

Resources



Publications

Most of the following 4-H publications are available from the MSU Extension Educational Materials Distribution Center, 117 Central Services, Michigan State University, East Lansing, Michigan 48824-1039. For ordering information, visit the MSUE Educational Materials Web site at web2.msue.msu.edu/bulletins/mainsearch.cfm. Many are also available on the Michigan 4-H Youth Development Web site at web1.msue.msu.edu/4h/

- **The Communication's Toolkit: Fun Skill-Building Activities to Do With Kids** (4H1560) – The Communications Toolkit is designed for individuals who work with young people aged 12 and up and who want fun, easy and meaningful communication activities to use with clubs, classrooms, camps, after-school programs and other settings where youth come together. (172 pages, Michigan 4-H, 2000).
- **4-H Recognition Certificate** (4H1189) – This award certificate is used to recognize outstanding achievement by 4-H members in their project areas. (1 page, Michigan 4-H, 2000).
- **Friend of 4-H Recognition Certificate** (4H1115) – These certificates are awarded in recognition of outstanding service and achievement to those who work so hard in helping 4-H. (2 pages, Michigan 4-H, 1995).
- **Group-Building Ideas for 4-H Club and Group Meetings** – This material provides useful activities to help members and volunteers build a strong 4-H club or strengthen an already existing group. (13 pages, Michigan 4-H, revision 2004).
- **A Guide to 4-H Youth County Exchange Programs** – This guide is for Extension staff members and 4-H volunteers to use in coordinating 4-H interstate and intrastate exchanges. (28 pages, Michigan 4-H, revision 2006).
- **Helping You Help Officers & Committees: Leader Packet** (4H1467) – This is designed for the 4-H club or group organization leader or the person named to work with officers. It will help leaders guide the club or group in officer selection and includes information to help train officers to be effective. This guide also contains five formerly separate publications: So You Are President of Your Club, So You Are Vice President of Your Club, So You Are Secretary of Your Club, So You Are Treasurer of Your Club, and So You Are Reporter of Your Club. (53 pages, Michigan 4-H, revision 2008).
- **Member's Personal 4-H Record Book** (4H1192) – This bulletin is designed to cover one year of a young person's 4-H career. Members can list their 4-H communications, citizenship, community service and leadership activities, and fill in a 4-H participation calendar to keep track of meeting dates and other 4-H activities. Space is provided for 4-H'ers to include photos or drawings of themselves and their projects to strengthen the bulletin's usefulness as a part of a "4-H portfolio." The bulletin asks members to list what they want to do or learn in a project area at the beginning of the 4-H year, the activities in which they participate over the course of the year, and what they've learned from their 4-H experiences at the end of the project year. Members can photocopy the forms to add more pages as needed. (21 pages, Michigan 4-H, revision 2005).
- **Michigan 4-H Recognition Handbook** (4H1230) – This document was developed by the Michigan 4-H Recognition Task Force to explore ways to strengthen, enhance and expand recognition for adults and young people in Michigan 4-H Youth Development. (20 pages, Michigan 4-H, 2002).
- **Michigan 4-H Secretary's Record Book** (4H1230) – 4-H secretaries will find this booklet useful for recording minutes. It outlines the secretary's duties; suggests methods of recording, planning and conducting meetings; and provides an example of correctly written minutes. (18 pages, Michigan 4-H, revision 2005).

APPENDIX D: Resources and References

- **Michigan 4-H Treasurer’s Record Book** (4H1203) – Monetary records for 4-H clubs should be entered in this book, which includes descriptions of the treasurer’s duties, how to write checks and manage a checking account, and how to report and audit the accounts. It includes sections on financial guidelines for Michigan 4-H clubs and groups and Michigan sales tax facts. A blank “Application for Employer Identification Number” (IRS form SS-4) is included. (38 pages, Michigan 4-H, revision 2007).
- **Michigan 4-H Youth Development 4-H Participant Age Policy** – This policy is designed to provide guidelines for age-appropriate youth involvement that is mentally and physically safe, developmentally appropriate and educationally focused. (2 pages, Michigan 4-H, updated 2005).
- **YEA! Youth Experiencing Action: A Community Service Learning Guide** (4H1553) – Use this guide to start a service learning project with youth in your community. (54 pages, Michigan 4-H, 2000).
- **Age-Appropriate Youth Development** (Michigan 4-H). web1.msue.msu.edu/4h/ageapp.html
- **Cultural and Global Awareness: 4-H International Exchange Opportunities** (Michigan 4-H). web1.msue.msu.edu/4h/interex.html
- **Five- to Eight-Year-Olds** (Michigan 4-H). web1.msue.msu.edu/4h/5to8year.html
- **Michigan 4-H Recognition Program** (Michigan 4-H). web1.msue.msu.edu/4h/staward.html
- **Michigan 4-H Youth Development (Home Page)** (Michigan 4-H). web1.msue.msu.edu/4h/
- **Ohio State University’s Curriculum Materials Service** (Ohio State University, 2009). <http://www.cms.ag.ohio-state.edu/Home.html>

For more information about topics addressed in this book, please visit these Web pages:

Promotional Materials

For the current list of promotional materials available to counties, refer to the *4-H Club Resources* page found on the Michigan 4-H Web site at web1.msue.msu.edu/4h/clubs/.

References

- Karnes, J., & Myers-Walls, J. A. (1996). *Ages and stages of child and youth development: A guide for 4-H leaders* (NCR-292). West Lafayette, IN: Purdue University, Cooperative Extension Service. Available at <http://www.ces.purdue.edu/extmedia/NCR/NCR-292.html>
- Konen, J. H., & Elliott, D. (1999). *Effective behavior management* (4H-022-99). Columbus, OH: The Ohio State University Extension. Available at <http://ohioline.osu.edu/4h-fact/0022.html>
- Michigan 4-H Youth Development. (2002). *Michigan 4-H Youth Development guiding principles for positive youth development* (Rev. ed.). East Lansing, MI: Michigan State University.
- Michigan 4-H Youth Development. (2003). *Michigan 4-H Youth Development 4-H participant age policy*. East Lansing, MI: Michigan State University. Available at <http://web1.msue.msu.edu/4h/downloads/4-H-Age-Policy.pdf>
- Nelson, C. (1990). *Michigan 4-H programming committees: A plan for the future*. East Lansing: Michigan State University Extension.
- VanWinkle, R., Davis, W., Skubinna, T., & Larwood, L. (2002). *Active teaching — active learning: Teaching techniques and tools*. Corvallis, OR: Oregon State University Extension Service. Available at <http://extension.oregonstate.edu/catalog/4h/4-h02591.pdf>