





# Welcome!

## **The Kansas 4-H Cloverbuds' Program Welcomes You!**

Kansas State Research and Extension and 4-H Youth Development are pleased to offer 4-H Cloverbuds, an educational program designed specifically for youth ages 5 and 6.

Children of this age have distinctive learning characteristics and developmental needs that are different from older youth who participate in 4-H. That is why the 4-H Cloverbuds program is designed with specific educational objectives and policies focused to benefit 5- and 6-year-old children.

The goal of this guide is to provide 4-H Cloverbuds volunteers (extension agents, adults, and teens) information about the 4-H Cloverbuds program in an easily accessible format for implementing a successful program for 5- and 6-year-olds. Thank you for serving as a 4-H Cloverbuds volunteer. Kansas 4-H Youth Development commends your impact on shaping the lives of these 4-H Cloverbuds participants.



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# The 4-H Core Values

**The 4-H Cloverbuds** program is part of the overall Kansas 4-H program, even though it has different policies and activities than the 4-H club program focused for 7- to 18-year-olds (before January 1). 4-H Cloverbuds is about meeting the developmental needs of its participants. Even so, the 4-H Cloverbuds still embraces the 4-H core values. These core values are:

## 4-H Colors

White symbolizes purity. Green, which is nature's most common color, represents life, springtime, and youth.

## 4-H Emblem

The green four-leaf clover has a white H on each leaf to represent the four H's: Head, Heart, Hands, and Health. The 4-H name and emblem are protected under federal status Title 18, U.S. Code 707.



## 4-H Pledge:

I Pledge my Head to clearer thinking,  
My Heart to greater loyalty,  
My Hands to larger service, and  
My Health to better living,  
For My Club, My Community,  
My Country and My World.

## 4-H Motto

*"To Make the Best Better," a goal for each member to improve themselves.*

## 4-H Slogan

"Learn by Doing," a 4-H member's way of acquiring new skills.

## 4-H Cloverbuds Goals

- » Self-understanding skills (initiating independence and self-direction)
- » Social skills (getting along with others)
- » Decision-making skills (making positive choices)
- » Learning skills (learning to learn)
- » Mastering physical skills (enjoying constructive and creative play)

## Kansas 4-H Cloverbuds Principles

- » Fun
- » Activity-focused
- » Noncompetitive
- » Group-centered learning
- » Leader-directed
- » Positive
- » Success-oriented



# Who May Participate



4-H Cloverbuds is an educational, youth development opportunity specifically for 5- and 6-year-old children. To be eligible to participate, a child must have celebrated his or her 5th or 6th birthday before January 1 of the current year.

4-H Cloverbuds is an age-appropriate educational opportunity; a 4-H Cloverbud cannot be a 4-H club member at the same time.

## Developmental Characteristics of 5- and 6-Year-Olds

Five- and six-year-olds develop and learn in ways that differ from those of younger children and older youth. Understanding the developmental and learning characteristics of this age group provides a foundation for developing effective, age-appropriate programs.

	4-H Cloverbuds	7- to 18-year-old 4-H Program (before January 1)
Type of Learning	Activity Focused	Project Focused
Type of Instruction	Leader Directed	Self-study, Individual, and Leader Directed
Recognition of Standards	Participation	Achievement
Recognition of Goals	Participation	Competition, Achievement
Learner Resources	Activity Manual	Project Manuals

## What are Five- and Six- Year-Olds Like?

### Physical Development

Physical growth is slow and steady during this stage. Large muscles (such as those used for running and jumping) are easier for these children to control than small muscles (such as those used for stringing beads, playing an instrument, or cutting out detailed patterns), so plan activities that keep the children physically active. Children aged 5 and 6 can throw balls better than they can catch them as they learn to control large muscles. This age group is also learning to use tools and materials (such as crayons and scissors) better than during preschool years. And, because they are still learning how to use their large and small muscles, craft activities may end up being messy, with crooked lines and too much glue. However, we suggest choosing activities that help build skill and nurture success for these children.

### Mental Development

Most 5- and 6-year-olds are just learning letters and words. By age 6, most can read words or combinations of words. Because they are just learning, reading takes more time, so be sure to tell them and show them how to do activities with a demonstration.

Attention spans of children in this age group are short, sometimes as little as 5 to 10 minutes. The Cloverbuds curriculum is designed as a series of short activities to accommodate their short attention spans. As you demonstrate, remember that children of this age can distinguish between their own left and right, but not in other people. Also, young children think in very concrete ways. If they have



never seen, heard, felt, tasted, or smelled it, they have a hard time thinking of it. Most children who are 5 or 6 are more interested in working on an activity than in completing it. Eventually, completing an activity will be as important as working on it.

### **Emotional Development**

Children of this age are sensitive to criticism and do not accept failure well. Provide encouraging words, and praise the efforts of all the children in the group. Encouraging words also fulfill the child's strong desire at this age for affection and adult attention. Look for alternative ways the children can help.

### **Social Development**

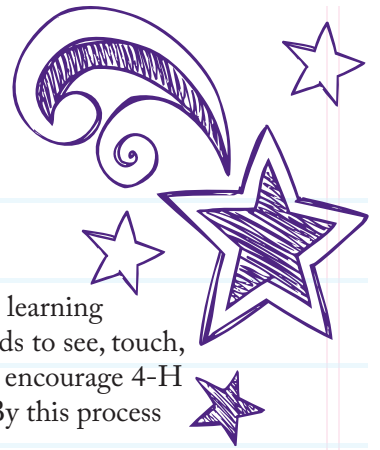
Children aged 5 and 6 are learning how to play with each other. They prefer to work in small groups of two or three, but they still need time to focus on their own work and play. If you have a large group, divide them so that only two or three are involved in an activity together at one time.

Children in the early elementary years may begin to pair up to have a best friend; the best friend may, however, change frequently. Help children develop friendships through learning to share, taking turns, following rules, and being trustworthy. Children at this stage of social and emotional development can be very blunt and say what they think and feel, (such as "You stink!" or "You're ugly!") which can be hurtful to other children. Avoid this behavior by establishing ground rules at the first meeting. A good ground rule might be, "No teasing or mean words." Children in this age group are extremely sensitive to criticism. Again, avoid competition or activities that select a single winner or best person.

Socially, the parent or adult at home is still the primary caregiver; however, children of this age can get very attached to teachers and leaders. Youth ages 5 and 6 like being part of and around family, which is why it is important to involve family members in 4-H Cloverbuds activities. 4-H Cloverbuds can participate and enjoy group discussions, if they are kept brief.

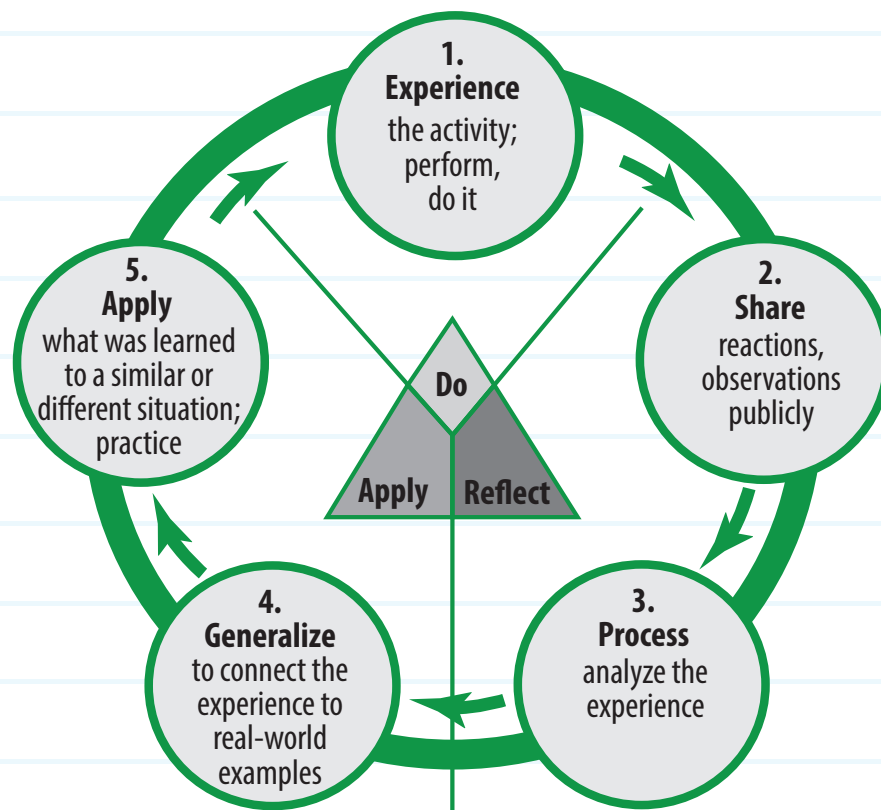


# Experiential Learning Model: Learn by Doing



Children learn and retain more when participating in hands-on or experiential learning activities. Experiential learning is a method that encourages the 4-H Cloverbuds to see, touch, taste, or smell while participating in an activity. As the 4-H Cloverbuds leader, encourage 4-H Cloverbuds to do the activity, ask what happened, and ask what they learned. By this process the 4-H Cloverbuds will learn while having fun. Below is a quick overview.

1. Experience — Do the activity.
2. Share — What did you do?
3. Process — What happened or surprised you?
4. Generalize — How can this activity help you?
5. Apply — What did you learn?





# Instructing 4-H Cloverbuds

When working with 5- and 6-year-olds, keep in mind the learning level of the group of children. Five-year-olds will need more guidance and assistance with the activities in the lessons. Most 5-year-olds rely on picture recognition rather than following written instruction. This group is of kindergarten age and most kindergarten children begin to read short three-word sentences at the end of their kindergarten year. Receptive language is well developed, and 5-year-olds understand nearly everything that is said to them at home, school, and elsewhere. Five-year-olds can understand and use comparative terms such big, bigger, biggest and understands more, less, and same.

Children at this age are learning to write their names and the alphabet but are not yet ready for written activities, which may frustrate the child.

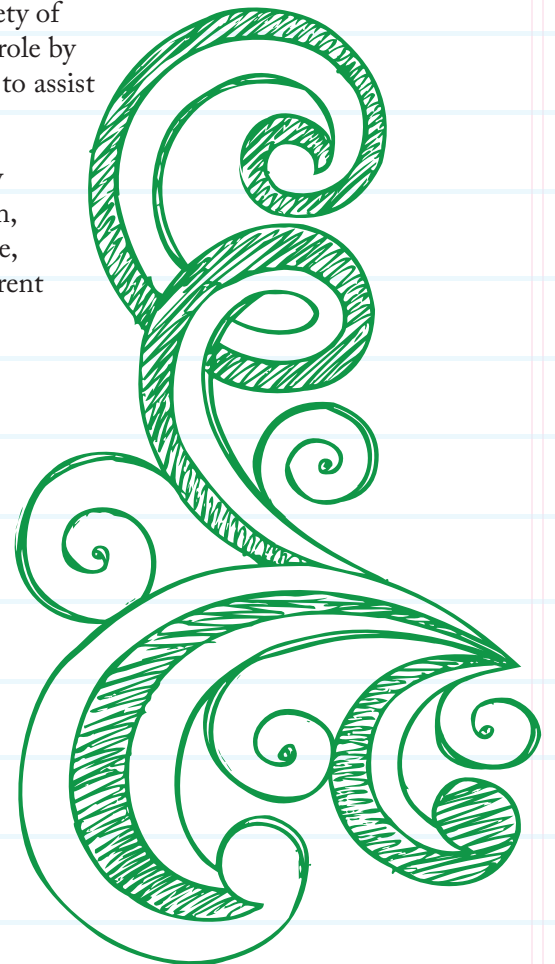
Six-year-olds have more developed motor skills and are more proficient with scissors, crayons, and small tools. Six-year-olds also have more developed skills with written language, but are still learning the mechanics of writing and can complete small written tasks.

Six-year-olds are often quite sensitive to criticism and see the world in terms of black and white, with very little middle ground.

Children aged 5 and 6 are eager to learn, often ask endless “how-what-when-where-why” questions, and are engaged by “what-if” questions. Children in this age range enjoy dramatic play and completing short-term projects.

Parental involvement is encouraged and can be done in a variety of ways. Ask parents to take a turn assisting with the leadership role by leading a session or encourage parents to attend the meetings to assist as needed with the 4-H Cloverbuds.

Experiment with different teaching methods using the variety of suggested lessons found in the 4-H Cloverbuds Curriculum, available from the local K-State Research and Extension office, rather than focusing on one teaching method. Choosing different topics for each 4-H Cloverbuds meeting will encourage the children to explore new ideas.





# Organizing a Group



A minimum of five youth who have reached the qualifying age of eligibility are required to establish a 4-H Cloverbuds group; 4-H Cloverbuds groups may also be organized within neighborhoods or school groups.

## Types of Groups:

- » 4-H Cloverbuds: 4-H Cloverbuds members may form their own group separate from any 4-H club.
- » Sponsored by a Community Club: A 4-H Cloverbuds group can be sponsored by a 4-H community club. The 4-H Cloverbuds may participate through the 4-H club's roll call, then be excused for their own Cloverbuds activities. After the 4-H Cloverbuds activity, the 4-H Cloverbuds may return to listen to the 4-H club's scheduled program of demonstrations and project talks.
- » County/District-wide Cloverbuds: A local 4-H Council may offer a county/district-wide 4-H Cloverbuds group for facilitating group activities.
- » County/District-wide Day Camp: A day camp designed around the developmental characteristics and conducted to meet 4-H Cloverbuds needs.
- » Classroom Setting: 4-H Cloverbuds materials are ideal for kindergarten and first-grade students. Teachers can easily adapt the 4-H Cloverbuds curriculum, available from the local Extension Office, into their educational plan for school enrichment.
- » Afterschool: The theme-based activities can work easily into the afterschool setting. Possibilities for organizing within the afterschool setting may include: extension agents, volunteers, or teens facilitating activities or instructing afterschool staff on the 4-H Cloverbuds activities.
- » Neighborhoods: Reach new audiences through engagement in the local communities where parents may organize learning opportunities for neighborhood children.





# 4-H Cloverbuds Leaders

The 4-H Cloverbuds program requires two volunteer leaders for every 12 children participating in 4-H Cloverbuds activities. The volunteers may be adults or teens who enjoy working with 5- and 6-year-old youth. Volunteers are required to have completed 4-H Volunteer Screening and 4-H Cloverbuds training to serve.



## 4-H Cloverbuds Organizational Leader

Purpose: Provide leadership for a group of 5- and 6-year-olds, 4-H Cloverbuds.

### Basic Requirement:

1. Approved as a Kansas 4-H Registered Volunteer. The Kansas 4-H Volunteer Service Application is available from the local extension office or <http://www.bookstore.ksre.ksu.edu/pubs/4H673.pdf>
2. Complete 4-H Cloverbuds training.
3. Discuss and encourage the idea of establishing a 4-H Cloverbuds group.
4. Promote 4-H Cloverbuds to 5- and 6-year-olds and their parents.

### Responsibilities:

1. Follow the Kansas 4-H Cloverbuds policies.
2. Learn and understand the developmental needs of youth ages 5 and 6.
3. Organize and arrange meeting schedule for a group of 5- and 6-year-olds.
4. Review and plan fun educational activities for the group using the 4-H Cloverbuds curriculum.
5. Recruit and enroll youth ages 5 and 6.
6. Praise and recognize 4-H Cloverbuds in the same manner for their participation.
7. Encourage 4-H Cloverbuds to display products completed during Cloverbuds activities at local fairs, libraries, schools, 4-H Parents' Nights, 4-H Achievement Nights, churches, community festivals, parades, etc.
8. Work cooperatively with the 4-H Cloverbuds' parents, encouraging them to assist with the group.
9. Serve as the communication liaison between the 4-H Cloverbuds group and the extension office.
10. Consult with the local extension agent(s) and parents to determine the financial resources for the group following the Kansas 4-H Cloverbuds policies.





### **Skills/Knowledge Needed**

- » Understanding of youth developmental characteristics;
- » Dedicated to young people and sensitive to their needs;
- » Ability to work in active environment;
- » Communication skills both written and verbal;
- » Organizational skills;
- » Listening skills;
- » Ability to motivate youth; and
- » Small group decision-making skills.

### **Time Required**

- » 1 day Cloverbuds Leader training;
- » Facilitating several 4-H Cloverbuds meetings during the 4-H year that are approximately 1½ hours long; and
- » October through September (4-H Year)

### **Resources Available**

4-H Cloverbuds Curriculum; and County Extension Agent

### **Benefits to Volunteer**

Meet new friends; work with youth; gain leadership skills; and become a role model.

### **Expectations Resulting from this Position**

- » Fun, safe environment
- » 4-H Cloverbuds members feeling safe
- » Self-confidence

### **Contact Person(s)**

- » Extension Agent
- » Club Organizational/Community Leader





# Planning Cloverbuds Sessions

Getting started is the first step. The following suggestions provide a framework for planning well-organized meetings to fit the 4-H Cloverbuds group. As you prepare, ask others such as 4-H Cloverbuds parents or teen leaders to assist. Communicate with them the responsibilities and expectations necessary to ensure 4-H Cloverbuds meetings can be enjoyed by all participating. The goal is a healthy mix of fun in a noncompetitive environment.

Secure a meeting facility and materials for the selected activities. Encourage and invite prospective 5- and 6-year-olds and parents interested in the 4-H Cloverbuds.

## Recruiting 4-H Cloverbuds and Families

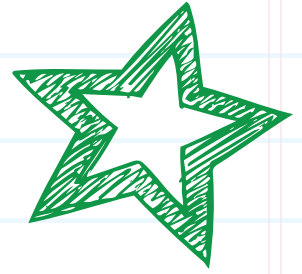
Encouraging young children and families can be as easy as sharing with them the educational opportunities available through 4-H Cloverbuds, such as having fun, learning new skills, and making friends. Sharing the 4-H Cloverbuds opportunities can be done in a variety of ways: word of mouth, a special invitation, newsletters, promotional brochures, and educational displays at club meetings, school open houses, and the library. The goal is to be consistent about sharing the positive, age-appropriate educational opportunities for children.



# 4-H Cloverbuds Parent

## Purpose

*Assist and support your child in his/her 4-H Cloverbuds group.*



## Responsibilities

1. Attend 4-H Cloverbuds meetings regularly.
2. Learn about the developmental characteristics of 5- and 6-year-olds.
3. Apply and complete the 4-H Volunteer Screening to become a registered 4-H Volunteer. Form available from local extension office or <http://www.bookstore.ksre.ksu.edu/pubs/4H673.pdf>
4. Cooperate with the 4-H Cloverbuds leader by assisting at meetings, providing transportation if needed, and supporting group financially.
5. Plan and facilitate special 4-H Cloverbuds activities, as needed.
6. Encourage your child to experience a variety of fun, interactive, cooperative activities.
7. Help your child experience a sense of accomplishment through positive reinforcement.

## Skills/Knowledge Needed

- » Organizational skills
- » Listening skills
- » Communication skills
- » Ability to work with youth and adults
- » Patience, enthusiasm, and cooperation
- » Knowledge of youth development for 5-and 6-year olds.

## Time Required

1½ hours for meetings throughout the 4-H Cloverbuds schedule.

## Training Opportunities

- » 4-H Volunteer to Screening
- » 4-H Cloverbuds' Leaders' Training

## Resources Available

4-H Cloverbuds Curriculum

## Expectations resulting from this position

- » Fun, safe environment;
- » 4-H Cloverbuds' feeling safe
- » Opportunity for building strong family relationships.

## Contact Person(s)

- » 4-H Cloverbuds Leader
- » Extension Agent



# 4-H Cloverbuds Organizational Meeting 1

## 60 minutes - Informational/Orientation

Encourage parent(s) and guardian(s) to attend the first meeting.

### Display

Before the meeting, set up a display promoting 4-H Cloverbuds activities and opportunities. Playing music in the background presents a welcoming environment as people are viewing the displays.



### Welcome and Get-Acquainted Activity

A meeting organized by the 4-H Cloverbuds Leader for 4-H Cloverbuds parents and 4-H Cloverbuds to learn, experience and ask questions.

Open with the Pledge of Allegiance and 4-H Pledge.

Begin with a get-acquainted activity.

- » Have children write their names on a piece of paper and put the name in a hat. Provide nametags for parents.
- » When all children have put their names in the hat, have each child draw a name from the hat.
- » Encourage each child to find the person whose name he or she drew and introduce themselves and share their birthdate. (Please assist as children may be shy or unable to read.)
- » Once all members have located their new friend, introduce each child and family to the entire group.

### Discussion with Parents and New Members

Following introductions, take a few moments to discuss 4-H Cloverbuds with parents. Suggested discussion points include:

- » The 4-H Cloverbuds learning objectives, principles, and goals.
- » Meeting dates, times, and location.
- » Overview of a typical 4-H Cloverbuds meeting.
- » Emphasize that the 4-H Cloverbuds philosophy is noncompetitive and activity-focused.
- » Explain and complete the 4-H Cloverbuds Enrollment Card and 4-H Participation Form.
- » Encourage parents to complete the volunteer screening.
- » Recruit additional parental supervision to encourage parental involvement and help meetings run smoothly.
- » Assign refreshment responsibilities as needed for the meeting.
- » Discuss financial matters such as payment for supplies, field trip expenses, or refreshments.
- » Talk about the number of times to have 4-H Cloverbuds meetings during the year. Frequent meetings are more age-appropriate with this age group; however, planning weekly or bi-weekly takes extra planning.

## Sample 4-H Cloverbuds Activity

Conduct one or two short 4-H Cloverbuds activities from the 4-H Cloverbuds curriculum (preferably from different topics) to demonstrate the variety of activities available for the children. By doing an activity, the children will be engaged, and parents can view the educational opportunities and benefits that will occur during a 4-H Cloverbuds meeting.

## Closing

Close by reciting the 4-H motto. Ask for questions and thank everyone for attending. Announce the date, time, and location of the next meeting. Encourage 4-H Cloverbuds and their parents to attend.

## Refreshments

Serve the 4-H Cloverbuds and their parents refreshments. Encourage everyone to look at the 4-H displays.



# 4-H Cloverbuds Organizational Meeting 2

## 60 minutes

### The 4-H Cloverbuds leader or teen leader will lead the meeting.

Suggested order:

- » Open with the Pledge of Allegiance and 4-H Pledge (Ask members and parents to repeat each line after you.)
- » Conduct a simple get-acquainted activity for learning each member's names. (Encourage the shy ones.)
- » Choose a name for the 4-H Cloverbuds group. (Ask for suggestions; if necessary, begin by suggesting one or two possible names.)
- » Select a regular meeting date, time, and place.

### 4-H Cloverbuds Activity

Conduct two to three activities from a topic in the 4-H Cloverbuds curriculum. When working with the 4-H Cloverbuds age group, keep the activities short, simple, and fun. Also, chose different instructional methods, such as listening to a story, doing an activity, and singing.

### Recreational Activity

The need for active motion is a developmental characteristic and recreation is important. If the topic lesson does not provide a recreational activity, incorporate a recreational activity into the meeting. The recreation activity may be a quiet inside game for "fun" or a song that all can sing.

### 4-H Cloverbuds Induction Ceremony

An induction ceremony can be a special way to welcome 4-H Cloverbuds into the group. A ceremony can add significance to 4-H and provide a way to express the values and ideals of the organization.

The induction ceremony can be conducted in many ways, from simple to very elaborate. When conducting a ceremony, parents, family members, and friends may be invited. For ceremony ideas check out Celebrating with 4-H Ceremonies available at local extension offices or at <http://www.bookstore.ksre.ksu.edu/pubs/4H824.pdf>

Clover Outline and Directions available here: <http://www.kansas4-h.org/about/name-emblem.html>





# Suggested 4-H Cloverbuds Induction Ceremony

**4-H Cloverbuds Leader:** As we pause for a quiet moment, let us think of the four-leaf clover, which is the symbol of our organization. As a 4-H Cloverbud, you represent the four-leaf clover with an “H” on each leaf. The Hs stand for Head, Heart, Hands, and Health. These are symbols of the teaching of 4-H, by which we try to become better citizens for our club, our community, our country and our world today and tomorrow. The green clover is the symbol of youth, life and growth. The white “H” is for purity, hope, and high ideals.

The **Head** guides our lives. It represents knowledge and wisdom. Knowledge is learning facts. Wisdom knows how to use these facts wisely. This leaf represents head.

All our ideals and dreams come from the **Heart**. Without the heart, there is no desire, no will, and no conscience. Heart makes us caring individuals. This leaf represents heart.

Our **Hands** represent our service to others. Hands can do no good by themselves; they are tools of the head and heart. Let our hands become the symbol of expression of our ideals and dreams. This leaf is for hands.

Good **Health** is important to living a good life. Good nutrition and physical fitness serve as building blocks for good health. We add this leaf to represent good health.

The beauty of the leaf cannot develop, and would not be complete, without the support of the stem. The stem represents the 4-H volunteers and parents who support you.

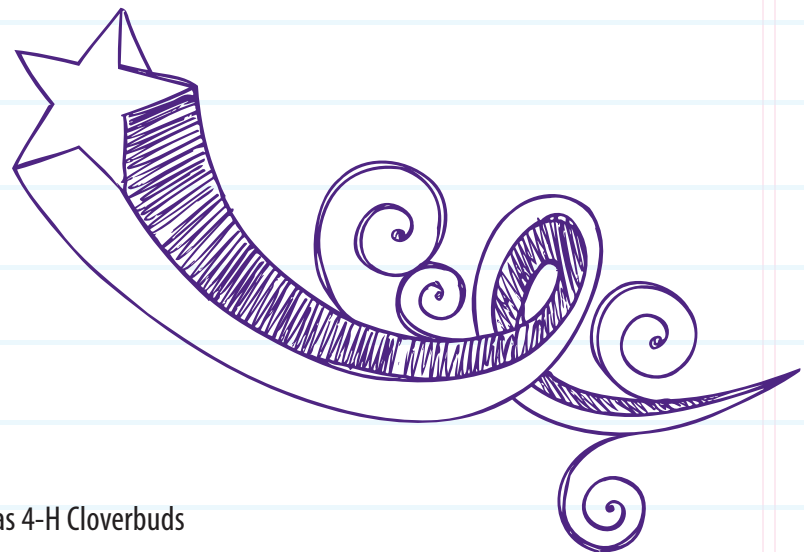
The 4-H clover is now complete: Head, Heart, Hands, and Health. May the Hs of 4-H help you grow into a responsible citizen. 4-H Cloverbuds members, please join me as we repeat the 4-H pledge.

## Closing

Close by reciting the 4-H motto. Announce the date, time, and location of the next meeting. Encourage 4-H Cloverbuds and their parents to attend.

## Refreshments

Serve the 4-H Cloverbuds and their parents refreshments.



# 4-H Cloverbuds Organizational Meeting 3 60 minutes

**The 4-H Cloverbuds Leader or teen leader will lead the meeting.**

Suggested order:

- » Open with the Pledge of Allegiance and 4-H Pledge

## **4-H Cloverbuds Activity**

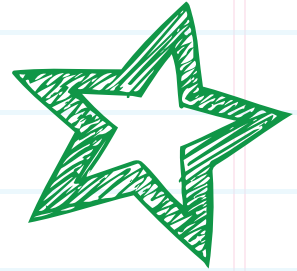
Conduct three to four activities from a topic in the 4-H Cloverbuds curriculum. When working with the 4-H Cloverbuds age group, keep the activities short, simple, and fun. Also, choose different instructional methods such as listening to a story, doing an activity, and singing.

## **Recreational Activity**

The need for active motion is a developmental characteristic and recreation is important. If the topic lesson does not provide a recreational activity, incorporate a recreational activity into the meeting. The recreation activity may be a quiet inside game for “fun” or a song that all can sing.

## **Refreshments**

Serve the 4-H Cloverbuds and their parents refreshments.





# Kansas 4-H Cloverbuds Policies

## 1. 4-H Cloverbuds is activity-focused, rather than project-focused.

A 4-H Cloverbuds member participates in noncompetitive, age-appropriate, properly supervised events or activities sponsored or conducted by another 4-H group.

### *Best Management Practices*

The 4-H Cloverbuds member should participate in group activities and cooperative experiences with the entire activity completed in one short session. 4-H Cloverbuds activities should use the 4-H Cloverbuds curriculum.

## 2. 4-H Cloverbuds programming is cooperative, rather than competitive.

The 4-H Cloverbuds program is based on cooperative learning. The 4-H Cloverbuds member is to participate in activities and opportunities where the member practices developmental skills, discovers talents, and learns about fairness in a nonjudgmental environment.

### *Best Management Practices*

The 4-H Cloverbuds member should participate in group-type activities with cooperative experiences. Products made during the group activities may be showcased for public display or show-and-tell.

## 3. 4-H Cloverbuds exhibits can be showcased at fairs and public events, but a 4-H Cloverbuds member may not participate as a competitive exhibitor in traditional 4-H events.

The 4-H Cloverbuds member may exhibit or showcase activity-related items from their 4-H Cloverbuds experiences at appropriate locations. The 4-H Cloverbuds member may not participate as a competitive exhibitor and is not eligible to receive premiums or awards in traditional 4-H events. The 4-H Cloverbuds member may receive a 4-H Cloverbuds ribbon.

The 4-H Cloverbuds member is allowed to showcase a pet from the approved list in accordance with 4-H Cloverbuds pet policies. The 4-H Cloverbuds member may not own and/or show 4-H livestock.

### **Pet Policies**

- » A 4-H Cloverbuds member may showcase a pet from the approved pet list.
- » Wildlife cannot be allowed (in accordance with Kansas Wildlife and Parks policies and statutes).
- » All pets must be caged, leashed, and/or contained as appropriate and manageable/under-control.
- » A parent or guardian must be present with their child and pet at all times.
- » Pets cannot be included in overnight exhibits at the fair but may be used as a show-and-tell activity or showcase.

### **Approved Pets:**

Amphibians — frogs, toads	Ant Farms	Cats	Dogs	Guinea Pigs	Fish
Gerbils	Parakeets	Rabbits	Hamsters	Mice	Rats

### *Best Management Practices*

The 4-H Cloverbuds member may showcase a product, poster, or notebook of 4-H Cloverbuds activities. Pets from the approved list can also be showcased.

### **Public Event and Fair Showcase**

The 4-H Cloverbuds member is encouraged to showcase a product, poster, or a notebook of 4-H Cloverbuds activities. Suggested locations include noncompetitive show-and-tell-type displays at local fairs, libraries, schools, 4-H Parents' Nights, 4-H Achievement Night, churches, community festivals, parades, etc. Pets cannot be included in overnight exhibits at the fair, but may be used as show-and-tell.

A separate "4-H Cloverbuds" division should be created for showcase entries at the fair. 4-H Cloverbuds recognition ribbons may be given, but all members should receive the same ribbon to maintain the noncompetitive nature of the showcase. A show-and-tell type experience between the 4-H Cloverbuds member and an adult or older teen is encouraged to provide positive feedback on the entry.

### **Suggested 4-H Cloverbuds Fair Division**

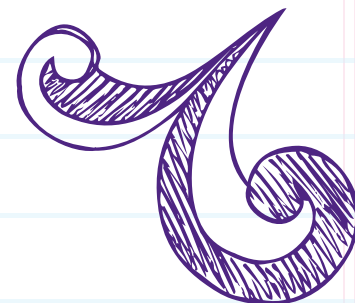
1. 4-H Cloverbuds may exhibit or showcase age-appropriate activity related items from their 4-H Cloverbuds experiences.
2. The 4-H Cloverbud may showcase a product, poster, or notebook for a show-and-tell type display.
3. A 4-H Cloverbud may showcase a pet from the approved list during his/her show-and-tell. Pets cannot be included in overnight exhibits. No livestock can be exhibited.
4. The 4-H Cloverbud may not participate as a competitive exhibitor and is not eligible to receive premiums or awards. A 4-H Cloverbud may receive a 4-H Cloverbuds ribbon or participation award.

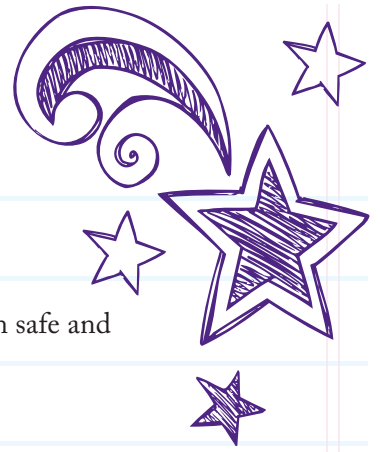
### **4. A Ratio of 2 Adults to 12 4-H Cloverbuds members (2:12) is required.**

A minimum of two adult leaders is required to start a 4-H Cloverbuds group. 4-H Cloverbuds group must have two (2) adults per twelve (12) children (ratio of 2:12). There must be appropriate adult supervision (leaders, parents, or teens) at every 4-H Cloverbuds meeting and/or activity relative to the size of the group. Adult and teen volunteers must be registered through the Kansas 4-H Volunteer Screening process.

### *Best Management Practices*

Family involvement is typically one of the key components of the 4-H program. Because parents and/or guardians are a vital part of the development of their children, it is recommended that parents and or/guardians also attend the 4-H Cloverbuds activities to assist and support their child and the 4-H Cloverbuds group.





## 5. 4-H Cloverbuds requires a safe environment.

The 4-H Cloverbuds program must ensure the 4-H Cloverbuds members remain safe and have a positive, developmentally appropriate 4-H experience.

### *Best Management Practices*

Before each activity, the adult or older teen leader must identify any potential hazards and avoid putting the 4-H Cloverbuds members at risk.

4-H Cloverbuds leaders should know and practice safety precautions and consult with the local extension agent concerning insurance coverage. American Income Life Insurance covers each registered member while they are participating or attending approved and adult-supervised group activities, but does not cover children ages 5 and 6 with animal projects.

## 6. A 4-H Cloverbuds group does not have officers.

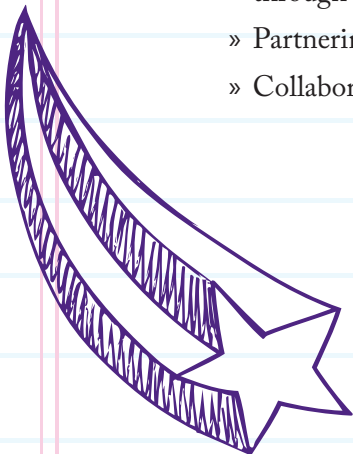
4-H Cloverbuds groups may not conduct formal business meetings; therefore, they do not have officers. Children ages 5 and 6 are not developmentally ready to fulfill the responsibilities of a club office. A structured routine for the 4-H Cloverbuds group is, however, important when conducting Cloverbuds activities. Additionally, maintaining age appropriate activities for 4-H Cloverbuds is essential and therefore:

- » No annual records are to be kept or submitted for judging.
- » 4-H Cloverbuds earn recognition based on participation. All 4-H Cloverbuds are, however, to receive the same recognition, meaning that placements and other competitive awards are not age-appropriate.

### *Best Management Practices*

When implementing a 4-H Cloverbuds program, the local extension unit should consider:

- » Recruiting interested persons for leadership roles.
- » Encouraging teen leaders to serve in a leadership role.
- » Organizing a county/district-wide group.
- » Sponsorship by a local 4-H club.
- » Allowing 4-H Cloverbuds members to come to the regular 4-H club business meeting through roll call; then are released for a 4-H Cloverbuds activity in a separate area.
- » Partnering with after-school or school-based clubs.
- » Collaborating with civic groups and other youth organizations.

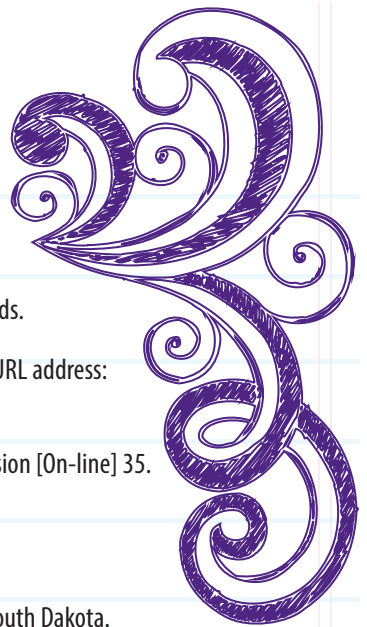


**7. The 4-H Cloverbuds members do not manage money.** The 4-H Cloverbuds member does not pay dues. The 4-H Cloverbuds leaders, volunteers, and parents will decide how group expenses will be handled.

*Best Management Practices*

For financial management purposes, 4-H Cloverbuds group finances may be handled by a sponsoring 4-H club or the local 4-H events council.

**8. Cloverbuds groups that become an established club must follow Kansas 4-H Youth Development Policies,** [http://www.kansas4-h.org/about/docs/policy-guide/Kansas\\_4H\\_YD\\_Policy\\_Guide.pdf](http://www.kansas4-h.org/about/docs/policy-guide/Kansas_4H_YD_Policy_Guide.pdf). Section D includes guidelines for Cloverbuds.



## Resources

Farm Safety 4 Just Kids (2007). "Paws 4 Farm Safety". S. Burgus (Editor) Urbana, IL: Farm Safety 4 Just Kids.

National 4-H Headquarters (2008). Kindergarten – 3rd Grade Programming in 4-H [On-line]. Available URL address: <http://www.national4-hheadquarters.gov>

Scheer, S. D. (1997). Programming parameters for five- to eight-year-old youth in 4-H. Journal of Extension [On-line] 35. (4). Available URL address: <http://www.joe.org>

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