



**MISSISSIPPI STATE UNIVERSITY EXTENSION SERVICE
4-H ORGANIZATIONAL LEADER AGREEMENT**

(Please Type or Print) To be reviewed and renewed as necessary.

Adults who assume volunteer roles within Mississippi State University Extension Service have the opportunity for a rewarding experience. It is recognized that a volunteer's role is less difficult and easier to manage when the expectations and responsibilities have been outlined and communicated prior to the task.

The following expectations have been established for persons serving in a volunteer capacity as the Local Club Leader. Please carefully consider the following expectations and confirm that you are aware of the expectations by placing your signature where indicated. In addition, a Local Club Leader can expect the following from Mississippi State University Extension Service.

Full Legal Name: _____

Address: _____

I volunteer to serve as Organizational Leader for _____ Club in _____

County for the program year of October 1 to September 30, ____ yr.

I am aware that my term as leader will be subject to review each year by the 4-H Agent.

Club Leader agrees to:

- Enroll as a volunteer on an annual basis.
- Actively seek volunteers and youth from a variety of racial, ethnic, religious, and socio-economic groups in your community.
- Be sure that each 4-H youth and volunteer completes an enrollment card annually. Return all enrollments to the county Extension office at the designated time and date each year.
- Recruit and involve other volunteers as project and activity leaders in the local club, as well as county programs.
- Provide a positive educational environment each month that will enable youth to grow, learn, and develop friendships within the local unit. Promote responsibility, personal growth, and planning of 4-H projects by each club member.
- Be supportive of all Extension programs. Serve as the contact person between local club and County Extension Agent keeping youth informed of Extension program opportunities.
- Work with local officers, members, and volunteers to develop an annual Local Club Program Plan and submit a copy of the plan to the county Extension office at the designated time each year.
- Participate in county leaders council meetings and/or volunteer trainings annually.
- Support county fundraising goals and activities and encourage the participation of local club members.
- Inform the county Extension office of activities in the club at the local and county level and of needs and changes necessary for the continued growth of the 4-H program.

- Maintain sound working relationships with County Extension Agent and fellow volunteers.

Cooperative Extension agrees to:

- Provide an orientation session to the Mississippi 4-H programs, mission, purpose and goals as they relate to youth programming and the purpose and expectations of a local club unit.
- Provide orientation, educational programs, and resource materials to develop an individual's understanding and management of volunteer assignments.
- Set educational tone and direction for 4-H and Extension programs.
- Provide educational materials and resources for educational programs.
- Provide role descriptions for leadership roles and committees for use at the local club level.
- Provide assistance, support, and encouragement to all volunteers.
- Give recognition for time and energy devoted by volunteers at all levels of 4-H club work.
- Inform volunteers of events and activities via Extension newsletters and general correspondence.
- Maintain sound-working relationships with volunteers and parents involved in the 4-H program.

4-H Agent's Signature Date

Organizational Leader's Signature Date