



## **New Family Mentors *Position Description***

**Title:** New Family Mentors

**Purpose:** To ensure that new 4-H members feel welcome in our 4-H club and to be a resource for them throughout their first year.

**Responsibilities:**

1. Welcome new families to our 4-H club.
2. Attend all meetings and greet all members.
3. Provide a “Greet Sheet” for new members and help them find a seat at their first meeting.
4. Work with club leader to provide a New Family Handbook for new families.
5. Review New Family Handbook with new families.
6. Set up a “buddy” system for current and new members. Recruit “buddies” and train them in their role.
7. Be the key point of contact for new families and answer any questions they may have.

**Contact Person:**

Club Leader

**Resources Available:**

New Family Handbook  
Welcoming New 4-H Members fact sheet  
Sample “4-H Green Sheet” (4-H information sheet template for club to customize)

**Qualifications:**

Enthusiastic about 4-H!  
Enjoy working with youth and adults.  
Enjoy sharing the benefits of 4-H.  
Ability to communicate with youth and adults.  
Like to meet new people.  
May be a teen with an adult mentor.

**Time Required:**

2 year term. Be able to attend all club meetings.

I will work to “Make the Best Better” through my  
role as New Family Mentor

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Volunteer’s Signature



## Example: Kansas Clover 4-H Club Meeting “Greet Sheet”

Welcome to the Kansas Clover 4-H Club. We are glad you are here.

### **The Following things will happen at our meeting:**

1. Call To Order – The President will tap the gavel and everyone will find a seat
2. Flag Salute and 4-H Pledge  
In our club we stand and say the American Flag Salute, followed by the 4-H Pledge. There are motions that go with the 4-H Pledge, that are easy to follow.  
**4-H Pledge**  
I pledge my head to clearer thinking  
My heart to great loyalty  
My hands to larger service,  
And my health to better living  
For my club, my community, my country and my world
3. Roll Call and Introduction of Guests  
**You will be introduced by the president and asked to stand and answer to roll call**
4. Reading and Approval of Minutes – The secretary reads the notes from the last meeting.
5. Treasurer’s Report – We hear how much money we have in the bank and what money was spent or raised this month.
6. Committee Reports –
7. Unfinished / Old Business –
8. New Business –
9. Educational Activity or Program – Several of our members will give talks and demonstrations about their projects. Please listen carefully and clap for them at the end of their presentation.
10. Recreation – We go to the back of the room or outside for recreation. We have two youth leaders who will share instructions with our group.
11. Adjournment – Before we adjourn, we say the Motto Together – **“To Make the Best Better.”** At the end of the meeting we all pick up any papers off the floor and put our chairs away.
12. Refreshments – We invite you to join us for a snack.

We look forward to seeing you again! Our next meeting will be \_\_\_\_\_.

If you have any questions before our next meeting, call our New Family Coordinator, (insert name and phone number); Club Leader, (insert name and phone number) or Club President, (insert name and phone number).