Vice President-Conference Responsibilities

- Serve as chairperson of the Leadership Conference, providing reports, as necessary, to Council and advisors.
- Maintain records of conference responsibilities and deadlines.

Vice President- Internal Affairs Responsibilities (will be combined with Sentinel in the case of fewer than 8 members)

- Coordinate team building activities for the opening and closing of each meeting.
- Coordinate informal times including meals, social times with guests, etc.

Secretary's Responsibilities

- Record minutes of all meetings. Type and send them electronically within two weeks of the meeting to members and advisors.
- Conduct the official correspondence of the Council.

Reporter's Responsibilities (will be combined with Historian's in the case of fewer than 8 members)

- Work with advisors on the monthly Council newsletter *The Clover Clipboard*, due by the 20th of each month.
- Provide articles for monthly statewide Extension publications.

Sentinel's Responsibilities

- Work with advisors to ensure all members receive necessary materials at meetings and that meeting facilities are properly prepared.
- Introduce guests, be the first to say thank you, applaud, and offer gifts to speakers and guests where appropriate.

- Serve as chairperson of all ceremonies.

Historian Responsibilities

- Work with Council to maintain a written record of Council history.

Council Advisor Responsibilities

- Organize and facilitate State Council programs .



- Keep State Council motivated and focused on tasks.
- Advise State Council in promotion and marketing.
- Assist in establishing communication within counties and regions.
- Provide leadership training.
- Attends all meetings, trainings, and conferences while intermittently maintaining communication via phone and email.



The Council Member's Pledge of Office

Please have all necessary individuals read and sign the pledge. Once all signatures have been received, the original should be returned to the State Council office, and copies should be retained by the Council member, the Council member's parent or guardian and the Council member's Extension Educator.

I _____, agree to perform the duties and uphold the position for which I have been selected and agree to the following:

- Serve as a liaison for all youth involved in the 4-H program and county and state staff
- Be available for workshops and programs at the local, county, multi-county, regional or state level
- Seek opportunities to expand the diversity of the 4-H program
- Live up to the high expectations and values of the Pennsylvania 4-H program
- Take the initiative to do more than what is expected of you; success requires more than the minimum effort
- Attend State Achievement Days as an incoming and outgoing Council member
- Attend the training and orientation weekend
- Attend Pennsylvania 4-H Capitol Days (including one advance preparation day)
- Attend the second training weekend held at Penn State University on the Sunday, Monday and Tuesday prior to Pennsylvania State 4-H Achievement Days
- Attend State 4-H Achievement Days, as a State 4-H Council member **NOT** in competition
- Attend the Farm Show Governor's Dinner the Friday before the Pennsylvania Farm Show & Farm Show Opening Ceremonies the following day
- Attend 8 of 10 Council meetings, one of which must be the July meeting
- Complete 10 of 12 monthly reports
- Assist in the fundraising efforts for the State 4-H Leadership Conference, including but not limited to the dissemination of letters and informational materials
- Other events as necessary and requested (including the PSATS Reception, the Department of Agricultural & Extension Education Banquet, county officer trainings, and regional events)

I agree to accept my responsibilities as a State 4-H Council Member and will abide by the Pledge of Office as previously stated. I understand that if I do not fulfill my obligations or conduct myself in a manner inappropriate to the position, I will face the consequences of my actions and could be removed from office. Realizing that the *Pledge of Office* as outlined is not "all inclusive," I understand that the Council Advisor Team reserves the right to interpret policies in the best interest of the 4-H program.

Council Members' Signature _____ **Date** _____

I have read the 4-H Council Handbook and understand the responsibilities my child has accepted. I will support the Pennsylvania 4-H program and my child in fulfilling these duties and responsibilities. Realizing that the *Pledge of Office* as outlined is not "all inclusive," I understand that the Council Advisor Team reserves the right to interpret policies in the best interest of the 4-H program.

Parent/Guardian's Signature _____ **Date** _____

I have read the 4-H Council Handbook and understand the responsibilities this member has accepted. I will support the Pennsylvania 4-H program and this member in fulfilling these duties and responsibilities. Realizing that the *Pledge of Office* as outlined is not "all inclusive," I understand that the Council Advisor Team reserves the right to interpret policies in the best interest of the 4-H program.

Ext Educator's Signature _____ **Date** _____

**Pennsylvania State 4-H
Council**

008 Ferguson Building
University Park, PA 16802

Web Address [http://
extension.psu.edu/4-H/state-
council](http://extension.psu.edu/4-H/state-council)



Dear Council:

As you embark on your State Council journey realize that though your office will only last but a brief year, you will leave a legacy that will guide youth for years to come. You are a member of the most prestigious 4-H organization in the State of Pennsylvania. You are role models, leaders, guides, mentors and friends. You are now part of a larger purpose; one to serve and provide opportunity for the youth of Pennsylvania. May you take with you all of your experiences and training and succeed in all you set your mind to. May you rely on the resources you have been given and the 4-H support system that surrounds you. Embrace the challenges of your office and the relationships with your team. Always move forward with confidence and grace. You are your county's pride, your region's best and your state's finest.

Go forth with determination, mindfulness and strength!

Your State Council Advisors

“Leaders must know where they are going if they expect others to willingly join them on the journey.”

-Kouzes & Posner, The Leadership Challenge

