

Perspective



2001-02 Officers

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President's Message

It is hard to tell which time of the year is the busiest for Extension Educators. I think it is the spring, but when springtime gets here then I think it is summer and my family might agree since they know there are no home cooked meals in the summer. But, then fall arrives with county and state fairs. Fall is followed by winter and we try to coordinate 4-H with the many school activities.

I have decided we are busy all year long and when we say "Being an Extension Educator is a full time job," that is exactly what we mean. The veteran, like myself, and new staff quickly learn you don't have a successful program if you sit in the office and read mail.

The biggest asset in a successful county extension program is the volunteer leader, who "Makes the Best Better" in their local clubs and county programs. This issue of *Perspective* is devoted to Volunteer Management.

NAE4-HA officers conducted a President's workshop during JCEP in Washington D.C. The officers used John C. Maxwell's book, Developing the Leader Within You as a resource for the program content. Maxwell has defined the *21 irrefutable laws of leadership* in this book. The two hour session brought Presidents, from across the U.S.A., together to develop a strong sense of TEAM. It is up to US as county Extension Educators to provide the same type of leadership to our Oklahoma 4-H volunteers so they can

be successful in the jobs they have assumed. One quote that John Maxwell uses is, "It's not the position that makes the leader. It's the leader who makes the position."

This book is a wonderful tool for guiding the development of 4-H volunteers in your county. I recommend this resource for helping you develop a successful

volunteer management system.

I leave you with this quote from Teddy Roosevelt: "The best executive is the one who has sense enough to pick good people to do what he wants done, and self restraint enough to keep from meddling while they do it." To paraphrase Teddy... have sense enough to pick good volunteers to do what needs to be done, and self restraint enough to keep from meddling while they do it.

Carol Laverty
OAE4-HA President



Special points of interest:

- Association Awards Presented
- Volunteer Training
- Utilizing 4-H Volunteers
- Volunteer Bill Of Rights

OAE4-HA Awards Presented

Submitted by Radonna Sawatzky, Awards and Recognition Chair

A special thank you goes to Roger Moore and Larry Sams for sponsoring the Communicator and Professional Awards.

Communication Awards

Outstanding News Story Southern Region Award Winner

Ida Fay Winters
Jackson County

Pull for the Ronald McDonald House was the topic of this news story. The story told of the 4-H members saving pull tabs from pop cans for the Ronald McDonald House in Oklahoma City. This article was published in the Altus Times and featured recycling projects that the Jackson County 4-H officers were involved in.

Periodical Publication

Becky Walker and
Karla Knoepfli
Cleveland County

The Cleveland County 4-H Newsletter is a very professional newsletter. It is easy to read and educates 4-H members and their parents about all the projects and events going on in the county. If you want to know the 4-H scoop just pick up one of these newsletters.

Personal Column

Ida Fay Winters
Jackson County

Ida Fay's column "Extension Expressions" helps her portray the Cooperative Extension Service as educational and informative. She covers upcoming events and past events for 4-H and Family and Consumer Sciences. She feels her column helps people know that the Extension Service is there for everyone.

Published Photo

Becky Walker
Cleveland County

"4-H Club adds service to projects" was the theme behind Becky's published photo. This picture was of

one of the Cleveland County clubs working together on a garden. They tended the garden and donated the produce to Food and Shelter for Friends.

State Association Newsletter

Southern Region Award Winner

Becky Walker and
Karla Knoepfli

The *Perspective* is the official publication of the Oklahoma Association of Extension 4-H Agents. The newsletter provides timely educational information and association business to members.

Promotional and Visibility

Ranel Lasley
and Guy Heldermon
Caddo County 4-H

Just picture all the ways to publicize 4-H. Each year Caddo County puts together a slide show of some of their 4-H activities. This year a power point presentation was made and shown at the annual Achievement Banquet. Since that time the presentation has been shown to teachers, administration, and used as a promotional tool.

Outstanding News Media Award

KWEY Radio
Joe Tilton

Joe has reported on all aspects of the 4-H program and is always eager to help publicize 4-H events. He comes by the office regularly to see what members are involved in. He has also had 4-H members call him from various trips to report their leadership and citizenship activities. He truly is an outstanding reporter and friend of 4-H.

Outstanding Newspaper Award

Coalgate Record Register
Wanda Utterback, Editor

Wanda has gone above and beyond the call of duty to report and publish

articles for 4-H. There is seldom a week that goes by that 4-H doesn't have some kind of information in the news. Wanda is very dependable and is always there to cover the events, day or night. She believes strongly in the education of our youth and knows 4-H is a worthwhile organization.



Professional Awards

Outstanding Program Assistant

Tina Moore
Canadian County

Tina has been a program assistant for two years in Canadian County. She has presented numerous workshops and is the Kirkpatrick 4-H Farm Manager. Tina is an important part of the 4-H team in Canadian County.

Clover Award

Ranel Lasley
Caddo County

Ranel has worked for the Extension for 3 years and has really been an asset. She is no stranger to the 4-H program and has worked very hard with the youth in Caddo County.

Achievement in Service

Kyle Worthington
Oklahoma County

Kyle has been a 4-H Extension Educator for six years. He has worked with youth in many projects and in leadership areas. Kyle is a very dedicated educator and continues to provide excellent programming.

Distinguished Service Awards

Lisa Hamblin
Oklahoma County

Lisa has served as a 4-H Youth at Ris k

Awards Continued

Educator for 12 years in Oklahoma County. She has partnered with the Urban Housing Authority and provides 4-H activities to 5 urban housing sites. She teaches parenting classes and serves on various committees throughout Oklahoma City.

David Sorrell
State 4-H Office

David has been a member of OAE4-HA for nine years. He has served as an Extension Educator in Bryan County. David currently is the Director of the Oklahoma 4-H Foundation. He works very hard at securing contributions for the 4-H program in Oklahoma.

Continued Excellence

Janie Morrow
Oklahoma County

Janie has worked as a 4-H Extension Educator for 23 years. Although her titled has changed many times, her love for 4-H has remained the same. She

has worked with many 4-H members in leadership and citizenship projects. She enjoys contributing to making a difference in people's lives.

25 Years of Service

Ida Fay Winters
Jackson County

Ida Fay has worked for the Cooperative Extension Service for 27 years. Variety and visibility are the keys to the outstanding 4-H and youth programs that she has conducted in Jackson County. She has conducted monthly 4-H Volunteer Leaders' meetings since September 1974.

Outstanding County Award

Oklahoma County

The Oklahoma County 4-H member and Volunteer Fun Food Fest was developed to help participants learn about nutrition, food safety, and preparation. It was a great way to have adults and members working together

to have fun, gain information and life skills. It was also a tool used to renew interest in the food science 4-H project.

Natural Resources/ Environmental Stewardship Award

Southern Region Award Winner

Billie Chambers, Marley Beem, Michael Smolen, Bill Ross, Mitch Fram, Kevin Shelton, and Tim Propst This team developed the trailer mounted stream hydrology models, teaching guide and a video. Stream trailers have been used to educate learners on how erosion effects our land. As a result over 8000 youth and adults have learned about stream conservation issues through 33 educational programs conducted in 24 different counties. An additional 31,000 people were made aware of the common stream issues at Oklahoma state fairs.

OAE4-HA Shirts for Sale

Submitted by Mickey Simpson, Public Relations

An order for OAE4-HA polo shirts will be placed soon. The shirts are 100% cotton pique. They come in unisex sizes Medium to XXXL, and in forest green or oatmeal. The cost is \$21.50. You may pay for them upon delivery. I will work out a way to deliver them to you this summer.

If you ordered a shirt at the Galaxy Conference April 18-20, you do not need to order again. If you did not order a shirt at the conference, you can e-mail me at simpsmp@okstate.edu or call me at (405)527-2174.

I need your name, the preferred color and size. Please place your orders by August 1.



2004 NAE4-HA

All shirts will be monogrammed with the 2004 conference logo.



2004 NAE4-HA Logo

Shirt Choices:

Long Sleeve Chambray or Natural color	Denim S-XL	\$21.00
	XXL-XXXL	\$23.00
Long Sleeve Oatmeal Polo		\$20.00
Cap:	Khaki Color	\$9.00

E-mail your order to kknoepf@okstate.edu. Specify size, color and type of shirt. Order by September 1.

What's Your Philosophy?

Source: *Oklahoma 4-H For Century III*

Any progressive 4-H program has certain similarities, regardless of whether it's located in a rural or urban county. We can develop progressive programs in every county when we commit ourselves to it. When we share consistent beliefs about program direction, we can encourage and assist each other.

The philosophy you have as an Extension Educator regarding volunteers, serves as the base of all of your efforts. This philosophy helps shape the 4-H volunteer development efforts in your county. A narrow philosophy of 4-H volunteerism closes our minds to many exciting opportunities.

If your philosophy is "It's just easier for me to do it myself!", you are not providing the opportunity for your volunteers to share their opinions, thoughts, gifts and talents.

Four-H programs don't remain successful or thrive without volunteers. Each volunteer is unique and suited for particular roles within the local and county 4-H program. It is the responsibility of the Extension Educator to recruit, train, utilize, support and reward volunteers.

We all have the power to make a difference in the lives of the youth and adults we serve. Volunteers have the power to do the same for us!



Bill of Rights For Volunteers

Source: *How to Succeed With Volunteers* by David M. Church

1. The right to be treated as a co-worker, not just free help, not as a prima dona.
2. The right to suitable assignment—with consideration for personal reference, temperament, life experience, education and employment background.
3. The right to know as much as possible about the organization—its policies, its people, its programs.
4. The right to training for the job.
5. The right to continuing education on the job—information about new developments, training for greater responsibility.
6. The right to sound guidance and direction by someone who is experienced and has the time to invest in giving guidance.
7. The right to a place to work—an orderly designated place worthy of the job to be done.
8. The right to promotion and a variety of experiences.
9. The right to be heard—to have a part in planning.
10. The right to recognition—in the form of promotion and award, day to day expression of appreciation and by being treated as a bonafide co-worker.

What Training is Not

Excerpt from Sue Vineyard's book, *The Great Trainer's Guide*.

It is important to know *what training is not* to clarify what it's real mission is.

Training is not simply a platform for a trainer to wallow in self-grandizement.

Training is not format aimed at the sale of products.

Training is no guarantee of success for everyone in attendance. Communication is an imperfect science at best, and what the trainer says may not be heard by everyone. Sad to admit that Mazlow was correct when he said, "refusal to learn is more deeply a refusal to do." On the 39th explanation the trainer could assume the trainee is saying "I just don't want to do it." And in those instances when the participant is sincere in learning and they honestly "don't get it." Then the trainer needs to step back and evaluate and make sure that they are presenting for both the right and left brain person.

Training is not a one-shot project. Bringing new people in for 2 hours the day before they begin work does not constitute training. A successful program includes: orientation, on the job education, coaching, consulting, peer learning, skill building and other forms of sharing and teaching.

For every hour of formal training, another needs to occur in on-going skill building and development in informal ways or at least less structured. Training, therefore, needs to be seen as a process rather than events that can be counted.

It needs to be user-oriented in balance with the needs of the organizations so expectations and goals can be achieved. ***To be sound and on-going, it must have its roots in an agency-wide commitment to quality and integrity plus a honest belief in its importance and value.***

Perspective Topics

During the 2001-02 program year the Perspective will provide useful information to assist in your professional development. Three of the issues will focus on the impact areas 4-H educators are participating in.

The fall issue will address the benefits of 4-H Record Keeping.

We encourage all association members to submit information which you feel will assist your co-workers in their professional development and enhance the quality of the 4-H program provided at the local and county level.

Fall 2001

Benefits of Record Keeping

Winter 2001

Healthy Living A-Z

Spring 2002

Family Economic Well Being

Summer 2002

Family Resiliency

Introduction of New Employees

A new feature we would like to provide will be a brief introduction of new staff by district.

Information for the newsletter will be **due the first Friday of the following months: Oct., Jan., April, and July.** Issues will be published in November, February, May and August. **E-mail information to rlw@okstate.edu or kknoepf@okstate.edu.**

Excerpt from Sue Vineyard's, *The Great Trainer's Guide*

What is Training, Anyway???

Webster provides a fourth of a page to the definition of training. In terms of volunteer development it can be interesting when thinking about what training really is: *“To lead or direct the growth of; to form by bending or pruning; to form by instruction, discipline, drill, etc., educate narrowly; to teach so as to be fitted, qualified, proficient, etc., to make prepared; to form habits or impart proficiency by teaching.”*

Ida rush George in her book *You Can Teach Others* defines training by saying “Training improves one’s job performance in the present job, in a job one has just been selected to perform and in a job one is being promoted to perform.”

Elaine Yarbrough, and Paul Friedman, in their book *Training Strategies from Start to Finish* say: “Training creates a bridge from the status quo to the desired state of affairs by providing appropriate learning experiences.”

Vineyard’s definition of training includes portions of all the above. “Training is a mixture of leading and directing the growth of people by educating, developing and teaching so that they can be more effective and proficient. It equips for the short and long run, offering skill building that can provide immediate success and ongoing satisfaction. Often it can provide life-skills that can be applied over and over again in different settings, promoting self-confidence, and effectiveness and even wellness.”

In short, training is whatever it is needed to be to accomplish immediate success and/or life-long satisfaction. It is pertinent, practical, “user-friendly” and sometimes even fun. Its goal is to improve, not to impede; to assist, not arrest. Sometimes it needs to change things, sometimes not; sometimes it needs to impart great technical detail, other times to simply get one great message across. Often it is more about encouraging people than educating them so that they will do the work, not because they have been given great secrets of implementation but the faith in themselves to do it.

Training is the cement that holds together a bridge that connects a dream to its reality in any setting. It provides good people with good learning via good trainers who care passionately about the quality of the training and the skill building imparted to the trainees. The goal is success...for participants... for the organization and the trainer.



Training provides good people with good learning via good trainers who care passionately about the quality of the training and the skills being built.

Oklahoma Association of Extension 4-H Agents

OAE4-HA Perspective
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Norman, OK 73071-6674



Just for Today... Promise Yourself

OAE4-HA Members....

Promise yourself that you'll always remember what a SPECIAL person you are!!

Promise yourself that you'll hold on to your hopes and reach out for your stars!!

Promise yourself that you'll live with happiness over the years and over the miles!!

Promise yourself that you'll "remember when..." And you'll always "look forward to..."

Promise yourself that you'll do the

things you have always wanted to do!!

Promise yourself that you'll cherish your dreams as treasures you have kept!!

Promise yourself that you'll enjoy life day by day and step by step!!

Promise yourself a life of LOVE, and JOY and all YOUR DREAMS WILL COME TRUE!!!



"To Make the Best Better"

The **Perspective Newsletter** is published quarterly by the Oklahoma Association of Extension 4-H Agents, 601 East Robinson, Norman, OK 73071-6674, 405-321-4774, FAX 405-360-0319.

Information for the newsletter will be due the first Friday of the following months: Oct., Jan., April, and July. Issues will be published in Nov., Feb., May, and Aug. **E-mail information to kknoepf@okstate.edu or rlw@okstate.edu.**

The Newsletter is one way of communicating educational information and updates to members and friends of 4-H.

The Oklahoma Cooperative Extension Service offers its programs to all eligible persons regardless of race, color, national origin, gender, religion, age or disability, and is an equal opportunity employer.

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