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## Volunteer Learning Modules: Introduction to Michigan 4-H Part 2

### Section 4: 4-H Delivery Methods

There are a variety of different delivery methods that are used in Michigan 4-H; however, it is always important to have a conversation with local 4-H staff member to understand how the different delivery methods fit into your local county 4-H Program.

- **4-H Clubs and Groups:** Groups meet monthly or more and are led by 4-H volunteer leaders. These are the most familiar long-term experience available through 4-H.
- **4-H SPIN Clubs:** 4-H SPIN clubs typically include five or more youth who are interested in learning about a specific project or topic. They meet six to eight times in less than 8 weeks for about an hour at a time.
- **4-H Camping Programs:** 4-H camps are typically held in outdoor settings and may be day or overnight camps.
- **4-H School Enrichment:** These classroom activities are usually delivered by MSU Extension program staff, 4-H volunteers, teachers, or some combination of these within a classroom
- **After-school:** After-school programs typically incorporate 4-H educational materials and provide care for youth while parents are working.

### Section 5: 4-H Volunteer Roles

There are a variety of different ways one can volunteer with Michigan 4-H. It is always important to have a conversation with local 4-H staff member to understand how the different volunteer roles fit into your local county 4-H Program.

- **Organizational/Administrative Leader:** Responsible for the club's overall management.
- **Project leader:** Work with small groups of youth in a specific project area.
- **SPIN Club Volunteer:** These volunteers provide leadership to 4-H clubs that meet approximately 6-8 times within a two-month timeframe.
- **Chaperone:** A volunteer who is at least 21 years of age who is responsible for a group of youth at a 4-H experience, it could be a field trip, day camp, overnight camp experience, 4-H Exploration Days, or 4-H workshops to name a few.

### Section 6: 4-H Funds

The Michigan 4-H money management and financial reporting policies and procedures are designed to protect the reputation of the 4-H members, volunteers, staff, and organization as a whole. 4-H is a public organization and a high level of accountability is required. These required procedures for money management and reporting must be followed and necessary forms submitted to MSU Extension staff to maintain group records and ensure transparency with the public and protect the 4-H volunteer. These resources are designed to support you in handling 4-H funds:

**To contact an expert in your area, visit [extension.msu.edu/experts](https://extension.msu.edu/experts) or call 888-MSUE4MI (888-678-3464)**

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- › Financial Manual for 4-H Volunteers: Leading the Way to Financial Accountability  
[https://www.canr.msu.edu/resources/financial\\_manual\\_for\\_4\\_h\\_volunteers](https://www.canr.msu.edu/resources/financial_manual_for_4_h_volunteers) This guide gives adult 4-H volunteers the information they need to handle financial matters in any 4-H club or group. It is particularly helpful to volunteers who are teaching youth treasurers and other 4-H'ers how to handle the financial business of the 4-H club or group.
- › Financial Manual for 4-H Treasurers: Managing Money Wisely  
[https://www.canr.msu.edu/resources/financial\\_manual\\_for\\_4\\_h\\_treasurers](https://www.canr.msu.edu/resources/financial_manual_for_4_h_treasurers) This book for youth and adult treasurers details the roles and responsibilities of Michigan 4-H group treasurers and provides the information treasurers need to keep their treasuries and records in compliance with federal, state, and university financial regulations.
- › Financial Management: Protect your reputation as a 4-H volunteer  
[https://www.canr.msu.edu/news/financial\\_management\\_protect\\_your\\_reputation\\_as\\_a\\_4\\_h\\_volunteer](https://www.canr.msu.edu/news/financial_management_protect_your_reputation_as_a_4_h_volunteer)  
This MSU Extension News article explains that the objectives of the Michigan 4-H financial management procedures are to: 1) Protect the reputations of 4-H volunteers against allegations of misuse of 4-H funds, 2) Model and teach money management skills to 4-H'ers, 3) Remind 4-H members and volunteers that funds raised in the name of 4-H are public funds, and 4) Avoid lawsuits and negative media coverage that could tarnish the name and reputation of Michigan 4-H Youth Development.