



Outagamie County 4-H Committees Handbook 2026-2027



“Making the Best Better”



Welcome and thank you for volunteering for an Outagamie County 4-H Committee! Our youth and adult leaders decide to volunteer for lots of different reasons. Maybe you are really passionate about animals and teaching others how to properly care for them, or maybe you love to learn new things yourself and help others along the way. Whatever your reason, we are glad you are here!

This handbook will walk through all of the procedures and expectations for a committee and the volunteers of that committee. This handbook also lists all the current committees of Outagamie County 4-H and gives a brief overview of each.

I look forward to working with each of you in order to offer our 4-H members everything they will need to have success throughout their 4-H experience and ignite their spark. So let's get started!

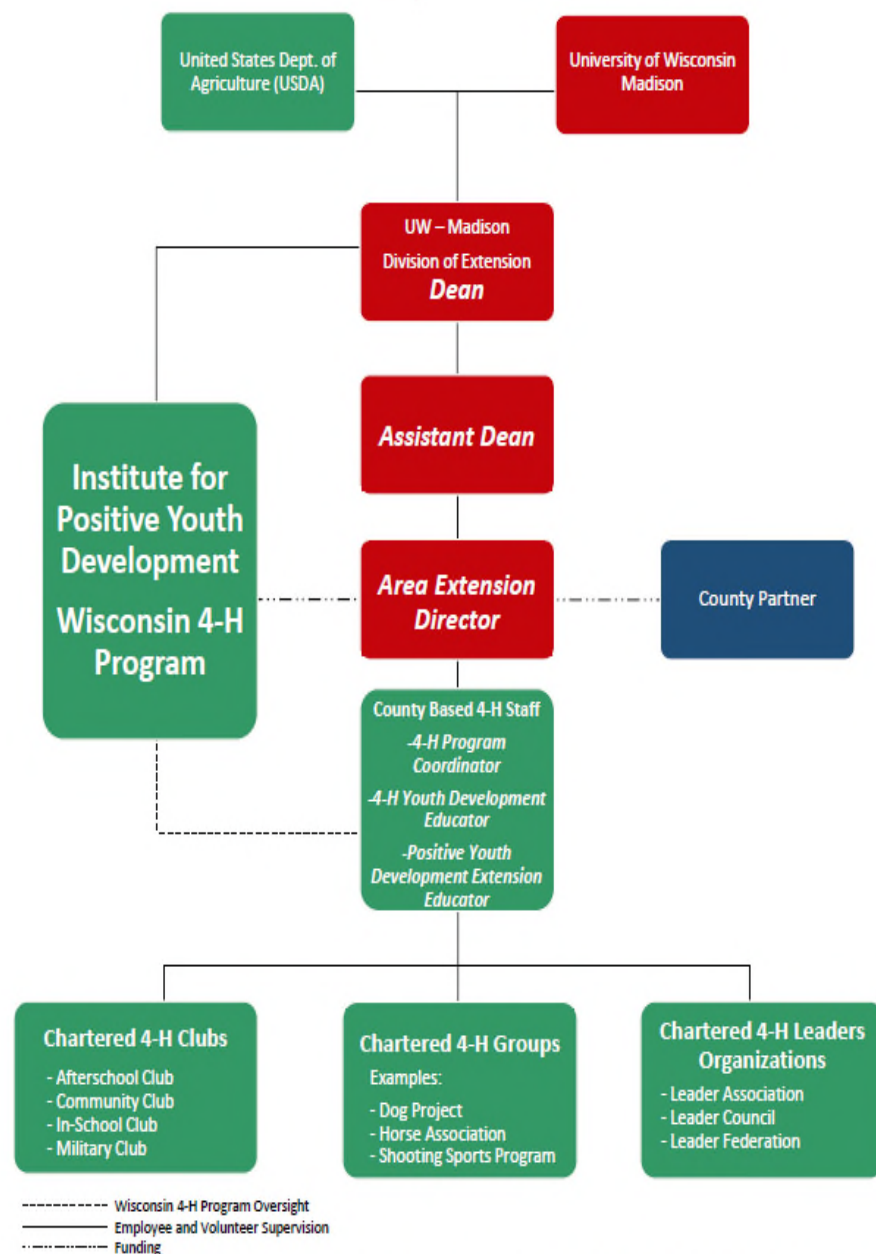
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4-H Program Educator



The University of Wisconsin–Madison Division of Extension provides equal opportunities in employment and programming in compliance with state and federal law.

Program Committee Goals:

- Determine three project area needs for the future
- Plan and/or participate in at least one county-wide educational meeting, workshop, event, or activity where the committee is providing leadership
- Connect with county members and leaders by reaching out to at least two clubs to offer presentations, ideas, activities, invitations, etc.
- Strive to create strong youth/adult partnerships between the members of the committee by encouraging youth to take the lead



***NOTE:** Non-chartered 4-H committees/groups must report to a chartered 4-H club/group/leader organization or directly to Extension staff.

4-H Youth Development Program

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Together, we will strive

“To Make the BEST BETTER!”



Guiding Principles of 4-H Youth Development

Essential Elements

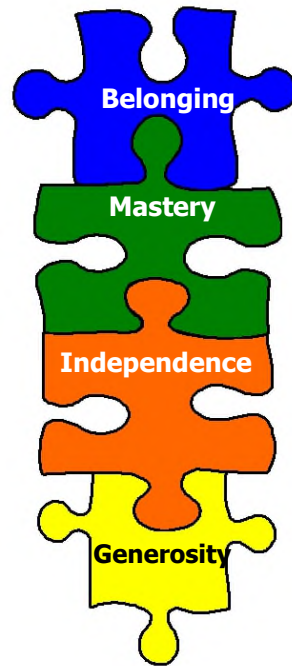
The cornerstones of 4-H Youth Development work. Research shows these 4 pieces help solve the puzzle in developing positive youth development experience.

Belonging: A welcoming, safe environment that is inclusive of individuals from all backgrounds.

Mastery: The opportunity to master a skill of one's interest. Allow youth to direct own learning in areas of interest to them.

Independence: Ability to self-direct their learning experience. The opportunity to see myself as an active member who can make changes for the future.

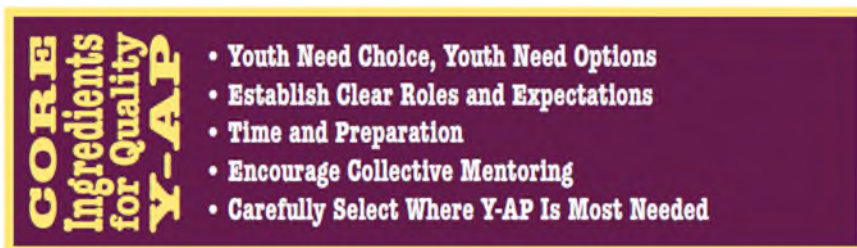
Generosity: The opportunity to show value to people and community in a way that is meaningful to me.



Key Ingredients to a Successful Youth Adult Partnership

- ♦ Provide different Choices and Option for youth and adult to participate.
- ♦ Clear Roles and Responsibilities helps group function more effectively.
- ♦ Need time to get to know each other, to brainstorm, and explore ideas.
- ♦ Youth & Adults need shared time together to prepare for the future.
- ♦ Both Youth & Adults share the roles of learner and teacher. The value in working together is also to learn from each other.
- ♦ Commit to an approach, try it out and discover what works for you.

Adapted from: *Being Y-AP Savvy: A Primer on Creating & Sustaining Youth-Adult Partnerships*
Zeldin S., Collura, J. June 2010.



Name of Committee: **Outreach Committee**

Events covered under this committee: **Examples: Parades, Open Houses, community partner events, Breakfast on the Farm, Action Center Stage**

How often do you meet?: **Monthly and as needed**

How would you describe this committee and what it does?: **This committees main goal is to get 4-H out into the general public through participation in community partner events and publications.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **We are always looking for volunteers to serve at each event and to help with the preparations.**

Name of Committee:

Projects covered under this committee:

How often do you meet?:

What is the Purpose of this committee?:

How would you describe this committee and what it does?:

Are there opportunities for one-time, short-term, and long-term volunteering?:

Website or Facebook page:



Name of Committee: **Endowment Fund**

How often do you meet?: **Once or twice a year/ as needed**

How would you describe this committee and what it does?: **This committee over sees the Outagamie County 4-H Youth Endowment Fund that is housed at the Fox Community Credit Union.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **No, this is a closed committee consisting of 2 life time members that were elected by the Leaders Association.**

Website or Facebook page: <https://outagamie.extension.wisc.edu/files/2020/12/Endowment-Fund-Form.pdf>

Name of Committee: **Family Learning Day**

Events covered under this committee: **Family Learning Day, Open House**

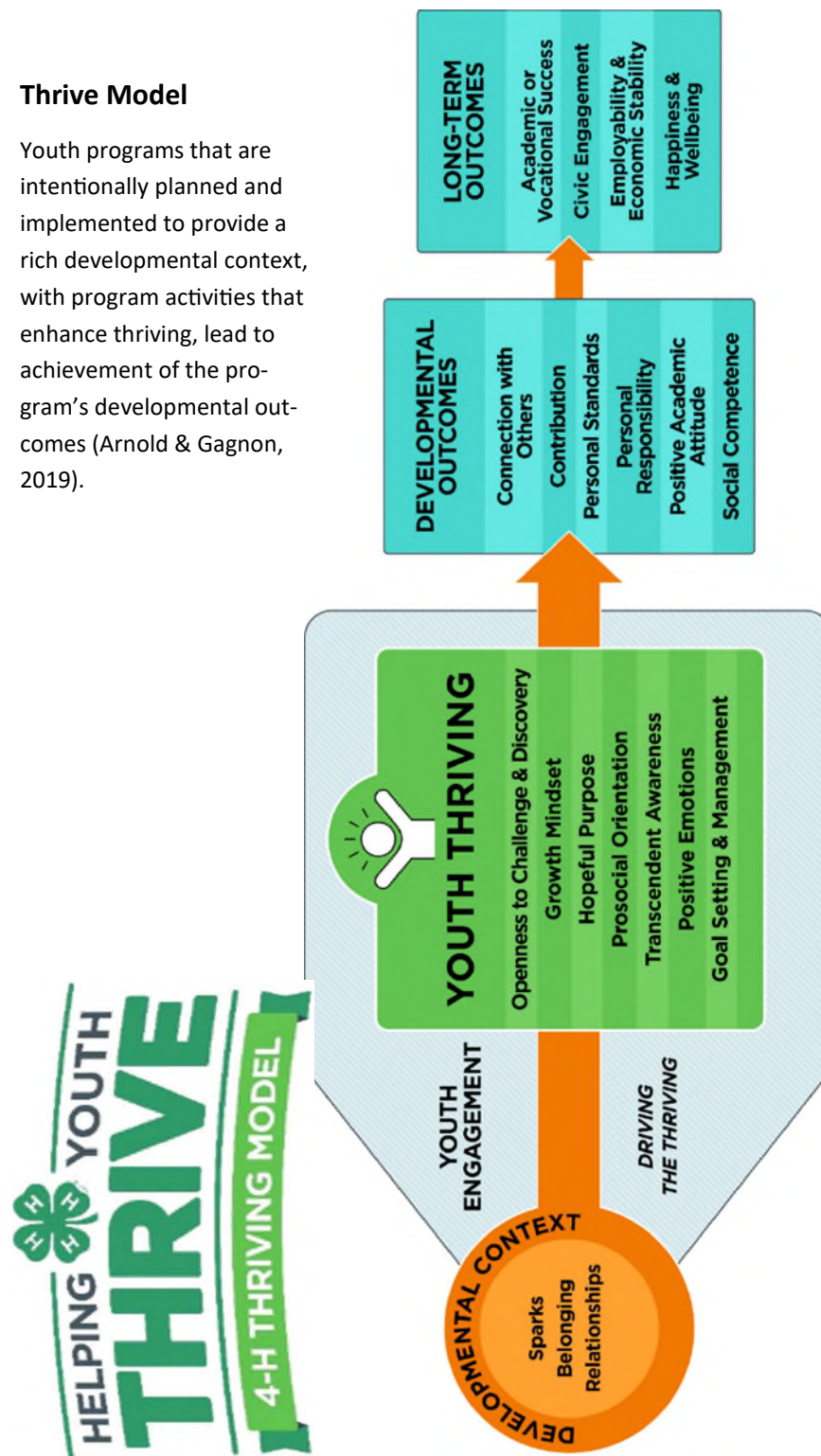
How often do you meet?: **3-4 times a year or as needed**

How would you describe this committee and what it does?: **Plans, prepares, and supports Family Learning Day and all the presenters that participate in the one-day event.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Absolutely!!! We are always in need of more volunteers either on the committee to help with planning or with some of the set up and direction on the day of.**

Thrive Model

Youth programs that are intentionally planned and implemented to provide a rich developmental context, with program activities that enhance thriving, lead to achievement of the program's developmental outcomes (Arnold & Gagnon, 2019).



Adult Committee Volunteer Position Description

Purpose:

- ◆ Provide leadership for a committee and/or participate as a member of a committee
- ◆ Create educational experiences for all youth engaged in the program
- ◆ To work with youth and adult volunteers in offering a positive youth development experience for young people

Time Commitment: Varies. Each committee has given an estimate on the following pages of this handbook

Accountable to: County 4-H Youth Development Staff and the Area Extension Director

Responsibilities could include:

1. Work together with other committee volunteers, community leaders, and 4-H Youth Development staff to develop an educational plan to meet program goals
 - ◆ Recruit adult and youth volunteers and resource people
 - ◆ Develop a committee budget (if appropriate)
 - ◆ Provide committee reports
 - ◆ Evaluate work done by committee to ensure it aligns with program goals
2. Create and maintain a safe and welcoming environment that fosters positive youth development
 - ◆ Review “Creating a Safe Environment” Risk Management Checklist for safety procedures/requirements related to the committee responsibilities
3. Support youth voice by involving youth in decision making
 - ◆ Encourage youth/adult partnerships
 - ◆ Involve youth leaders in teaching or leadership roles
4. Actively participate in committee meetings
5. Assist in identifying, locating, and obtaining community resources that relate to the program goals
 - ◆ Work with the community to build understanding and support of 4-H
6. Serve as primary contact person between the event/activity committee and the Youth Development Extension staff (applies to volunteers in charge of the committee)
 - ◆ Maintain open communication with youth, adult volunteers, and parents/guardians
7. Participate in volunteer training offered by county, region, or state
8. Ensure compliance with Extension and University of Wisconsin 4-H Youth Development policies and procedures
 - ◆ Responsible for paperwork for events/activities related to the committee
9. Ensure compliance with Affirmative Action/Equal Opportunity policies and guidelines of the University of Wisconsin-Madison Division of Extension .

Name of Committee: **Dairy Bar**

How often do you meet?: **As needed, usually more in spring and as the fair gets closer.**

How would you describe this committee and what it does?: **Plans everything Dairy Bar (Fair food stand) related from menu to schedules.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **YES! There are long-term opportunities on the committee, but when the fair comes we hope that everyone who is able helps by signing up for at least one shift at the Dairy Bar.**

Name of Committee: **Educational Travel Opportunities**

How often do you meet?: **As needed**

How would you describe this committee and what it does?:
Oversees scholarship application process for trips and help plan the Explore WI trip with youth.

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes, join the committee or help with planning of trips or scholarship opportunities.**

Name of Committee: **Woodworking**

How often do you meet?: **Once a year / as needed**

How would you describe this committee and what it does?: **We would like to have one meeting a year where youth learn basics of woodworking and then are given the opportunity to work hands on with materials and tools and prepare at least one project.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **We need volunteers for woodworking day and to be a resource for youth.**



Name of Committee: **Awards and Recognition**

How often do you meet?: **As needed**

How would you describe this committee and what it does?: **Record Books (guidelines, reviews final awards), oversees some scholarship application process, plans the Member Recognition event in the fall. Plans Leader Recognition awards.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Absolutely! Join the committee or just volunteer for one event or activity.**

Qualifications:

- ◆ Adults who are interested in working with youth and other adults
- ◆ An appreciation of experiential learning and a desire to help youth learn by doing
- ◆ Commitment to providing educational opportunities to diverse groups of youth and adults
- ◆ Ability to share decision-making and responsibilities with youth leaders and adult volunteers
- ◆ Experience working with teams and creating capacity in others
- ◆ Organizational skills
- ◆ Enthusiasm, patience, and understanding
- ◆ Communication skills
- ⇒ Written and oral communication skills
- ⇒ Willingness to communicate with diverse groups of youth and adults
- ◆ Successful background check
- ◆ Enrolled as an active volunteer in 4-H Online

Benefits:

- ◆ Learn strategies to teach and lead effective meetings
- ◆ Opportunity to connect with community partners
- ◆ Develop personal and interpersonal communication skills
- ◆ Opportunity for personal growth
- ⇒ Increased confidence
- ⇒ Learn problem solving skills
- ⇒ Practice time management
- ◆ Potential to gain technical skills that are transferable to professional work environments
- ◆ Satisfaction of contributing to positive development of youth, families, and community

Training/Orientation:

- ◆ Required — Annual Volunteer Training — online
- ⇒ Annually agree to volunteer behavior expectations statement and other conditions of volunteering as part of the registration process
- ⇒ Receive Extension Volunteer Agreement prior to volunteering
- ◆ Grow Green Training — online
- ⇒ Required for first year volunteers
- ◆ Volunteer leader training workshops (county, regional, state)

Resources Available :

- ◆ Guidance and support from county 4-H Youth Development Staff

Youth Committee Volunteer Position Description

Purpose:

- ◆ Provide leadership for a committee and/or participate as a member of a committee
- ◆ Create educational experiences for all youth engaged in the program
- ◆ To work with youth and adult volunteers in offering a positive youth development experience for young people

Time Commitment: Varies. Each committee has given an estimate on the following pages of this hand book

Accountable to: County 4-H Youth Development Staff and the Area Extension Director

Responsibilities could include:

1. Work together with other committee volunteers, community leaders, and 4-H Youth Development staff to develop an educational plan to meet program goals
 - ◆ Recruit adult and youth volunteers and resource people
 - ◆ Develop a committee budget (if appropriate)
 - ◆ Provide committee reports
 - ◆ Evaluate work done by committee to ensure it aligns with program goals
2. Create and maintain a safe and welcoming environment that fosters positive youth development
 - ◆ Review “Creating a Safe Environment” Risk Management Checklist for safety procedures/requirements related to the committee responsibilities
3. Work in partnership with adult volunteers
 - ◆ Encourage youth/adult partnerships
 - ◆ Encourage other youth leaders to participate and join in teaching or leadership roles
4. Actively participate in committee meetings
5. Assist in identifying, locating, and obtaining community resources that relate to the program goals
 - ◆ Work with the community to build understanding and support of 4-H
6. Serve as primary contact person between the event/activity committee and the Youth Development Extension staff (applies to volunteers in charge of the committee)
 - ◆ Maintain open communication with youth, adult volunteers, and parents/guardians
7. Participate in volunteer training offered by county, region, or state
8. Ensure compliance with Extension and University of Wisconsin 4-H Youth Development policies and procedures
 - ◆ Responsible for paperwork for events/activities related to the committee
9. Ensure compliance with Affirmative Action/Equal Opportunity policies and guidelines of the University of Wisconsin-Madison Division of Extension .

Name of Committee: **Shooting Sports**

Projects covered under this committee: **Archery, Firearms, Hunting**

How often do you meet?: **As needed**

How would you describe this committee and what it does?: **Plans hands-on educational opportunities, including training, for 4-H project members.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes, but Shooting Sports instructors must complete the State offered training and certification.**

Name of Committee: **Small Animals**

Projects covered under this committee: **Pets, Poultry, Pigeons, Rabbits**

How often do you meet?: **As needed**

How would you describe this committee and what it does?: **Plans hands-on educational opportunities for 4-H project members and makes suggestions to the county fair for shows.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes**

Name of Committee: **Plant Sciences**

Projects covered under this committee: **Crops, Horticulture, Vegetables**

How often do you meet?: **As needed**

How would you describe this committee and what it does?: **provides hands-on activity for youth to learn and explore various options in different areas such as flowers, house plants, etc.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes, volunteers are always welcome.**



Name of Committee: **Sewing** (formerly Clothing)

How often do you meet?: **Annually & as needed**

How would you describe this committee and what it does?: **Provides hands-on project meetings for youth to learn and explore.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **A session or two at Family Learning Day, project training is short and long term.**

Qualifications:

- ◆ Youth who are interested in working with adults and other youth
- ◆ An appreciation of experiential learning and a desire to learn by doing
- ◆ Commitment to providing educational opportunities to diverse groups of youth and adults
- ◆ Ability to share decision-making and responsibilities with youth leaders and adult volunteers
- ◆ Interest in program committee area
- ◆ Organizational skills
- ◆ Enthusiasm, patience, and understanding
- ◆ Communication skills
- ⇒ Written and oral communication skills
- ⇒ Willingness to communicate with diverse groups of youth and adults
- ◆ Enrolled as an active member in 4-H Online

Benefits:

- ◆ Learn strategies to teach and lead effective meetings
- ◆ Opportunity to connect with community partners
- ◆ Develop personal and interpersonal communication skills
- ◆ Opportunity for personal growth
- ⇒ Increased confidence
- ⇒ Learn problem solving skills
- ⇒ Practice time management
- ◆ Potential to gain technical skills that are transferable to professional work environments
- ◆ Satisfaction of contributing to positive development of youth, families, and community through exciting events and other opportunities

Training/Orientation:

- ◆ Provided by committee

Resources Available:

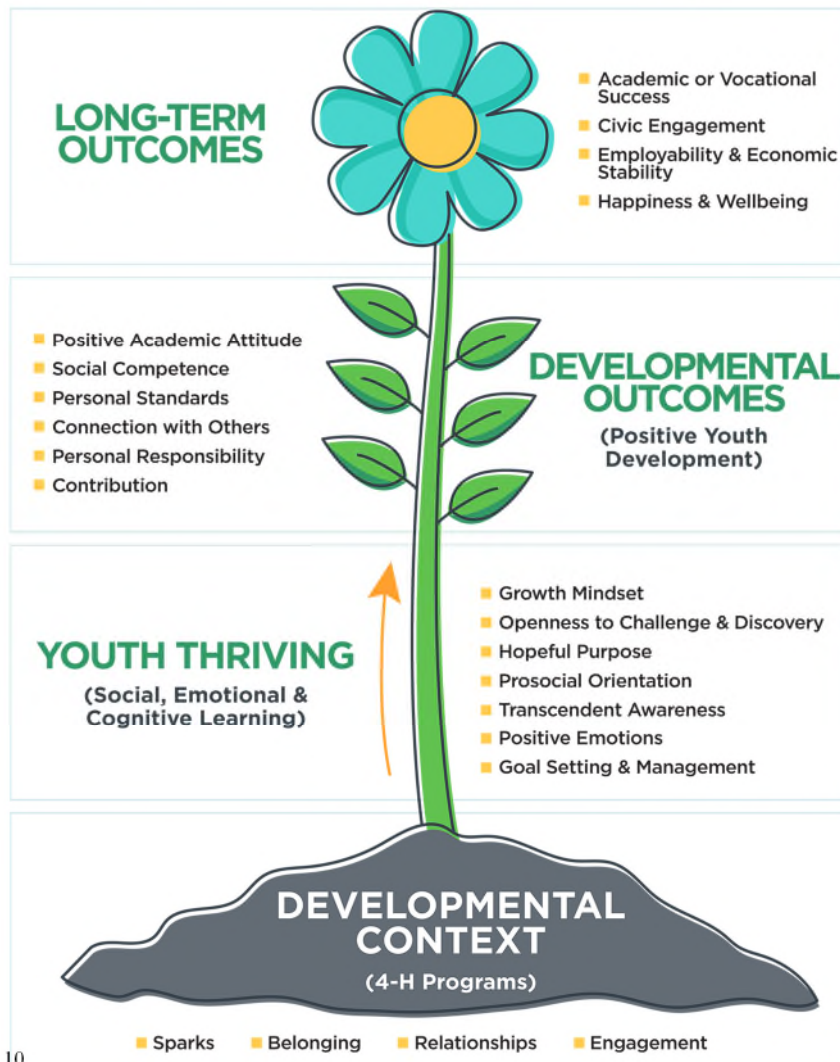
- ◆ Guidance and support from county 4-H Youth Development Staff



Purpose of a Committee

4-H committees...

provide county-wide, hands-on, project or program specific activities and educational opportunities that encourage youth engagement, strengthen youth thriving, support developmental outcomes, and lead to positive long-term outcomes for youth as well as offer support to project leaders in each club.



Name of Committee: **Music, Speaking & Talent (MST)**

Events covered under this committee: **Music Festival, 4-H Band**

How often do you meet?: **Once a year, or by email, more if needed. Available to help on the event day.**

How would you describe this committee and what it does?: **Provides educational music opportunities for youth and adults (such as the 4-H Band), as well as organizes the County 4-H Music, Speaking & Talent Fest (MST).**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes, there are one-time and short-term.**

Name of Committee: **Photography**

Projects covered under this committee: **Photography, Videography**

How often do you meet?: **As needed, 3-4 times a year**

How would you describe this committee and what it does?: **Plans and prepares opportunities to take photos, learn more, and share ideas. Provides information on taking photos, sources, and suggestions.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **We provide a session for Family Learning Day and can use help with that annual one day event.**



Name of Committee: **Livestock Committee**

Projects covered under this committee: **Beef, Meat Goats, Sheep, Swine**

How often do you meet?: **Six times a year/ more if needed**

How would you describe this committee and what it does?: **Plans hands-on educational opportunities for 4-H project members and makes suggestions to the county fair for shows. Plans the Youth Livestock Animal Auction. Sets guidelines and rules.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **There is always room for volunteers on one-time projects or events as well as long-term opportunities on the committee.**



Name of Committee: **Mechanical Sciences**

Projects covered under this committee: **Aerospace, automotive, geospatial, handyman, Legos, robotics, rocketry, scale models, small engines, tractors, welding**

How often do you meet?: **Once per year**

How would you describe this committee and what it does?: **The mechanical sciences committee plans and conduct events to help educate 4-H youth about the mechanical science projects and help them prepare exhibits for the fair.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **We are always looking for people to volunteer for any length of time!**

Expectations, Responsibilities & Guidelines

for Program Committees

- * Be comprised of at least 2 (preferably 3 or more) 4-H youth leaders and/or volunteers who have been approved through the youth protection program and training. **NOTE: Individuals who are not approved through the 4-H Youth Protection program may not be voting members of the committee, work one-on-one with youth, or be included in on all committee specific communication.**
- * Have an appointed chair and secretary
- * Provide a yearly plan of action
- * Submit a yearly budget
- * Strive to have youth participate on committee and create strong youth-adult partnerships
- * Plan a training/meeting to orient new committee members
- * Plan (at least one) county-wide educational workshops, meetings, activities, or events based on the interests of project members
- * Connect with clubs and project members to discover their needs
- * Be ready and willing to share updates and/or work with other committees
- * Work closely with and frequently report plans and activities to 4-H Program Educator

Committees

Name of Committee: **Arts**

Projects covered under this committee: **Arts & Crafts, Basketry, Block Printing, Cake Decorating, Ceramics, Creative Stitchery, Drawing & Painting, Folk Art, Jewelry, Leathercraft, Macramé, Paper crafting, Stencil painting, Tie Dying, Wood Burning**

How often do you meet?: **As needed**

How would you describe this committee and what it does?: **Plans project specific hands-on learning opportunities at Family Learning Day.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes**

Name of Committee: **Cats**

How often do you meet?: **As needed**

How would you describe this committee and what it does?: **Plans project specific hands-on learning opportunities at Family Learning Day.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **There is always room on this committee for volunteers.**



Heartcat is c. Chris Starfire 1999 and used with permission

Name of Committee: **Horse**

Projects covered under this committee: **Horse, Horseless Horse**

How often do you meet?: **Once a month January to November**

How would you describe this committee and what it does?: **We try to plan different activities that the member will enjoy in order to help them learn about the different aspects of caring for and showing horses and ponies.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **There are many different volunteering opportunities from helping with our show and clinics (short/one-time) to holding a one year or two year position on our board (long-term).**

Website or Facebook page: <https://outagamiecounty4horse.com/>

Name of Committee: **Home Environment**

How often do you meet?: **Once a year or as needed**

How would you describe this committee and what it does?: **We get together and talk about the different things out there and see if it would work under the committee or not. Answer any questions that the members have and help them to make things.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes**

Name of Committee: **Dairy, Fiber & Pet Goats** (formerly Goats)

Projects covered under this committee: **Dairy Goats, Pygmy Goats, Pet Goats**

How often do you meet?: **As needed**

How would you describe this committee and what it does?: **Plans hands-on educational opportunities for 4-H project members and makes suggestions to the county fair for shows.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes**



Name of Committee: **History**

Projects covered under this committee:

How often do you meet?: **At least twice a year or as needed**

How would you describe this committee and what it does?: **To maintain the rich heritage of the Outagamie County 4-H History about the members, clubs and leaders.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Long term of maintenance and short-term, one-year commitments to gather and file historical information.**

Name of Committee: **Cloverbuds**

How often do you meet?: **Quarterly via email/zoom at this time more as needed.**

How would you describe this committee and what it does?: **Our committee introduces 4-H to children in kindergarten through second grade through a wide range of hands on activities, ideas, and information.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes, short-term or one time can be helping with just one event, planning for an event, or long-term would be helping the entire year.**

Name of Committee: **Dairy**

How often do you meet?: **As needed**

How would you describe this committee and what it does?: **Plans hands-on educational opportunities for 4-H project members and makes suggestions to the county fair for shows.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes, we are always looking for volunteers in any capacity.**

Name of Committee: **Dog**

How often do you meet?: **Once a year**

How would you describe this committee and what it does?: **Provide hands-on learning, growth, and reflection activities to youth interested in dogs. Addresses changes in requirements or training for the dog project. Set dates for the classes and events. Make suggestions for judges. Prepare a yearly newsletter for members.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Volunteers are needed more long term to help with training/teaching youth and their dogs. Short-term/one-time volunteers are needed to help with set up, clean up, lunch stand, and class set up at shows.**



Name of Committee: **Drama**

Events covered under this committee: **Drama Festival**

How often do you meet?: **As many times as needed to prepare for the event.**

How would you describe this committee and what it does?: **Provides educational theater opportunities for youth members through the Drama Festival.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes**

Name of Committee: **Fiber & Textile Arts** (formerly Knitting and Crocheting)

Projects covered under this committee: **Knitting, Crocheting**

How often do you meet?: **As needed**

How would you describe this committee and what it does?: **Provides hands-on activity for youth to learn and explore at Family Learning Day.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **Yes**



Name of Committee: **Foods & Nutrition Committee**

Projects covered under this committee: **Foods, Food Preservation, Nutrition**

How often do you meet?: **As needed**

How would you describe this committee and what it does?: **Plans a variety of hands-on learning opportunities for project members.**

Are there opportunities for one-time, short-term, and long-term volunteering?: **We would love to have new volunteers.**