



University of Nevada  
Cooperative Extension

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# Clover CLIPS



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## Sustainability of 4-H Volunteer Efforts = Delegation

Delegation is an essential skill for a leader. While a leader might be able to accomplish an inordinate amount of work, they have to be able to share the load for the good of the club. Effective delegation involves clarifying your goal or identifying what success should look like when you are delegating a task. Then you must be able to communicate this to another person or group while getting their input and “buy in” for success.

Idaho Extension Service 4-H shares these guidelines for delegation, from their Volunteers for the Future Middle Management Training Package:

*Define the assignment in terms of results.* Delegation is the art of giving the authority to carry out a mutually agreed upon responsibility. The most basic skill is defining the responsibility in terms of an outcome or something to accomplish. It should define the desired end product, not the means of achieving it.

*Define the level of control.* The second step in delegating effectively is to define how much authority your volunteer has in carrying out the responsibility. The volunteer may accomplish the result on his or her own without reporting to you, will figure it out and then report progress, or will submit a strategy to you in advance and then report progress. In all of these cases, it is important to keep the authority for the work in the hands of the worker.

*Communicate guidelines.* If there are relevant policies, laws, or values that the volunteer should work within, communicate these clearly in the beginning. Make resources available. If you know of any resources that would make the volunteer’s role easier or would help him/her be more likely to succeed, you should communicate these in the beginning. Stress your role as a resource. If the volunteer encounters difficulty, he or she should feel free to come to you for advice. When giving advice, however, be sure to keep the authority for the work in the hands of the worker. Avoid telling the worker what to do!

Determine criteria for success. The volunteer should know how his or her work will be judged. He or she should be involved in determining the criteria, and should have

access to the data that indicates success or failure as he or she attempts to fulfill the responsibility.

*Establish checkpoints.* The volunteer should note the date of the expected progress report on his or her calendar. The frequency of these checkpoints depends on your confidence in the volunteer fulfilling the responsibility.

The goal of effective delegation is to build in the controls (roles, responsibilities, deadlines, etc.) so you can let go of control. You empower others to carry out the task. The Ohio State 4-H BLAST program (Building Leadership and Skills Together) offers the following reasons, advantages, and disadvantages of delegation.

### REASONS WHY LEADERS DON'T DELEGATE

- Fear people will think they are slighting their job
- Believe others don't have the information or skills for the job
- Think it's easier to do it themselves
- Want recognition for themselves
- Assume they have all the good ideas.

### REASONS TO DELEGATE

- More people can contribute and have ownership
- Wider interests and expertise may be tapped
- Decision-making can be shared
- More scheduling flexibility is possible Leader can devote time to the overall effort

### DISADVANTAGES OF DELEGATION

- Action may be slower
- Responsibility may be scattered
- Leaders may find it difficult to keep track of many people
- Importance of the project might become overblown.

Occasionally delegation will fail. When that happens, review your role in the process. Before “grabbing back” the task while muttering “I knew I should have done it myself,” ask the person how you can help them get back on schedule and complete the task successfully. This keeps the “ball in their court” and the responsibility is still theirs. Did you give the individual all the information, support, and resources needed for them to successfully complete the task? Perhaps they needed more support than you realized.



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## Carson 4-H Council Preps for Fabulous Fabric and Rummage Sale Fundraiser

Carson City/Storey County 4-H Council asks everyone to clean out your closets, garages and basements as they are currently collecting fabric, craft and sewing notions, and clean reusable rummage for their annual February Carson City/Storey County 4-H Council fundraiser.

The event is in its fifteenth year and is always a rousing success. Items can be dropped off at the University of Nevada Cooperative Extension office, 2621 Northgate Lane, Suite 15, Carson City, during normal business hours, 8 a.m. to 5 p.m., Monday through Friday.

Additional drop off dates in January are the 21 and 28 at University of Nevada Cooperative Extension conference room from 10 a.m. – 4 p.m. A last drop off day is scheduled for February 3 at Fuji Exhibit Hall during set-up for the event. The event takes place February 4, from 9 a.m. until 4 p.m. and February 5, from 9 a.m. until 1 p.m. at Fuji Exhibit Hall.

All proceeds go towards scholarships for Carson City/Storey County youth who are graduating High School. Scholarships are for any type of credited higher education training as well as college. 4-H'ers who are graduating in 2017 and want to apply for a scholarship are required to assist at this fundraiser.

For more information on drop off dates, the sale or scholarships please contact Jim Barcellos, 775-887-2252.

## Washoe County 4-H Horse Program Year-end Awards

The year-end Washoe 4-H Horse Awards are on December 15, at 6:00 p.m. at Reno Livestock Events Center Main Arena, Doc Bar (1350 N. Wells Ave, Reno).

4-H families are asked to bring a “hearty finger food” to share, with enough to serve eight (please bring serving utensils). We are asking for only a few desserts (serving utensils here too please).



Please dress your best. This is a celebration!

Families are also asked to supply a raffle item for the famed awards raffle. The raffle item can be horse related but not required. All proceeds from the raffle help to pay for all of the awards. Invitations will be sent soon. For more information, please contact Sam Mitchell at 775-336-0259 or mitchells@unce.unr.edu.

## 4-H Pet Treats Fundraiser Top Sellers Announced!

Announcing our Top Sellers for the 4-H Pet Treats Fundraiser!

1. Cheyenne Williams
2. Brooke Emmans
3. Leonna Hinnant



Each winner receives movie matinee tickets for 4 to Ironwood Cinema in Gardnerville!

Congratulations to our top winners! Thank you to all of our families who participated!

## Plan for Pet Treat Order Pick up

Please pick up your Pet Treat Orders promptly on Wednesday December 8, from 8:00 a.m. to 5:00 p.m. at the 4-H Office, 1325 Waterloo Lane, Gardnerville.

If you are unable to pick it up, you must plan ahead to arrange for someone to pick up your order on that day if you are not able to. We do not have storage for the pet treats.

Please call 775-782-9960 for more information.

## Washoe 4-H Year End Awards

The Washoe County 4-H Year-End Awards are on December 18, starting at 1 p.m. at the Washoe County 4-H Office, 4955 Energy Way in Reno (please use the door around the back of the building). 4-H members who completed record books, as well as all leaders, will receive invitations prior to the event. But everyone is welcome to attend.

All participants are asked to wear their best (4-H uniform not required) since this ceremony recognizes Washoe County 4-H members for achievements in record books, as well as projects and special achievements for the 2015-2016 year. 4-H leaders will also be recognized for their years of volunteer service.

Families are asked to bring a “hearty finger food” to share, with enough to serve eight (please bring serving utensils). Please, only a few desserts. The Washoe County 4-H Leaders’ Council will supply beverages, plates, napkins and utensils. For more information, please call Sam Mitchell at 775-336-0259, or reach him by email at mitchells@unce.unr.edu.



## Be a Nevada 4-H Delegate at National 4-H Conference

National 4-H Conference is the premier civic engagement opportunity for 4-H members, 15-19 years of age, who are actively engaged in 4-H programs across the U.S. and its territories. The conference is administered by 4-H National Headquarters of the National Institute of Food and Agriculture (NIFA) within the U.S. Department of Agriculture (USDA). It is held at the National 4-H Center in Chevy Chase, MD (right outside of Washington, D.C.).



During the conference, workshops are conducted to enhance the delegates' knowledge, competencies, and skills related to civic engagement. Delegates will participate in round table sessions and develop briefings which each group will present to their respective federal agency representatives and their Congressional delegations on Capitol Hill.

National 4-H Conference delegates have an opportunity to increase knowledge, resources, and skills that will empower them to make an impact on their community in a meaningful and genuine way. The dates are March 25-30, 2017 so the 4-H State Office will need a commitment by January 20 from Nevada 4-H'ers if they want to attend.

National 4-H Conference is the pinnacle experience in 4-H Citizenship, providing the opportunity for young people to connect, learn, engage, lead and impact their communities, their nation and their world

If interested, please contact your county 4-H. For more information go online to:  
<http://4-h.org/parents/national-4-h-conference/>

## Carson Target Rippers Offers More 4-H Shooting Disciplines

Geoff Landry, 4-H Volunteer Leader of the Carson City Target Rippers 4-H Archery club is increasing disciplines offered to members this year by introducing Air Pistol. Area youth 9 years of age and older who join the club will learn safe firearm handling with Air Pistols as well as Archery equipment. Target Rippers offers all shooting sports equipment for both archery and air pistol for use at the trainings and range shoots.



Target Rippers meet every other Monday evening at Fuji Exhibit Hall on Clear Creek Road across from Costco in South Carson City. Meeting and range shoots take place from 6:30 – 8 p.m. All new and returning members and a parent/guardian must take classroom training in the discipline they want to learn prior to participating in range shoots. 4-H Shooting Sports clubs' primary focus is safe firearm handling while learning leadership and life skills. For more information about Target Rippers 4-H Shooting Sports Club call Sandy Wallin at 775-887-2252.

## Sharpshooters Collect Food

Every year for several decades, Reno philanthropist Evelyn Mount has provided holiday meals to needy families in Reno and Sparks. She also provides meals to elderly people year-round.

This season the Washoe Sharpshooters 4-H Club collected 76 pounds of food to be donated to the Evelyn Mount Food Drive.

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## Celebrate Nevada's 4-H Youth at Reno Bighorns 4-H Night

Celebrate Nevada's 4-H Youth. Come to Nevada 4-H Night with the Reno Bighorns Basketball Team. This is a special night for 4-H youth and their families, 4-H volunteers and their families, and University of Nevada Cooperative Extension professionals and their families!

The game is January 27, 2017. See the Reno Bighorns (the NBA Development League team for the Sacramento Kings) play the Rio Grande Valley Vipers. Doors will open at 6:00 pm. Game time is scheduled for 7:00 pm. Show your Nevada 4-H pride by wearing your 4-H apparel!

Tickets are \$10 each. Half of the ticket price will come back to Nevada 4-H and of that 60% will go back to your county 4-H program. Deadline to purchase tickets is December 27, 2016 for the discounted rate. Tickets are available to purchase at <http://conta.cc/2cZJFbC> Meet the players and get autographs after the game! Get your picture taken with Bruno, the Bighorns mascot!

For more information: Contact your county University of Nevada Cooperative Extension office or email Carrie Stark at [starkc@unce.unr.edu](mailto:starkc@unce.unr.edu)



# Delegation

(Continued from page 1)

You may find that you left out something that will help you the next time you delegate. Perhaps there are some extenuating circumstances that you are unaware of such as an illness or family crisis. If that is the case you may have to take back and complete it yourself or reassign it to someone else. The person may indeed be grateful to you for recognizing this. Remember that no one wants volunteers to fail. Everyone wants to succeed. If you follow the steps for effective delegation you will empower people and increase their skill, and your program will succeed as well.

## SKILLS IN DELEGATING AND COORDINATING

- I clearly define the role to be done.
- I clearly define responsibilities and accountability procedures.
- I usually develop clear role descriptions or work assignments in writing.
- I develop clear time lines, and set deadlines.
- I choose appropriate people to take the delegated roles.
- I train thoroughly before giving the role.
- I discuss new assignments with the volunteers.
- I keep in touch informally to access progress
- I establish a routine reporting system.
- I re-evaluate assignments regularly.
- I establish emergency procedures (including ways volunteers can reach me in an emergency).
- I clearly define time requirements of the role.
- I arrange face-to-face meetings occasionally.

- I prioritize tasks and delegate whenever possible.
- I keep clear records.
- I create work teams with complementary personalities.
- I support and motivate the volunteers.
- I plan and prioritize time carefully so I am free to spend time with my volunteers.
- I say no when it's appropriate.
- I establish rapport with my volunteers so they will feel comfortable asking for help and share difficulties.

When delegation is clear and trusting, people feel a sense of involvement and responsibility.

Hold people accountable for results more than methods. Some people can carry out even the most difficult assignments without management follow-through; many can't. Following through with the support, information, authority and resources promised in the discussion helps prevent frustration and failure. Use these questions before other pressures and demands distract you: Does he or she have the needed resources and authority? What other support is needed? When is the task to be completed? When will we conduct reporting meetings? How is progress measured and monitored? What is the right balance of freedom, structure and support? How flexible am I willing to be, in giving decision-making freedom?

Effective delegation involves building in controls and letting go of control. If the parameters, time lines, and expectations have been communicated the tasks of the program will be successful.

*Effective Delegation excerpts from www.kansas 4-h.org  
With material from Idaho 4-H and Ohio 4-H*

**Northern Area/ Western  
December Dates to Remember**

**Dec. 15** – Washoe County 4-H Horse Awards.

**Dec 18**– Washoe County 4-H Year-end Awards.

**Dec. 26**– Holiday Break  
Offices will be closed

## Your 4-H Mission Minute

The goal of delegation is to clearly establish responsibilities and deadlines so that you can let go of control and empower others to carry out the task. If you're new at delegating, it may take a while to become comfortable with turning over aspects of the program.

In many cases, there are things that you do not particularly enjoy doing each year. Find a volunteer who enjoys that role, give him/her the needed information and resources, keep in touch regarding progress, and let the volunteer assume the responsibility.

You may find individuals with particular skills who are more suited to the role than you are. Our communities contain a wealth of skilled volunteers who are willing to share their expertise with us, if only they are asked.

*-TAXI (Taking Anybody into Expanded Involvement),  
National 4-H Council, 1994.*



4-H is a program of University of Nevada Cooperative Extension

### NORTHERN AREA/WESTERN

**Carson City/  
Storey County**  
(775) 887-2252  
2621 Northgate Lane  
Suite 15  
Carson City, NV 89701

**Douglas County**  
(775) 782-9960  
1325 Waterloo  
Gardnerville, NV 89410  
PO Box 338  
Minden, NV 89423-0338

**Washoe County**  
(775) 784-4848  
4955 Energy Way  
Reno, NV 89502

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Unless stated differently, all meetings are held at your local Cooperative Extension office.

## 4-H Events Calendar December 2016



DATE	WESTERN AREA AND OTHER COUNTIES	CARSON CITY/STOREY COUNTY	DOUGLAS COUNTY	WASHOE COUNTY
		NOTE: 4-Paws takes a break during December. No meetings or workshops		
2		Carson City Hot Shots, Cap. City Gun club, 6-9 p.m.		
3		Carson Cloverbuds, 1-3 p.m.		
5		Cook Lovers, VC Sr. Center 4-6 p.m. Target Rippers, Fuji Ex. Hall, 6:30-8 p.m.	<b>Please note:</b> Due to the number of club meetings in Douglas County, we cannot list them all	<b>Please note:</b> Due to the number of club meetings in Washoe County, we cannot list them all here.
7		Silver Bricks FLL, VC Roasting House, 3:30-5:30 p.m. Bouncing Bunnies, Fuji Ex. Hall, 6:30-8 p.m.		
11		Silver Bricks FLL Competition, Eagle Valley Middle School, all day		
12		Cook Lovers, VC Sr. Center 4-6 p.m.		
13		Carson Cluckers, Fuji Ex. hall, 6:30-8 p.m.		Horse Leaders' Mtg., 5:30 p.m.
15				Washoe County 4-H Horse Awards, RLEC main arena, Doc Bar, 6 p.m.
16		Carson City Hot Shots, Cap. City Gun club, 6-9 p.m.		
17		Carson Cloverbuds, 1-3 p.m.		
18				Washoe County 4-H Year-end Awards, UNCE Office, 1 p.m.
19		Cook Lovers, VC Sr. Center 4-6 p.m. Target Rippers, Fuji Ex. Hall, 6:30-8 p.m.		
20				
26	<b>CHRISTMAS HOLIDAY - OFFICES CLOSED</b>			
28			No Leaders' Council until Jan. 23	
30		Carson City Hot Shots, Cap. City Gun club, 6-9 p.m.		
31		Carson Cloverbuds, New Years Eve Party, 1-3 p.m.		



**Pearl Harbor Remembrance day  
December 7**



**New Year's Eve  
December 31**

## Upcoming 4-H Events Calendar



DATE	WESTERN AREA AND OTHER COUNTIES	CARSON CITY/STOREY COUNTY	DOUGLAS COUNTY	WASHOE COUNTY
<b>January 2017</b>				
2	<b>NEW YEAR HOLIDAY - OFFICES CLOSED</b>			
4		Bouncing Bunnies, Fuji Ex. Hall, 6:30-8 p.m.		
5		4-Paws, Fuji Exh. Hall, 6:30-8 p.m.		
9		Cook Lovers, VC Sr. Center 4-6 p.m.		Small Animal Leaders' Meeting, 6 p.m.
10				Horse Leaders' Mtg., 5:30 p.m.
12		4-Paws, Fuji Exh. Hall, 6:30-8 p.m. Arrowhead, UNCE conf. rm., 6:30-8 p.m.		
13		Carson Hot Shots, Cap. City Gun club, 6-9 p.m.		
16	<b>MARTIN LUTHER KING DAY HOLIDAY - OFFICES CLOSED</b>			
17		Carson Cluckers, Fuji Exh. hall, 6:30-8 p.m.		Livestock Leaders' Mtg., 6 p.m.
19		4-Paws, Fuji Exh. Hall, 6:30-8 p.m.		
21		Fabric/Rummage Sale Drop-off, Fuji Exhibit Hall, 10 a.m.-3 p.m.		4-H Horse Clinic, RLEC, 8 a.m.
23			Leaders' Council, 7 p.m.	Home Arts and Sciences Mtg., 5:30 p.m. Leaders Council Mtg., 6 p.m.
26		Arrowhead, UNCE conf. rm., 6:30-8 p.m.		
27		Carson Hot Shots, Cap. City Gun club, 6-9 p.m.		
28		Fabric/Rummage Sale Drop-off, Fuji Exhibit Hall, 10 a.m.-4 p.m.		
30		Cook Lovers, VC Sr. Center 4-6 p.m.	Speaking with Confidence begins, 4-5 p.m.	
<b>February 2017</b>				
1		Bouncing Bunnies, Fuji Ex. Hall, 6:30-8 p.m.		
2		4-Paws, Fuji Exh. Hall, 6:30-8 p.m.		
3		Fabric/Rummage Sale Fund Raiser set-up, Fuji Exhibit Hall, 9 a.m.-5 p.m.		
4		Fabric/Rummage Sale Fund Raiser, Fuji Exhibit Hall, 9 a.m.-4 p.m.		
5		Fabric/Rummage Sale Fund Raiser, Fuji Exhibit Hall, 9 a.m.-1 p.m.		
6		Cook Lovers, VC Sr. Center 4-6 p.m. Target Rippers, Fuji Exh. Hall, 6:30-8 p.m.		
9		4-Paws, Fuji Exh. Hall, 6:30-8 p.m. Arrowhead, UNCE conf. rm., 6:30-8 p.m.		
10		Carson Hot Shots, Cap. City Gun club, 6-9 p.m.		
13		Cook Lovers, VC Sr. Center 4-6 p.m.		
14				Horse Leaders' Mtg., 5:30 p.m.
16		4-Paws, Fuji Exh. Hall, 6:30-8 p.m.		
18				4-H Horse Clinic, RLEC, 8 a.m.
20	<b>PRESIDENTS' DAY HOLIDAY - OFFICES CLOSED</b>			
21		Carson Cluckers, Fuji Exh. hall, 6:30-8 p.m.		Livestock Leaders' Mtg., 6 p.m.
23		Arrowhead, UNCE conf. rm., 6:30-8 p.m.		
24		Carson Hot Shots, Cap. City Gun club, 6-9 p.m.		
26				Tagging and Weigh-in, RLEC, time TBA
27		Cook Lovers, VC Sr. Center 4-6 p.m.		Small Animal Leaders' Meeting, 6 p.m.
28			Portfolio Workshop, 6:30-7:30 p.m.	