New Jersey 4-H Leader Training Series

Glossary

4-H...the youth development program of Rutgers Cooperative Extension.

4-H Adult Volunteer Registration Form...must be completed and submitted to county 4-H office by all adult volunteers involved in the 4-H program.

4-H Club, Community Based...a group of at least five boys and girls who take part in an ongoing program. Clubs may select one project as an emphasis or a variety of projects, and meet regularly throughout the year at the leader’s home, county 4-H center or other location.

4-H Club Member Registration Form...must be completed and submitted to county 4-H office for all youth involved in the 4-H program.

4-H Club, In-school...a teacher or other interested adult conducts a club meeting during a designated time during class each week, during activity period or after school.

4-H Consultant...a person hired on a limited contract basis to perform a specific task.

4-H Department Chairperson...chairperson of the Department of 4-H Youth Development responsible for providing administrative leadership and program direction to the state 4-H program.

4-H Emblem...a four-leaf clover with an H in each leaf, standing for Head, Heart, Hands and Health.

4-H Event Permission Form...must be completed by all youth and adults participating in specific events and activities.

4-H Fair Mailing...is usually mailed to each 4-H household at least a month before the county 4-H fair and includes all information needed to participate in the fair.

4-H Fair...an event designed primarily to evaluate and display the project work of 4-H members.

4-H Leaders’ Association...an organization of adult 4-H volunteers working together to develop and provide leadership for the county 4-H program and its members. This group provides program support, including fund-raising, supporting county 4-H events, and advising the county 4-H agent.

4-H Mission...“To assist youth in acquiring knowledge, developing life skills and forming attitudes that will enable them to become self-directing, productive and contributing members of society.”

4-H Motto...“To Make the Best Better.”

4-H Pledge...“I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service, my health to better living, for my club, my community, my country and my world.” 4-H members recite this pledge at each meeting or event.

4-H Prep...an exploratory program designed to help young people age seven to nine explore various project activities in a non-competitive environment.

4-H Program Associate...a Rutgers University staff member responsible for specific program areas in the 4-H program
**4-H Program Assistant**...a paid county employee who provides assistance to the county 4-H agent or 4-H program associate in a specific program area based on county needs.

**4-H Project**...the process used by 4-H’ers and leaders to teach and learn new skills and/or to acquire a body of knowledge. Examples of 4-H projects include food and nutrition, equine care and management, animal science, computers, clothing and textiles, clowning, baton twirling, marine science, etc.

**“4-H Projects That Look Interesting to Me”**...a worksheet to be used by 4-H members in selecting a project.

**4-H Secretary**...provides clerical assistance to the professional 4-H staff.

**4-H Story**...a story which a 4-H’er writes to tell of his/her experiences as a 4-H member.

**4-H Summer Camp**...a program whereby youth from each county to attend one week of summer camp at one of the New Jersey 4-H Camps with other youth and volunteer counselors from their county.

**Activity Coordinator**...a volunteer who coordinates specific county-wide 4-H activities.

**Activity Leader**...assists with activities such as camp, community service, field trips, etc.

**Assistant Leader**...may help with certain events or activities.

**American Heritage Program**...a one week session held at the National 4-H Center designed to stimulate interest in the citizenship project by introducing 12 to 14 year-olds to their responsibilities as American citizens.

**Audiovisual Aids**...include movies, videotapes, slides, cassette tapes, computers, etc.

**Ballot**...a piece of paper on which members can write their vote when in a voting situation at a meeting.

**Beemerville 4-H Camp**...one of two camps owned and operated by Rutgers University for use by the 4-H Program; it is located in the hills of Beemerville, near the town of Sussex in Sussex County.

**“Blue Sky Below My Feet”**...an innovative space technology video program developed in the 1980’s featuring Challenger astronaut Ellison Onizuka.

**Body**...the “meat” of a public presentation, in which the speaker develops the objective and makes key points.

**Brainstorming**...a teaching method in which a group lists creative ideas to meet a need without judging them initially.

**Business Meeting**...follows a specific agenda and procedure. A business meeting should be held at least once a month during a club meeting.

**Buzz Session**...a teaching method in which several small groups discuss a specific topic and then report back to the main group.

**Camp Counselor**...must be at least 16 years old at the time of summer camp. Counselors attend camp free of charge and are responsible for daily activities and supervision of campers. Senior counselors are age 18 and above; in general, junior counselors are age 16 to 17.

**“Capitol View”**...a courtesy program provided by National 4-H Council for groups wishing to conduct their own program in the Washington, DC area.

**Chevy Chase**...the city in Maryland where the National 4-H Center and National 4-H Council offices are located.
Chicago...site of National 4-H Congress

Citizenship Washington Focus...a week-long educational experience that allows participants the opportunity to learn about our legal system, use leadership skills and exchange ideas with youth from other states.

Club Bank Account...should be started at a local bank; all money owned by the club should be kept in the account.

Club Leader...works directly with boys and girls in a group setting as they complete project work or carry out club activities.

Club Meeting Report...a report form to be used by club secretaries in reporting club activities to the county 4-H office.

Club Meeting...is held regularly in order for members to work on their 4-H projects and to hold business meetings.

Club Name...reflects the purpose of the club, often relating to the projects in which the club participates or the geographic area the club represents.

Club Officers...individuals who serve in leadership roles in 4-H clubs, including president, vice president, secretary, treasurer, committee member.

Club Policies...should be developed as a part of a club’s constitution.

Club Treasury...is the responsibility of the treasurer. All funds raised by the club should go into the club treasury.

Collage...a teaching method in which participants create an artistic composition of materials on paper to convey an idea to others.

Committees...help all members become actively involved in a club.

Communication...a two-way process which involves a sender and a receiver.

Community Club...a club which chooses several projects to explore during the year.

Community Service Committee...identifies community needs and presents ideas for projects to the club.

Community Service Project...an activity or project a club takes on to provide a service to the local community.

Constitution...a document which gives the club members the opportunity to set their own rules, policies and guidelines for operation of the club.

Cook College...New Jersey’s agricultural college, part of Rutgers University.

Cooperative Play...games and activities that focus on sameness, or bringing people together.

County 4-H Agent...a Rutgers University faculty member who is administratively responsible for the total county 4-H program.

County 4-H Staff...may include county 4-H agent, 4-H program associate, 4-H program assistant, 4-H consultant and 4-H secretary. The staff’s job is to plan, implement and evaluate the county 4-H program.
**County Events**...include events and activities held on a county-wide basis, such as public presentations night, favorite foods show, holiday craft workshop, fairs, etc.

**County-wide Advisory Group or Association**...includes 4-H leaders’ associations, 4-H fair associations, 4-H project councils. These groups work with county-wide activities and advise the county 4-H agent in program planning.

**County/Area Recruiter**...a volunteer who works specifically to recruit other adult leaders

**Creative Dramatics or Oratory**...a presentation which is a speech or other material written by another person with an introduction relating information about author or speaker and the occasion (such as the Gettysburg Address).

**Creative Play**...recreation which is structured to encourage creativity and spontaneity.

**Decision Making By Consensus**...a cooperative team-effort process of selecting options that are liked, supported and carried out by the group.

**Decision-Making Methods**...for groups include “majority rule” or by consensus.

**Decision-Making**...is utilized throughout the 4-H program, and especially in the area of project selection. It is a process by which an individual weighs alternatives and makes a selection based on the pros and cons of the alternatives.

**Demonstration**...a presentation which shows how to make something, how to perform a skill, how to repair something or how something works.

**Department of 4-H Youth Development**...the academic department of Rutgers Cooperative Extension which houses the 4-H Youth Development program. Paid 4-H professionals are members of this department.

**Dues**...are sometimes collected in clubs to help cover the cost of club activities and projects.

**Educational Program**...may include working on projects, a guest speaker, preparing for an upcoming event, field trip, etc.

**ES/USDA**...Extension Service, United States Department of Agriculture.

"**Examples of 4-H Stories**"...sample 4-H stories to be used in training 4-H members how in writing 4-H stories.

**Exhibit Tags**...usually need to be completed and attached to projects on display at the 4-H fair.

**Expansion and Review Committee**...an organized group of adult and teen volunteers whose primary purpose and mission is 4-H program development at the county level.

**Experiential Learning**...the process of learning-by-doing.

**Extension Committee on Organization and Policy (ECOP)**...part of the national Land Grant system; responsible for reviewing and recommending national policies for the Cooperative Extension System, including the 4-H program.

**Fair Manager/Chair/ Superintendent/Committee member**...serve in a variety of roles to assist with the planning and implementation of the annual fair.

**Family Club**...a club whose members are members of one family.
Fees...are not charged to become a 4-H member on the county, state or national level.

Field Trip...a teaching method in which participants leave the regular club location to visit a site of interest, usually related to club project, such as a visit to a dairy farm.

Formal Speech...a presentation of a speech written by the participant given from memory, notes or outline, using index cards as an aid.

Fund-raising...activities designed to raise funds to support a 4-H club’s programs and project work.

Global Education Programs...intercultural education.

“Goal Identification Worksheet”...to be used by leader and member in selecting a 4-H project.

Goal Setting...is utilized in the project selection process, as well as many other facets of the 4-H program. It is the process by which individuals set priorities and plans the expected outcome of their activities.

Group Discussion...a teaching method that uses questions to direct the group to discuss a particular topic.

“Guide for Writing a Lesson Plan”...a worksheet to be used by adult volunteers in planning club activities.

Illustrated Talk...a presentation through which the presenter communicates ideas with the aid of charts, posters, slides, flannelgraph or chalkboard.

Individual Goals...goals and standards which individuals set for themselves.

Insurance Coverage for 4-H Clubs...is available through the county 4-H office.

Intercultural 4-H Programs...teach youth about other cultures, how to relate to the world around them and become aware of how world happenings affect them.

International 4-H Youth Exchange...a program designed for teens to serve as ambassadors to other countries.

Introduction...the first part of a speech, in which the speaker tells what the topic is, why it was selected and get the audience’s attention.

Job Description...a tool to clarify the scope of a position and to communicate the need for it; it describes all aspects of the position and the qualifications and skills needed for the job involved.

Judges...evaluate 4-H members’ projects and/or skills at various 4-H events.

Junior Member...a 4-H member who is age nine to 13.

Key Leader...a volunteer who helps with a specific event or activity.

“Know America”...an adult citizenship program highlighting public policy, international concerns, citizenship, family issues and other areas of interest; this is held at the National 4-H Center and is available to groups of 25 or more.

Learning-By-Doing...the process by which 4-H’ers learn; actually participating in the learning experience; hands-on participation.

Liability of 4-H Volunteers...New Jersey has a tort liability law which provides some protection for volunteers in the line of duty; however, volunteers are encouraged to take all precautions to minimize risk.
Life Skills...abilities that are necessary and useful throughout life.

Lindley G. Cook 4-H Camp...one of two camps owned and operated by Rutgers University for use by the 4-H Program; it is located in Stokes State Forest, outside of Branchville in Sussex County.

Media Services...National 4-H Council’s media services help tell the story to millions of viewers and listeners each year through a variety of media.

4-H Members...all youth, age seven (or in the first grade) through age 19, can be part of the program. Seven to nine year-olds may be 4-H Prep members; those aged nine to 19 may belong to 4-H clubs.

Membership Committee...helps a club grow by recruiting members and leaders for their own or other clubs.

Mentor...an experienced volunteer who is paired with a new club leader to assist in orientation, training and support of the new leader.

Minutes...are a written record of what has happened at a business meeting and are prepared by the club secretary.

“My Project Plan”...a worksheet to be used by 4-H members in planning for completion of a project.

National 4-H Supply Service...offers for sale a broad range of items bearing the 4-H emblem through a full-color catalogue printed and distributed each year.

National 4-H Center...located in Chevy Chase, Maryland, is a facility owned and operated by National 4-H Council as a training and development center for 4-H youth, volunteer leaders and other Extension and related program needs.

National 4-H Council...a not-for-profit educational organization whose purpose is to provide private support for 4-H programs nationwide.

National 4-H Conference...a annual conference, held at the National 4-H Center, which brings together teens from all over the country; it is designed to involve 4-H members and adults in program development on a national level.

National 4-H Congress...a national event, held each year in Chicago, which recognizes state award winners from each state.

National 4-H Council Grants...grants available through National 4-H Council in a variety of subject matter areas.

National 4-H Volunteer Leader Forums...conferences for adult 4-H volunteers from all over the country which take place in a variety of locations and focus on different topics.

National 4-H Report Form...a form which must be completed by members who have been selected as finalists in the state 4-H awards selection process.

New Games...a specific reference for creative games.

New Jersey 4-H Report Form...a form which members applying to win state 4-H awards must complete.

New Jersey 4-H Camps...two camps owned and operated by Rutgers University for use by the 4-H Program.

New Jersey State 4-H Leaders Forum...an annual conference held at 4-H camp for adult 4-H volunteers; includes educational workshops, special activities and sharing.
New Jersey 4-H Development Fund...a non-profit organization established to raise and disburse funds in support of the New Jersey 4-H Youth Development Program.

New Jersey State 4-H Advisory Council...is an organization composed of two volunteers per county which meets three times per year to exchange program ideas and to advise the 4-H department chairperson.

Nomination of Officers...may be done on the “floor” during a meeting or be presented by a nominating committee appointed by the president.

Non-Verbal Communication...entails one person observing another person, who may be engaging in such activities as facial expressions, gestures, sounds which are not words, etc.

Northeast Regional 4-H Leaders Forum...an annual conference for adult 4-H volunteers residing in the Northeast. This takes place in one of the Northeast states.

Organizational Leader...provides overall club leadership; coordinates members, parents and involvement of other leaders.

Parent Helper...parent who supports and guides members.

Parent Involvement...means involving parents in the 4-H club program to provide an ongoing base for club support.

Parent’s 4-H Pledge...”I pledge my head to give my child the information I can to help him see things clearly and to make wise decisions. I pledge my heart to encourage and support my child no matter whether he has successes or disappointments. I pledge my hands to help my child’s club; if I cannot be a leader, I can help in equally important ways. I pledge my health to keep my child strong and well for a better world through 4-H, for my child’s club, our community, our country and our world.”

Permission Forms...should be used for non-routine 4-H activities; available through county 4-H office.

Playfair...a specific method of creative play.

Prep Member...a 4-H member belonging to a 4-H Prep Club. For the purposes of judging, a Prep Member is generally seven or eight years old.

President...presides at meetings, appoints committees, works with members and leaders to plan yearly club program.

Profiles for Tomorrow...a program held each year at the National 4-H Center; it is designed to provide key teen leaders with leadership training and opportunities to exchange ideas.

Program Committee...finds speakers, films and special resources for club meetings and activities.

Project Club...a club which emphasizes one or more subject matter projects.

Project Leader/Project Key Leader...coordinates club’s work within specific project area.

Project Plan...an outline of goals and objectives that indicate a beginning and an end to the 4-H project.

Project Selection...a process by which 4-H club members select the project which they would like to carry.

Promoting 4-H...telling other people about the 4-H program, using a variety of ideas and methods.
Public Presentations...a method in which participants prepare and present a speech to an audience.

Publications...are available through your county 4-H agent. Volunteers who are responsible for teaching others as part of the 4-H Youth Development Program are not charged for publications used in their teaching.

Recognition Model...a model which defines the national policy for recognizing 4-H’ers.

Recognition...the private or public acknowledgement of the acceptance or achievement of a 4-H’er by others.

Recordkeeping...keeping records of members’ project goals and accomplishments through a record book, scrapbook, year-end summary, etc.

Regional 4-H Staff/Agents...two regional agents (north and south) provide support to the county 4-H staff in each region.

Resource Person...shares time and talent on a limited basis with one or more 4-H clubs

Role-Playing..a teaching method in which participants act out without a script a real-life situation in front of the group.

Roll Call...secretaries call the role to determine who is in attendance at a meeting. A roll call is also a method for voting on a motion.

Rutgers Cooperative Extension (RCE)...part of Cook College, Rutgers University which extends research and practical education to citizens in New Jersey, primarily in the areas of home economics, agriculture, marine education and 4-H youth development. There is an RCE office in all 21 New Jersey counties.

Rutgers University...New Jersey’s Land Grant institution

School Enrichment Programs...experiential learning programs and activities that supplement the regular school curriculum.

School Enrichment/After School Volunteer...a volunteer who assists with programs within the classroom or after school (school age child care) programs.

Secretary...keeps records of membership and club activities, takes meeting minutes and handles club correspondence.

Self-Concept...an emerging belief about oneself that contributes to one’s ability to cope successfully with issues in life.

Senior Member...a 4-H member who is age 14 to 19.

Simulation...a teaching method which presents a real-life dilemma through a simulation or game to help participants make decisions.

Skit...a teaching method in which participants act out a real-life situation for which a script has been prepared.

Smith-Lever Act...passed by Congress in 1914 to create the Cooperative Extension Service; enabled land grant universities to extend research and practical education to people where they live.

Speakers Bureau...volunteers who receive specialized training to give 4-H-related presentations to the public.
Special Interest/Short Term programs...a series of activities related to a particular topic, often consisting of one to four lessons.

State 4-H Specialists...individuals who provide leadership to specific statewide 4-H programs and subject matter areas in order to support the county 4-H program.

State 4-H Staff...may include 4-H department chairperson, specialists, program associate, administrative assistant and secretaries. The state 4-H staff’s job is to provide support to the county program.

State 4-H Award Winner...a 4-H member who is selected through the state awards selection process as the top achiever in a specific project area. Most state award winners receive a sponsored trip to National 4-H Congress.

“Summary of Programs and Services to 4-H”...a publication produced by National 4-H Council listing the services, programs and awards available.

Summary...conclusion of a presentation, in which the speaker re-states the purpose and summarizes main points made.

Teaching Methods...different ways of teaching (group discussion, buzz session, brainstorming, recordkeeping, audiovisual aids, field trips, games, etc.)

Teen Leader...older, experienced 4-H members who assist the club leaders. These 4-H’ers are usually between the ages of 13 and 19 and are selected because of their interest in, or knowledge of, the project areas of the club.

Treasurer...responsible for handling the club’s money.

Uniforms...are not required for 4-H membership or participation in 4-H activities. Some clubs may use uniforms or costumes for shows and exhibitions.

USDA...United States Department of Agriculture, which administers the Cooperative Extension program at the national level.

Verbal Communication...entails one person speaking and the other listening.

Vice President...president’s assistant who takes responsibility in the absence of president; serves as chairperson of the program committee.

Voting on Motions...happens when a club wants to take some action. A member makes a “motion,” another member seconds the motion, discussion is held and then a vote is taken to pass or defeat the motion.

Waller Hall...where the state 4-H staff are housed on the campus of Cook College

“Washington Family Experience”...an opportunity for 4-H and Extension families to use the National 4-H Center to explore the Washington, DC area.

“Wonders of Washington”...a program designed to bring US government, history, and culture alive through field trips, workshops and seminars; the program is offered to groups of 25 or more.

“World Focus”...a program in which participants study and debate global issues and American Foreign Policy.

Youth-At-Risk...national initiative designated by the Extension Service, United States Department of Agriculture as an area of major 4-H program focus for the 1990’s.

Prepared by Rita L. Natale Saathoff, Regional 4-H Agent, South.