

# 2024 KANSAS 4-H PROJECT PARTNERSHIP TEAM GUIDELINES



## **Background:**

For over a century Kansas 4-H has been deeply rooted in volunteer and teen leader involvement. Throughout the years, we have had various groups and committees, most recently Kansas 4-H Action Teams, working across the 4-H project areas to deliver programmatic opportunities, make recommendations for project advancement, and the list goes on. It was time to re-evaluate the structure of these teams and how we move forward. These teams have played an integral role and will continue to do so, but with a new name and broader view. The Kansas State 4-H Team has reviewed the Kansas 4-H Action Team guidelines and rebranded this volunteer opportunity to be Kansas 4-H Project Partnership Teams. These teams will be able to provide opportunities for more 4-H project areas.

The Kansas 4-H Project Partnership Teams are:

- Animal Science
- Communication & Expressive Arts
- Consumer & Family Science
- Discovery Days\*\*
- Engineering & Technology
- Leadership & Personal Development
- Natural Resources
- Plant Sciences\*

\* This will be a 4-H Project Partnership Team that will be coming in the future.

\*\* Discovery Days also needs a team to help deliver this educational experience, and it will follow the same application process as the Project Partnership Teams and be considered as such.

With this restructure, everyone interested in serving will need to apply for a 4-H Project Partnership Team. We will be looking for a variety of expertise around the projects that fall under each 4-H Project Partnership Team.



# 2023/2024 Kansas 4-H Projects



## Animal Science

Beef  
Dairy Cattle  
Dairy Goats  
Dog  
Horse  
Meat Goats  
Pets  
Poultry  
Rabbits  
Sheep  
Swine  
Veterinary Science

## Consumer & Family Science

Sewing & Textile Design  
Shopping in Style  
Family Studies  
Fiber Arts  
Foods & Nutrition  
Health & Wellness  
Interior Design & Architecture

## Plant Sciences

Entomology  
Agronomy  
Forestry  
Horticulture & Landscape Design

## Engineering & Technology

Ag Mechanics Welding  
Building Block Engineering  
Astronomy  
Computer Science  
Electric & Renewable Energy  
Robotics  
Aerospace/Rocketry  
Small Engines  
Uncrewed Aircraft Systems  
Woodworking

## Natural Resources

Environmental Science  
Geology  
Shooting Sports  
Wildlife

## Leadership & Personal Development

Civic Engagement  
Leadership  
Reading Adventures  
Self-Determined

## Communication & Expressive Arts

Communications  
Performing Arts  
Photography  
Visual Arts



## What are the Kansas 4-H Project Partnership Teams?

Kansas 4-H Project Partnership Teams (PPT) serve to bring youth, volunteers, and K-State Research and Extension professionals together to:

- Enhance learning through project pathways,
- Provide leadership in the development of a project subject matter,
- Review, recommend, and provide professional development opportunities for KSRE professionals and volunteers on curriculum and other resources, and
- Provide leadership in planning and conducting one or more state educational experiences.

The Kansas 4-H Project Partnership Teams assure grassroots involvement, provides leadership opportunities, and creates a group of informed, motivated individuals across the state. Project Partnership Teams may either be on-going or convened for a specific time to design and implement a specific program or initiative.

Decisions regarding the formation of a new team or the dissolution of an existing team lie with the Kansas 4-H State Program Leader and the 4-H Specialist(s).





### **Responsibilities:**

The role of the Program Partnership Team is to provide guidance, and leadership in the development of a project subject matter or program including conducting and managing major state events or educational experiences of the Kansas 4-H program. Areas of responsibility are to be outlined for each team by the 4-H Specialist with the approval of Kansas 4-H Youth Development Program Leader. Final accountability for accepting team recommendations and implementing Kansas 4-H programs rests with the designated 4-H Specialist(s) and the Kansas 4-H State Program Leader.

Responsibilities may be modified annually by the 4-H Specialist with the approval of Kansas 4-H Youth Development Program Leader based on:

1. Changing needs,
2. Interest of team members,
3. Special funding opportunities, or
4. Suggestions from other Extension professionals.

### **Areas of Responsibility Include:**

1. Participate in team meetings as requested by 4-H Specialist(s) (at minimum on a quarterly basis). In-person or virtual communication may be used to conduct the business of the team, as needed. Non-participation by members may result in removal of that member from the 4-H Project Partnership Team.
2. Conduct appropriate statewide educational experiences as suitable to the purpose of the team and area of emphasis.
3. Assist with the training of volunteers as needed for the provided learning opportunities. In some cases, this may be Extension professionals.
4. Review and make suggestions, as appropriate, to State 4-H Office for curriculum by reviewing, recommending, and providing professional development opportunities for KSRE professionals and volunteers on curriculum and other resources. This may also include award program and project exhibition opportunities.
5. Promote participation in the project/program area, including donor recognition, if necessary.
6. Demonstrate proper financial accountability. This includes budgeting for required line items as designated by the State 4-H Office. Project Partnership Team funds are maintained in a Kansas 4-H Foundation account. The 4-H Specialist(s) will maintain an account and provide a financial report at meetings, when appropriate, and will be responsible to pay all fees as designated by the State 4-H Office.



Final accountability for accepting team recommendations and implementing Kansas 4-H programs rests with 4-H Specialist Team and the Kansas 4-H Youth Development Program Leader.

**Project Partnership Team principles include:**

- A commitment to the mission of K-State Research and Extension, the Kansas 4-H Program, and Kansas State University.
- Understand and support of the principles of positive youth development.
- Share the partnership of youth, adult volunteers, and Extension professionals, with a rotation of terms to the team. Enhance the teen and volunteer led team.
- An appointed membership aligned with Kansas demographics of differing ages, geographic, and cultural representation preferred.

**Establishment:**

The need for a 4-H project partnership team in a special area may be suggested by Extension professionals, volunteers, or members. The decision to establish such a team rests with the Kansas 4-H Youth Development Program Leader, who shall confer with the Kansas 4-H State Team.

Criteria to be considered in selection will include, but not limited to:

1. The extent to which agents and volunteers may already be involved with other committee assignments,
2. Geographic distribution throughout the state, and
3. Securing a balance of interest among team members between youth development and the expertise in the project areas under the project partnership team.

Ideally, a State 4-H Program Partnership Team shall have a minimum of 12 positions, with 4 adult volunteers, 4 youth (13 years old before January 1) and 4 Extension professionals. Adult volunteers must be a currently registered (screened and appointed) Kansas 4-H volunteer and teens must be actively enrolled in the Kansas 4-H program. No more than two members of a household may serve as voting members on a Program Partnership Team at the same time.





The Program Partnership Team members provide:

- Enhanced learning through project pathways,
- Leadership in the development of a project subject matter,
- Reviews, recommendations, and professional development opportunities for KSRE professionals and volunteers on curriculum and other resources, and
- Leadership in planning and conducting one or more state educational experiences.

A sub-committee of additional youth, volunteers (need to be screened and appointed by their local Extension unit), and Extension professionals may be needed to carry out an educational experience. These individuals do not need to be a member of the project partnership team to help plan, conduct and manage the educational experiences. In fact, it is encouraged to recruit additional help on special projects to assist the Program Partnership Team, as needed. These individuals would serve as a non-voting member and would help carry out the educational experience(s) as outlined by the Project Partnership Team. At least two Project Partnership Team members will serve on any sub-committee.

A 4-H Specialist will serve as an ex-officio member. The exact composition of membership distribution may ebb and flow over time. Total position needs for each team will be determined by the faculty advisor the Kansas 4-H Youth Development Program Leader.

It is suggested that adult volunteer and Extension professional positions will consist of one 2-year term with terms renewable. The youth positions will consist of a 2-year commitment with an option to renew for another 1- or 2-year commitment. Rotations will be implemented so appointments of the members do not expire simultaneously.

Final appointment will be made by the 4-H Specialist(s) and the Kansas 4-H Youth Development Program Leader.

### **Terms of Members:**

- Adult volunteer positions will consist of a 2-year renewable term.
- Teen volunteer positions will consist of a 2-year commitment with the option to renew for another 1- or 2-year term as a teen. After a teen is no longer enrolled in 4-H and has reached the age of 18 they may reapply as an adult volunteer.



### **Terms of Members continued:**

- Extension professional positions will consist of a 2-year renewable term. Extension professionals should seek the approval of their local Extension director, Extension board, and Regional director to serve on a Kansas 4-H Project Partnership Team.
- Additional teens, volunteers, and Extension professionals asked to help the Program Partnership Team plan, conduct and manage the educational experiences, will serve as a non-voting member. Once the educational experience has concluded, their obligation has been fulfilled.

### **Meetings:**

- Participate in team meetings as requested by 4-H Specialist(s) (at minimum on a quarterly basis). In-person or virtual communication may be used to conduct the business of the team, as needed. Non-participation by members may result in removal of that member from the 4-H Project Partnership Team.
- Date, time, and location of meetings are determined by a consensus of the Program Partnership Team members and the 4-H Specialist.
- Each committee will elect its own chair, chair-elect, and secretary, each for a one-year term. It is encouraged the chair and chair-elect positions are filled by youth members. The 4-H Specialist will conduct the first meeting of a new committee, with election of permanent officers to be held at the conclusion of the first meeting.
- A sub-committee of additional youth, volunteers (need to be screened and appointed by their local Extension unit), and Extension professionals may be needed to carry out an educational experience. These individuals do not need to be a member of the project partnership team to help plan, conduct and manage the educational experiences. In fact, it is encouraged to recruit additional help on special projects to assist the Program Partnership Team as needed. These individuals would serve as a non-voting member and would help carry out the educational experience(s) as outlined by the project partnership team. At least two project partnership team members will serve on any sub-committee.
- Agendas are to be developed by the chair and the 4-H Specialist and distributed electronically to all team members in advance of the meeting.
- Travel and lodging expenses are the responsibility of the individual members.





### **Application for Membership:**

- Prospective Program Partnership Team members must apply for membership.
- As terms end, those that wish to renew will complete a renewal application.
- The annual application deadline is November 1.

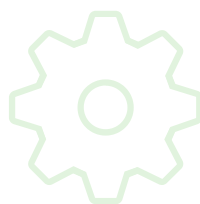


- Applications are processed and reviewed by the 4-H Specialist and the chair or an adult representative of the 4-H Program Partnership Team. Final appointment will be made by the 4-H Specialist in cooperation with the State 4-H Program Leader or designee. Notification of appointment will be communicated by the 4-H Specialist.
- Extension Professionals will have to have their Regional Director approve their application. The application will automatically be sent to the Regional Director after it has been submitted for approval.
- An annual Project Partnership Team Summit will be held on Saturday, February 3, 2024, in Wichita at the Sedgwick County Extension Office. All appointed members are expected to be in attendance.

### **Information Sharing:**

Names and Extension Unit of Kansas 4-H Project Partnership Team members will be posted on Kansas 4-H website. Additionally, program information will be shared through the Kansas 4-H Website.

Reports of team meetings will be distributed electronically to all team members and to others as requested.



# KANSAS 4-H PROJECT PARTNERSHIP TEAM ROLE DESCRIPTION



Title/Position: Kansas 4-H Project Partnership Team Member

Purpose: Represent Kansas 4-H as a member of a Kansas 4-H Project Partnership Team to provide guidance, leadership in the development of a project subject matter or program including conducting and managing major state events or educational experiences of the Kansas 4-H program.

## Responsibilities and Duties:

- Participate in team meetings (in-person and virtual), as requested
- Plan and facilitate appropriate statewide educational experiences
- Review and make suggestions, as appropriate, to State 4-H Office for curriculum by reviewing, recommending, and providing professional development opportunities for KSRE professionals and volunteers on curriculum and other resources. This may also include award program and project exhibition opportunities.
- Promote participation in the project area(s)
- Demonstrate proper financial accountability
- Attend the Project Partnership Team Summit
- Volunteers: Serve as a screened and locally appointed Kansas 4-H volunteer

## Skills and Knowledge Needed:

- Interest in and knowledge of the project area(s)
- Understanding of the principles of positive youth development
- Communications skills, verbal and written

## Length of Terms:

- Adult Volunteer Position: 2-year term with option to renew for additional terms
- Teen Volunteer Position: 2-year terms with option to renew for an additional 1- or 2-year term
- Extension Professional Position: 2-year term with option to renew for additional terms

## Resources Available:

- 4-H Project Partnership Guidelines
- Online volunteer training and orientation materials
- Project pages on the Kansas 4-H Website: [www.kansas4-h.org/projects/](http://www.kansas4-h.org/projects/)
- 4-H Specialists

## Benefits for Volunteers:

- Opportunity to provide leadership and direction for the Kansas 4-H program
- Opportunity to share passion, skills and knowledge of a project area with 4-H youth and leaders from across the state
- Satisfaction of helping provide quality youth programming for Kansas youth and volunteers.

## Contact Person(s):

State 4-H Extension Specialist, 4-H Youth Development, 201 Umberger Hall, 1612 Claflin Road, Manhattan, KS 66506-3404 Phone: 785-532-5800

