| **Introduction** | A 4-H club advisor is an individual who works with a 4-H community or project club. The club advisor’s function is to assist the club’s members as they plan the club’s program, conduct club business, and enroll individually or as a group in one or more 4-H projects. Specifically, there are three types of 4-H club advisors:

- A **head (organizational)** advisor serves as the primary liaison between the county OSU Extension Office and the club’s membership, parents, and other advisors in that club,
- A project advisor assists 4-H members with project experience in a given subject matter area,
- An activity advisor works with members in planning and conducting club activities. Examples of these activities include fund-raising, tours, community service, etc.

All of these advisors work together as a team in supporting the 4-H club, its membership, and the members’ families. In smaller clubs, one person may assume all three of these responsibilities. |

| **Purpose** | To provide overall leadership to the community 4-H club, providing positive youth development programming for the club’s members and to serve as the club’s primary liaison with the county OSU Extension Office and 4-H Youth Development staff. |

| **Responsibilities** | - Provide overall direction and support to the club’s leadership team, which, at a minimum, includes all advisors and club officers.
- Ensure that the club’s activities and procedures comply with national, state, and county 4-H policies and guidelines and renew the club’s charter and authority to use the 4-H name and emblem every three years as required by OSU Extension.
- Work with members to establish, implement, and evaluate an annual club plan that includes education, recreation, business, and community service.
- Ensure that members complete annual 4-H enrollment cards and Adams County Fair registrations on or before deadlines.
- Keep members and parents/guardians informed of club, county, state, and national opportunities, requirements, deadlines, etc.
- Attend club meetings and activities.
- Strive to create a welcoming club environment and to encourage all members and their parents/guardians to be actively involved in club meetings and activities.
- Provide leadership to club recruitment and retention efforts.
- Provide members with constructive feedback, letting them know when they’re doing a good job and advising them of needed improvements.
- Celebrate members’ achievements and recognize their accomplishments. |
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<th>Time Required</th>
<th>Varies according to club; may require 10-20 contact hours with members in addition to preparation and planning time.</th>
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| Resources/Support                                          | • OSU Extension staff, and OSU Extension 4-H Youth Development website: [http://www.ohio4h.org/](http://www.ohio4h.org/)  
• Ohio Advisors Handbook: [http://advisorshandbook.ohio4h.org/](http://advisorshandbook.ohio4h.org/).  
• Member and advisor curriculum guides (project books) and additional supporting materials such as audio-visual aids, skillathon kits, newsletters, and resource materials.  
• Adams County Junior Fair “yellow pages,” Junior Fair Board members, and associated committees (Livestock Sale Committee, Sr. Fair Board, etc.).  
• Club leader information on the following websites: [http://www.uwex.edu/ces/4h/clubs/index.cfm](http://www.uwex.edu/ces/4h/clubs/index.cfm), [http://www.nj4h.rutgers.edu/volunteering/its/](http://www.nj4h.rutgers.edu/volunteering/its/).  
• County, state, and regional training to help advisors develop knowledge and skills to meet the needs of youth, parents, and volunteers. |
| Qualifications                                             | • The ability to lead and motivate youth and adults in creating a positive youth development environment that provides opportunities for belonging, mastery, independence, and giving.  
• A willingness to learn about, respect, and comply with national, state, and county 4-H policies, procedures, and guidelines.  
• The ability to organize information and materials and delegate responsibility.  
• The ability to keep required records and complete and file annual reports.  
• The ability to empower youth and to involve them in planning, implementing, and evaluating 4-H experiences.  
• The ability to work with minimal supervision from extension staff, and a sincere interest in working with other volunteers, youth, and staff in an educational setting. |
| Mentor/Contact Person                                      | Carolyn L. Belczyk, Extension Educator, 4-H Youth Development  
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**Volunteer’s 4-H Pledge**

I pledge my **Head** to give children the information I can, to help them see things clearly and to make wise decisions.  
I pledge my **Heart** to encourage and support children no matter whether they have success or disappointments.  
I pledge my **Hands** to help children's groups; if I cannot be a leader, I can help in many equally important ways.  
I pledge my **Health** to keep children strong and well for a better world through 4-H, for children's groups, our community, our country, and our world.