



Club Leader Communication Toolkit

Resources for communication with membership

This communication toolkit is designed to aid you in effectively communicating with your 4-H club members. Inside this toolkit, you will discover templated messages that can be tailored to suit the specific needs of your club. Our objective is to reach out to families within the first week to ensure timely dissemination of information.

Additional details about leading a 4-H club can be found at [Leading a 4-H club | UMN Extension](#).

Using 4-H Online to generate a club roster

Before every meeting please log into 4honline and check your club roster to pull the most current list of 4-H membership.

4-H Online 2.0 club leader access

Message 1: Welcoming a new member to your club

Subject: Welcome to the [insert name of club] 4-H Club!

Dear [Name],

Greetings and welcome to the Happy Clovers 4-H Club! We are thrilled you have decided to join the 4-H program with your family. Our club meetings occur on the first Sunday of each month at 4 pm at Clover City Hall in Clover City. Typically, our meetings last for about one hour. During our meetings, we cover various aspects, including a business segment, educational sessions, and recreational/social activities for all participants. We highly encourage that a parent/guardian join with you for the meeting.

[Name of club leaders] and I lead the club, and we are eager to have you join us for our next meeting. Please don't hesitate to reach out if you have any questions or need further information.

Warm regards,

[Your Name and contact information]

Message 2: Send each month to all members reminding them of the club meeting

This message can be adjusted each month with the club meeting details.

Subject: Reminder upcoming meeting on [insert date]

Dear Happy Clovers 4-H Members,

Our next meeting is scheduled for this Sunday at 4 pm, and we'll be gathering at Clover City Hall in Clover City. Here's what we have planned for the agenda:

- Business Updates: Discuss any club-related announcements, upcoming events, and important reminders.
- Educational Session: [Insert topic or activity here]
- Recreational/Social Time: [Insert topic or activity here]

We hope to see all of you there! If you have any questions or need further details, please feel free to reach out.

Best regards,

[Your Name]

[Your Name and contact information]

Message 3: Enrollment and Livestock ID Deadlines

Subject: Important Reminder: Deadline for 4-H Program Re-Enrollment and Livestock ID

Dear Happy Clovers 4-H Members and Families,

I hope this email finds you well. I wanted to send a friendly reminder about two important deadlines approaching quickly.

Re-Enrollment Deadline:

The deadline to re-enroll in the 4-H program is fast approaching. Please remember to complete your re-enrollment by May 15th using the online platform at www.4honline.com. This ensures that you remain an active member of our 4-H program and receive all the current information happening. Enrollment help guides can be found [here](#).

Livestock ID Deadline:

Additionally, May 15th is also the deadline for livestock identification. If you plan to participate in any livestock projects this year at the county fair, please make sure to complete the necessary identification process by this date. This is essential for our planning and preparation for the upcoming livestock events.

If you have any questions or need assistance with the re-enrollment or livestock ID process, please don't hesitate to reach out to us or the Extension Staff. We're here to help!

Thank you for your attention to these deadlines!

Best regards,

[Your Name and contact information]


Message 4: Send before the registration deadline for the fair

Subject: Reminder- upcoming fair registration deadline

Dear Happy Clovers 4-H members and families,

As county fair season approaches rapidly, we are excited to showcase the incredible project work our 4-H members have been diligently working on throughout the year. The county fair serves as the largest platform for our youth to display their hard work and achievements.

Before bringing your projects to the fair, it is essential to register your exhibits. To do so, please follow these steps:

1. The deadline to register for the fair is [insert date]
2. Log in to the Fair Entry system and locate our fair at www.fairentry.com.
3. Refer to the county fair premium book to familiarize yourself with the rules and requirements for each class. [insert link to premium book]
4. In Fair Entry, select the classes that your 4-H member will be participating in.
5. Check out the  FairEntry - family registration detailed guide for support and guidance.

Should you have any questions or need assistance navigating the registration process, please don't hesitate to reach out to the 4-H staff. They are readily available to help you every step of the way.

Best regards,

[Your Name and contact information]

Additional items to highlight in your club email communications and at meetings

Encourage members to review the following resources:

- [Clover Update News Articles](#)
- [insert link to county newsletter]
- Email correspondence from the county 4-H office and the club
- Phone number for local office
- Staff contacts

Important best practices as club leader when communicating with members

- Avoid 1:1 communication. Add parent/guardian and or club leader into all communications when sending messages to youth

Questions about this resources can be directed to: Abby Wagner, torg0016@umn.edu



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