

# Rio Arriba County 4-H Cloverbuds Leader/Parent/Guardian Handbook



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College of Agricultural, Consumer  
and Environmental Sciences

Cooperative Extension Service  
Extension 4-H Youth Development

**Extension 4-H Youth Development**  
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**Revised – September 2021 by Marcella Talamante, PhD.**

References:

- Rio Arriba County 4-H Cloverbud Program Handbook – Revised 1/2013
- New Mexico State 4-H Policy and Procedure Handbook 2020
- New Mexico State 4-H Projects & Literature Handbook 2021
- Minnesota Extension Service Cloverbud Handbook – 1990

## About the 4-H Cloverbuds Program

Sponsored by New Mexico State University and Cooperative Extension Service, the 4-H Cloverbuds program is a component of the overall 4-H Youth Development program and 4-H Cloverbuds members are recognized as 4-H members for the purposes of enrollment. Cloverbuds are considered to be in a special membership category with regard to programs and policies. As a result, the 4-H Cloverbuds program is fundamentally different from general membership in 4-H.



## Program Objectives

The Cloverbuds educational program is designed to enable young people to become independent and participating members of their family and community by creating experiences to build self-confidence, develop inquiring minds, encourage interpersonal cooperation, develop concern for community, and teach decision-making through real life participation.

## Goals of the Cloverbuds Program are:

- To provide young children (ages 5, 6, 7, or 8 years old and in the 2nd grade or below) with the opportunity to be involved in 4-H and explore skills and interests in a fun, social setting.
- To help in the development of adult/child relationships by creating happy, healthy adult and child environments, by providing parents/guardians with ideas for projects and activities that they can do with their children.

## Leader/Parent/Guardian Information

The Cloverbuds program is activity-focused, not project-focused, and built on cooperative learning, rather than competitive activities. Cloverbuds members participate in occasional, non-competitive, sampler-type, age-appropriate, properly supervised events or activities sponsored or conducted by 4-H groups. Cloverbuds programs follow a set of program guidelines based on developmental appropriateness. A “developmentally appropriate” program is one that is based on the general characteristics of an age group and adapts to meet the individual needs of each child. Sometimes a 4-H Cloverbuds member will be physically capable of doing something but will not be able to understand the reason for the process or the result. Participation in that activity would be just as inappropriate as participation in an activity that is unsafe because of physical limitations.

## Parent/Guardian Involvement

Parents/guardians are expected to take an active role with their child’s learning experience. Many Cloverbuds projects and activities include assistance from an adult, to ensure a safe and fun learning environment. The involvement of parents/guardians will enhance the development of the parent/child relationship and decrease the opportunity for the program to become a childcare service. Parents/guardians are highly encouraged to become an enrolled adult volunteer leader by completing the New Mexico State 4-H Adult Volunteer screening process, as outlined in the New Mexico State 4-H Policy and Procedures.

## Cloverbuds Age Requirements

Members of the Cloverbuds program are **5 years old and in kindergarten through 8 years old and in 2nd grade, as of January 1 of the current 4-H Year (October-September).**

The Cloverbuds program is dedicated to serve all people on an equal and nondiscriminatory basis. All programs will be available regardless of age, color, disability, gender, national origin, race religion, sexual orientation, or veteran status.

## New Mexico Cloverbuds Enrollment Guidelines

Cloverbuds enrollment follow County Enrollment deadlines (Re-enrollment deadline first Monday in January, New enrollment deadline first Monday in March). Enrollment materials are available at the County Extension Office. A member may be enrolled in only one county. Members are encouraged to participate in the county 4-H program where they reside. Participation in a county 4-H program outside the county of residence should be taken with careful consideration because of potential problems. Also, it is suggested that an entire family select the county they will participate in rather than having family members enrolled in two or more counties. Youth who wish to enroll in a county other than their county of residence must, attain the approval of the Extension Agents in BOTH counties involved.

- Cloverbuds will be restricted to curriculum designed for ages 5-8 as identified in the State 4-H Projects and Literature Handbook 200.B-3. Cloverbuds may participate in activities related to their 4-H Club project, though will not be formally enrolled in the project.
- There will be a limited number of county activities open for Cloverbuds (i.e., contests, county fair, etc.) as determined by the Rio Arriba Cooperative Extension Service and New Mexico State 4-H Policy and Procedures. Cloverbuds may have the opportunity to present entries and visit with judges, but **4-H does not support any competition event for Cloverbuds.** Special participation awards will be presented, and encouraging words will be provided to Cloverbuds. No placing (ranking) awards (Danish or American) may be awarded in any Cloverbud activity, event or contest.
- It is recommended that members enroll in one or two projects at any one time. When a project is completed, a new one can be added anytime before the Add/Delete project deadline (First Monday in March). Additional activities or materials related to the project may be used by leaders or parents/guardians, as desired. A list of additional Cloverbuds resources are provided in this handbook.
- Cloverbuds will not be required to keep records on projects although they will have activity books and record sheets that provide “practice” in record keeping. See Project Records and Record Books section for details.
- Clubs are encouraged to plan a “Step Up”/Advancement ceremony for Cloverbuds as they complete year(s) of Cloverbuds and move onto regular 4-H involvement.

## Cloverbuds in Traditional 4-H Clubs

Cloverbuds may be a part of ongoing community clubs by participating in club activities, meetings, etc. Clubs have the option of planning for separate Cloverbuds Project meetings, to incorporate them into Club meetings, or to allow parents to work separately with their Cloverbuds at home. Clubs may also utilize Teen Leaders, as Project Leaders, as a means of involving older youth and giving them leadership experience.



## Special Interest/School Enrichment Groups or Clubs

After-school, kindergarten, Headstart, day-care centers, church groups, or any organization working with 5-8 year olds may also use the Cloverbuds Program. The same State 4-H Policy and Procedures for enrollment and reporting apply. Special Interest Cloverbuds program information may be obtained from the County Extension Office. See the Insurance section for details regarding insurance requirements.

## Animal Projects/Activities

Cloverbuds members do not participate in the ongoing, planned series of activities, whether it is a 4-H Shooting Sports program (e.g. archery, air gun, hunting, etc.), science project, an animal project (e.g. raising of cows, sheep) or any of the project areas of 4-H.



- Safety and education are paramount factors regarding participation and handling of any animal. **4-H members, ages 5, 6, 7 and 8 may not exhibit large animals** at any 4-H sponsored event. Therefore, it follows that these **members may not sell animals** in a 4-H market or junior livestock sale.
- Youth in the Cloverbuds age group **may not sign up for large animal projects** including the following: steer, dairy animals, horse, sheep and pigs. They may however, take county projects that include **learning** about large animals. These activities should focus on discovery.
- Cloverbuds may exhibit at the County Fair but are not eligible to exhibit at State Fair.
- County Extension staff may develop more stringent policies based on safety. The county staff will have the support of the State 4-H Office to implement such policies.

## Insurance

Cloverbuds clubs, whether separate from other 4-H clubs or as part of an existing club, must secure accident and illness insurance for Cloverbuds members through American Income Life Insurance Company. Annual policies can cover all members of 4-H Clubs and Special Interest/School Enrichment Groups.

### **Special Interest/School Enrichment Clubs**

Community Centers, Day Care, Family Care, Afterschool and School Enrichment groups are considered 4-H clubs or organized 4-H groups. Special Interest/School Enrichment Clubs are required to purchase the accident and illness insurance, unless proof of comparable insurance can be provided to the County Extension staff. Person in charge of the Special Interest/School Enrichment Cloverbuds group **must** be an approved screened and enrolled, as organizational leader and contact person.

For information on American Income Life Insurance contact:

### **American Income Life Insurance**

P.O. Box 50158

Indianapolis, Indiana 46250

<https://www.aillife.com/specialriskdivision/4h-extension>

## Cloverbuds Curriculum

The Cloverbuds curriculum are a researched based program developed to meet the needs of young people 5-8 years old and includes the following criteria:

- Developmentally appropriate for 5-8 year olds; and based on learning theory with defined goals.
- Employs experiential learning strategies, including EXPERIENCE, SHARING RESULTS, PROCESSING, GENERALIZATION, and APPLICATION.
- Focuses on at least one of the following life skills: self-understanding, social interaction, decision-making, learning to learn, and mastering physical skill.
- Subject matter areas include: citizenship/civic education, healthy lifestyles, communication/expressive arts, personal growth and development, consumer/family, plants/animals, environmental/earth science, and science technology.
- Content is technically accurate, focuses on cooperative learning, is interesting and challenging to youth, and provides balance in process and content.

## Cloverbuds Projects

### 00101 *Welcome to Cloverbuds*

This workbook contains activities on clubs and sample activities from other Cloverbuds projects.

### 00102 *Our Animal Friends*

This workbook contains activities on imaginative animals, pet care, genetics and feeding.

### 00103 *Having Fun With Art*

This workbook contains activities on texture, sketching, theatre, puppetry, and photography.

### 00104 *Shopping Smarts*

This workbook contains activities on shopping decisions, clothing, and packing for trips.

### 00105 *Food Fun*

This workbook contains activities on nutrition, kitchen safety, fitness, and food preparation.

### 00106 *Playing It Safe*

This workbook contains activities on bicycle safety, electric safety, and record keeping.

### 00107 *Natures Treasures*

This workbook contains activities on birds, trees, forestry, water, and the environment.



00108 ***Look At Me – I'm Growing Up***

This workbook contains activities on feelings, body language, careers, and home safety.

00109 ***Family, Friends and Community***

This workbook contains activities on family heritage, exploring your town, and identifying your state.

00110 ***The Way Things Grow***

This workbook contains activities on gardening, terrariums, flowers, and soil.

00112 ***Stomp, Blow and Splash: Soil, Air, and Water***

This workbook contains activities on soil, air and water.

00123 ***Me, My Family, and My Friends (Citizenship Unit I)***

This workbook contains activities on being a good citizen, learning about self, family and friends.

00124 ***My Neighborhood (Citizenship Unit II)***

This workbook contains activities on being a good neighbor, knowing your neighbor, and being a good citizen at school.

## **About Cloverbuds Curriculum**

Cloverbuds project books are filled with learning opportunities that are fun for both Cloverbuds members and their leaders. To get everyone off to a great start, leaders/parents/guardians may find this information helpful.

### ***Each Leader/Parent/Guardian Guidebook:***

Leaders guide sheets and members reproducible activity sheets are included in each Cloverbuds guidebook. The reproducible sheets are ready to be copied for each member, if leaders choose to use them in this way. **Or** each member can have their own project book.

### ***Time estimates for each lesson:***

This section is based on choosing a few or several activities from the *THINGS TO DO* section. It is your choice. Look over the activities and select things that are of special interest to you or that are especially well suited for your group.

### ***Supplies Needed:***

This section will list materials needed for the *THINGS TO DO* section of the units. These materials are easy to find in most homes. Check the materials needed for the activities you plan to do; you do not need everything on the list unless you plan to do all the activities in the *THINGS TO DO* section.

### ***For More Fun:***

This section is an addition to your projects. Once your members have completed the project book, leaders can utilize this section as a continuation to the projects.



You are not expected to complete all the activities in a unit at one meeting. You may choose to keep moving through a single unit over two or three meetings, or you may pick and choose from different units at each meeting.

## Teaching Techniques:

*Some common teaching techniques include:*

- **Demonstration** – the leader presents a demonstration to help children learn. Kids reinforce this learning by repeating the demonstration for the group.
- **Discussion Groups** – can help children increase their knowledge, and practice their verbal communication skills. How do you lead a discussion with 5-8 year olds?
  - Make sure the topic or question for discussion are clearly stated.
  - Keep the list of topics or questions short.
  - Keep discussion short.
  - Help resolve differences in opinion by recognizing the contributions of each.
  - Try to get everyone to contribute to the discussion.
- **Judging** – judging experiences help children develop decision-making skills, and practice verbal communication.
- **Exhibits** – children love to show others what they have made and learned about.
- **Field Trips & Tours** – helps develop more interest in a subject. Children are always interested in meeting new people and seeing different places.
- **Recreation** – building fun into each meeting will teach children how to work together, and learn social skills.

## Planning the Program

- Create an atmosphere where children can be children.
- Focus on the child, not just on the learning activity.
- Emphasize success; minimize failure; show appreciation for all efforts.
- Provide opportunities, situations and surroundings that are stimulating.
- Design activities that are hands-on, short, uncomplicated, stimulating, varied, fun, open minded, and skill building physically and emotionally.



## What about Meetings

How often the group meets is entirely up to the group itself, considering the amount of time needed to meet project and club goals.

Meeting format should not be longer than 1 to 1 ½ hours long. The following is an outline of how a meeting might be structured:



- Open with the 4-H pledge, and lead into songs or games. Members should be able to lead these activities as they learn them.
- Project Activity...special topic for each meeting. The leader may have a series of related activities to add to the program.
- Snack time...if appropriate. Keep it simple, low-cost and nutritious. Ask for volunteers.
- Review details of next club meeting.
- Conclude with a song or game.

### What You Need to Know About 5-8 Year Olds

- It is a time to try new abilities and interests; to gain self-confidence and self-reliance.
- They will try anything once, using all their senses in impulsive ways.
- Boundless energy and active imaginations.
- Belonging, acceptance and approval are important.
- Do not understand the social expectations placed on them by adults.
- For discipline to be effective, meaningful and helpful, they must be helped to understand “why”, and what the consequences may be.

### Tips for Leaders

- Limit group size; five to eight children per adult.
- Lead meetings in an informal, relaxed way.
- Hold brief business meetings; plan many activities.
- Develop the practice of talking things over with children, include them in decision-making.
- Be prepared beforehand for those candid questions or comments.
- Let them be themselves, respecting them as individuals.
- Use all available resources; add your own ideas; have lots of variety in meetings.
- Encourage and involve parents.



### Project Records

Cloverbuds **will not** be required to keep records on projects, However their project books have “record sheets” that provide practice in record keeping.

Cloverbuds may submit record books at the time of County Record Book judging. Although they **will not be judged**, Cloverbuds will receive special recognition for their project completion during the Annual Awards Program. Leaders are encouraged to provide for some type of recognition at the club level as well.

Rio Arriba County has a *Cloverbud Record Book Report Form* for Cloverbuds interested in turning in a record book. A copy of the report form, the guidelines and instructions are provided in this handbook. Leaders/Parents/Guardians may make copies of these forms as needed. **See Appendix I.**



|                               |                                                                                                                                                             |  |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Table Setting                 | Cloverbuds will match dinnerware and utensils to outlined placemats.                                                                                        |  |
| Meal Planning                 | Cloverbuds will become aware of a well-balanced meal by setting up a 3-D “meal-in-a-puzzle”.                                                                |  |
| My Plate Pocket Chart & Cards | This is a visual, hands-on activity that will teach Cloverbuds the importance of good nutrition.                                                            |  |
| Match It! Money               | Cloverbuds will reinforce their understanding of coin denominations and counting money by matching puzzle cards.                                            |  |
| Better Deal                   | Cloverbuds will complete the “Better Deal” worksheet found in Cloverbud project # 104 <i>Shopping Smarts</i> .                                              |  |
| Match It! Livestock           | Cloverbuds will identify livestock by matching pictures of farm animals to name cards.                                                                      |  |
| Match It! Insects             | Cloverbuds will identify insects by matching pretend insects to pictures of each insect and/or match pictures to name cards.                                |  |
| “Metta” What? Life Cycles     | Cloverbuds will learn about metamorphosis through puzzle skills and reading. Cloverbuds will examine toy replicas of the development stages of a butterfly. |  |

**Resources:**

Rio Arriba County 4-H Cloverbud Program Handbook  
 Cloverbud Curriculum project 102 Our Animal Friends, project 104 Shopping Smarts, and project 105 Food Fun  
 4-H Project 3051 Entomology  
 NM 4-H Youth Development Curriculum Kit 09120 Exploring Farm Animals  
 4-H Contest Guidelines  
 Constructive Playthings [www.cptoys.com](http://www.cptoys.com)  
 Lakeshore Learning Materials [www.lakeshorelearning.com](http://www.lakeshorelearning.com)





## Resource Material

Any of the School Enrichment and Special Interest projects listed on the 4-H Project and Literature Handbook 200B-3 that are age-appropriate for Cloverbuds may be used to supplement any of the Cloverbud Project Materials. Some of these are available from the County Extension Office, others would need to be ordered from the State 4-H Office through the county office.

### **Related Curriculum Kits available:**

09630 *Africanized Honey Bee Curriculum*

09760 *Food, Land and People*

09005 *From Egg to Chick*

09660 *Gifts of Gold*

09640 *The Germ Detective*

09650 *Sew, Read! The Purple Coat*

09651 *Sew, Read! The Boy and the Quilt*

09205 *Pizza Garden, an Agriculture Adventure*

09205 *Dare To Be You*

09740 *Proud To Be Polite I*

09212 *Theatre-Level 1 – Play the Role! Acting*

09220 *Exploring the Treasures of 4-H*



### **The following is a list of resources related to training adults about 5-8 year olds.**

- *Meeting Developmental Needs of School Age Children* (video & teaching guide)
- *Guidance and Discipline of School Age Children* (video & teaching guide)
- *Growing Together – Ages and Stages 5-8 years* (video & supportive handouts)
- *How to Talk So Kids Will Listen* (video & teaching guide)
- *Self Esteem in School Age Children* (video & teaching guide)
- *Activity Planning for 5-8 Year Olds* (video & teaching guide)

In addition, the agents have various materials that may also be used by parents and leaders to supplement Cloverbud materials.





# Appendix I

4-H Cloverbud Record Book