2013-2014
4-H OFFICERS HANDBOOK

I pledge...

...to my club, my community, my country, and the world.

Name______________________________
School_______________________________
Teacher/Leader_________________________
Dear 4-H Officers & Leaders:

Congratulations on being selected as local 4-H club officer. Also hats off to our 4-H Teacher Leaders. This is both an honor and a responsibility. The other members in your club will be working on individual projects at home, but your monthly classroom 4-H club meetings are what "brings it all together".

Your duties as an officer and teacher leader will vary according to the office you hold. On the following pages are an outline of your duties. Because of the limited time we have in your club, please be prepared! With your help, we can continue to "Make the Best Better" for 4-H’ers in Benton County!

4-H PLEDGE

I PLEDGE
MY HEAD to clearer thinking,
MY HEART to greater loyalty,
MY HANDS to larger service, and
MY HEALTH to better living, for my Club,
my Community, my Country, and my World.

COLOR: Green and White
MOTTO: "Make the Best Better"

4-H Agents:
Heather Deckard
Jeff Roach

4-H Assistant:
Melissa Sullivan

OFFICE:
Benton County Extension Office, 119B Cole Avenue, Camden, TN

PHONE: (731) 584-4601  FAX: (731)584-0332

MAILING ADDRESS:
119B Cole Avenue, Camden, TN 38320

WEBSITE: http://benton.tennessee.edu/
http://4h.tennessee.edu/

FACEBOOK: U.T. Extension Benton County
OFFICERS RESPONSIBILITIES

PRESIDENT:
1. Take charge of the order of the meeting.
2. **Memorize your part on the program.** Do not always read out of your book.
3. Set up officers table - 4 chairs for officers (President should be seated in middle.)
4. Keep points in book for end of year to be turned in during March club meeting.
5. Select place in room and have contest items placed there.
6. Responsible for coordinating community service project if one is done and turning in report by March 1.

VICE-PRES:
1. Responsible for getting 4-H members to lead American and 4-H pledges, read poem and thought for the day.
2. Responsible for getting at least 2 4-H members to give a 4-H project demonstration each month.
3. Try to use as many different people each month as possible so everyone can have an opportunity to be on program during the year.

SECRETARY
2. Keep your minutes and note pad and recopy them into secretary's book.
3. Write up minutes according to guidelines of each meeting from October - April. Keep in 4-H Secretary's book.
4. Write news articles and send them each month within 3 days after your meeting. **BE SURE YOUR NAME, YOUR TEACHER'S NAME AND YOUR SCHOOL are in the article.**
   Send to:
   Camden Chronicle
   144 W. Main Street
   Camden, TN 38320
   Or email: bentonco@usit.net

5. Encourage your 4-H member’s to answer the roll in a creative way. Examples are: Favorite 4-H contest, your 4-H project, favorite flower, something good you have done for someone.

6. Keep-up with club point sheet.
FUN LEADER:

1. Your job is to be the fun leader. Do your best to be creative and let everyone be a part.
2. Be prepared to lead 1 song or 1 game for each meeting. These can be action songs, patriotic songs, school music book songs or word search, short games, etc. If song books are used, it is your responsibility to pass them out and take them up at each meeting. You may use song sheets.
3. You can use a short game as a fun way to get group activity. Short games such as mazes, drawing to music may get everyone involved.

TEACHER / LEADER:

1. Please be sure to check your mail and announce to your club when 4-H will meet and the program and contest for the month.

IMPORTANT
Don’t forget to announce 4-H at least two days in advance.

2. Try to establish a 4-H Bulletin Board in your room, and see that one of the 4-H’ers is responsible for it.
3. Encourage participation in 4-H as a learning experience and also a group activity.
4. Check with officers for any problems they may encounter in preparing their program.

BULLETIN BOARD CHAIRMAN:

1. Try to have a new 4-H bulletin board each month.
2. Use as many new people as possible to help with the bulletin board each time.
3. Try to make your bulletin board theme match what is going on in your club that month.
4-H CLUB COMMUNITY SERVICE PROJECTS

One of the objectives of any 4-H club should be to serve their community. As a leader of your club we hope you will organize your club members in completing at least one community service project. Never should the project be left up to the officers alone but as an officer you should take a leadership role. Awards will be given for the top clubs for their completed projects.

As you lead your club in a service projects, keep in mind that you should involve as many club members as possible. A good service project will be rendering of service by your group to help another club, family, group, your community or school. These projects do not have to cost money but should encourage group planning and participation.

As a leader these tips may help you in organizing a service project.

* Decide on what to do. Encourage others to help with ideas.
* Recruit help from adults if necessary. Your teacher, other school officials or a member’s parent may be willing to help if asked.
* Decide on a course of action and don’t put off carrying it out. As a leader keep things moving in the right direction.

Below are examples of past successful community service projects. Hopefully you can think of many better ones on your own or with the help of your 4-H club members.

* Members of sixth grade club gave over 29 hours to help train CDC students for special Olympics. They stayed after school to help the CDC students practice for their competition.

* A junior high club made a school mascot plaque to display in school gym.

* A fifth grade club wrote and acted out a skit for lower grades about safety.

* 4-H promotional radio program.
SECRETARY TIPS

A good secretary is organized, efficient and dependable. Immediately following the local 4-H Club meeting, the club secretary will write up minutes (a story) of the 4-H meeting. Be sure to include details of the meeting. Watch for misspelled words and grammatical errors. Write in your neatest writing.

At least 2 to 3 days following the meeting, the secretary should send a copy of her/his minutes or at least a summary of them to the CAMDEN CHRONICLE, 144 W. MAIN STREET, CAMDEN, TN 38320 or email bentonco@usit.net Try to get these in by Thursday afternoon so that they will make the next issue of the paper.

TIPS TO REMEMBER:
* Be sure to include teacher’s name or name of club and school.
* List adult leaders and agents who attend and the educational presentations on the program. (example: Mr. Jeff Roach gave a demonstration on "Safety" or our educational program includes a video on "Boating Safety").
* List many individuals names as members enjoy seeing their name in the article.
* Be sure to include your name as secretary. Here is an example of a good news articles from the paper... follow this when you write your articles.

4-H CLUB NEWS
By Cheryl Sanders
Briarwood School

The Briarwood fifth grade 4-H club of Ms. Smith's room met Jan. 19. President Melanie Rich called the meeting to order. Secretary Cheryl Sanders read the minutes of our last meeting and called the roll with members answering with something they like to do in the snow. Jeremy Thornton lead the American Pledge of Allegiance, and Megan Wilson led the 4-H pledge. The thought of the day was given by Christina Hudson.

Posters and photography entries were judged by Extension Agent Heather Deckard. Purple winners in posters were Shawna Boyete, Tammy Patterson, Brandi Hudson, Lindsey Cheek, Melanie Rich, Megan Wilson and Erin Fitch. In photography the winners were Tammy Patterson, Megan Wilson and Erin Fitch.

Agent Deckard then gave a demonstration on putting together our record books.

Lindsey Cheek led us in several songs including "Alice the Camel" and "The Nobel Duke of York". Contests in February will be the Photo Search contest.
OCTOBER

PRESIDENT - (Rap Gavel two times) "I now call this meeting of the ___________ 4-H Club to order. Will the secretary please call the roll and read the minutes of the last meeting?"

SECRETARY - (Call the Roll) "Answer with your favorite __________________.
(Read the minutes of the last meeting.)"

PRESIDENT - "Are there any corrections or additions to the minutes? (Pause)
"If not, they stand approved as read."

"Is there any old business?"

"Is there any new business?" (Community Service Report)

"I now turn the meeting over to the Vice-President."

VICE-PRESIDENT - "Will you all please stand for the American Pledge led by __________________ and remain standing for the 4-H Pledge led by __________________." (Say the Pledges)

"Please be seated"

"Our thought for the day will be given by _____________."

"Our poem will be read by ____________________".

VICE-PRESIDENT - "Our demonstration will be given by __________________.__"

PRESIDENT - "I now turn the meeting over to our 4-H leaders."

4-H ACTIVITY: Bread Baking Contest. See Member Manual.

BULLETIN BOARD IDEAS: The Magic of 4-H (Crystal Ball or Magic Hat theme)
4-H Is Exploding With Opportunities
NOVEMBER

PRESIDENT - (Rap Gavel two times) "I now call this meeting of the ____________ 4-H Club to order. Will the secretary please call the roll and read the minutes of the last meeting?"

SECRETARY - (Call the Roll) "Answer with your favorite ________________." (Read the minutes of the last meeting.)

PRESIDENT - "Are there any corrections or additions to the minutes? (Pause) "If not, they stand approved as read."

"Is there any old business?"

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"I now turn the meeting over to the Vice-President."

VICE-PRESIDENT - "Will you all please stand for the American Pledge led by ________________ and remain standing for the 4-H Pledge led by ________________." (Say the Pledges)

"Please be seated"

"Our thought for the day will be given by ________________.

"Our poem will be read by ________________.

VICE-PRESIDENT - "Our demonstrations will be given by ________________.

PRESIDENT - "I now turn the meeting over to our 4-H leaders."

4-H ACTIVITY:
   November Public Speaking Contest. See Member Manual.

BULLETIN BOARD IDEAS: Explore 4-H Opportunities (Space Theme) Popping with New 4-H Ideas
JANUARY

PRESIDENT - (Rap Gavel two times) "I now call this meeting of the __________
4-H Club to order. Will the secretary please call the roll and read the minutes of
the last meeting?"

SECRETARY - (Call the Roll) "Answer with your favorite _________________."
(Read the minutes of the last meeting.)

PRESIDENT - "Are there any corrections or additions to the minutes? (Pause)
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______________." (Say the Pledges)

"Please be seated"

"Our thought for the day will be given by _________________."

"Our poem will be read by _________________."

VICE-PRESIDENT - "Our demonstration will be given by _________________."

PRESIDENT - "I now turn the meeting over to our 4-H leaders."

4-H ACTIVITY:
January Poster Contest. See Member Manual.

BULLETIN BOARD IDEAS: Blast Off Into A New 4-H Year
Climb the Ladder to 4-H Public Speaking Success
FEBRUARY

PRESIDENT - (Rap Gavel two times) "I now call this meeting of the __________
4-H Club to order. Will the secretary please call the roll and read the minutes of
the last meeting?"

SECRETARY - (Call the Roll) "Answer with your favorite _________________."
(Read the minutes of the last meeting.)

PRESIDENT - "Are there any corrections or additions to the minutes? (Pause)
"If not, they stand approved as read."

"Is there any old business?"

"Is there any new business?" (Community Service Report)

"I now turn the meeting over to the Vice-President."

VICE-PRESIDENT - "Will you all please stand for the American Pledge led by
________________ and remain standing for the 4-H Pledge led by
________________." (Say the Pledges)

"Please be seated"

"Our thought for the day will be given by_______________."

"Our poem will be read by _____________________."

VICE-PRESIDENT - "Our demonstration will be given by _____________________."

PRESIDENT - "I now turn the meeting over to our 4-H leaders."

4-H ACTIVITY: February Photo Search. See Members Manual.
4-H Chick-Chain sign up. See Members Manual

BULLETIN BOARD IDEAS: Building a Strong Foundation with 4-H Record Keeping
MARCH/APRIL

PRESIDENT - (Rap Gavel two times) "I now call this meeting of the ________________
4-H Club to order. Will the secretary please call the roll and read the minutes of
the last meeting?"

SECRETARY - (Call the Roll) "Answer with your favorite _____________________."
(Read the minutes of the last meeting.)

PRESIDENT - "Are there any corrections or additions to the minutes? (Pause)
"If not, they stand approved as read."

"Is there any old business?"

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"I now turn the meeting over to the Vice-President."

VICE-PRESIDENT - "Will you all please stand for the American Pledge led by
____________________ and remain standing for the 4-H Pledge led by
____________________." (Say the Pledges)

"Please be seated"

"Our thought for the day will be given by___________________."

"Our poem will be read by _____________________."

VICE-PRESIDENT - "Our demonstration will be given by _________________."

PRESIDENT - "I now turn the meeting over to our 4-H leaders."

4-H ACTIVITY:
4-H Camp Sign-up. See Members Manual.
4-H Community Service. See Members Manual.
Sign-up for Youth Market Hog Show.

BULLETIN BOARD IDEAS: Cooking Up Some Fun In 4-H Projects (Baking theme)
   Everything is Coming Up 4-H Clover (Clover theme)

RECORD BOOKS AND EXPLORER BOOKS ARE DUE THE THIRD FRIDAY OF THIS
MONTH (ALL CLUBS)
Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.

University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.

UT Extension provides equal opportunities in programs and employment.