“Everything’s Better
When We Do It Together”

Tips For 4-H Club Officers

Name _____________________
Club _____________________
Dear Officer,

You have been selected to be a leader in your 4-H club! This manual will help you serve your club better. Read ALL of the pages carefully. Underline or highlight important parts that you will use at each club meeting. Participate in the 4-H meetings by being prepared ahead of time. Encourage all of the members of your club to be involved. Please keep in touch with us.

Jessica Waters
Extension Agent

James McMillion
Extension Agent

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www.utextension.utk.edu/4h
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http://blount.tennessee.edu

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Monday—Friday
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4-H Officers for ______________________ 4-H Club.

President ____________________________ Phone: __________

Vice President __________________________ Phone: __________

Sec/Tre _______________________________ Phone: __________

Club Reporter __________________________ Phone: __________

Other __________________________________ Phone: __________

For Every Club Officer:
♦ Set a good example by participating, respecting others, and being helpful.
♦ Speak loud and clear when on the program—stand in front.
♦ Encourage club member to participate in the monthly activity.
♦ Help with the club’s community service project.
♦ Help everyone have a successful year.
♦ Communicate with the other 4-H officers.
♦ Learn how to use basic parliamentary procedures (see the next page).
The purpose of parliamentary procedure is to provide rules for conducting an orderly meeting. It is a fair way to give everyone an opportunity to participate.

**Word List**

- parliamentary procedure
- motion
- second
- vote
- gavel
- minutes
- roll call
- adjourn

Let’s look at some basic rules of parliamentary procedure...

The president (presiding officer) calls the meeting to order. Rap the gavel twice to call the meeting to order. The president recognizes the person who has raised their hand to speak. Members don’t speak out of turn. Each person should address the Presiding officer as “Madam or Mr.”

Making a motion....the word “motion” means “movement.” To bring up business in a meeting or to approve business that is taking place, a club member must “MOVE” to make a motion. To conduct business, such as approving the minutes, adjourning the meeting, or voting on a community service project, a member must make a *motion*. To bring the motion to a vote, another member must second *(or agree)* to the first motion. The president will recognize a club member to make the motion and then a second club member to second the motion. The vote of the majority decides.

To make a motion, say “I move....” To second a motion, say “ I second the motion.”

The president may ask for discussion. The discussion is a time for the group to talk about what is being proposed. Then all members vote, either “yes” or “no.” The membership may vote by secret ballot, show of hands or by saying “aye.” The president decides how the vote will be taken.

The president will announce the results and rap the gavel one time for closure.
**4-H Club Meeting Agenda**

(Do not read aloud what is in parentheses. Fill in blanks before the meeting.)

<table>
<thead>
<tr>
<th>Who and What</th>
<th>Say This</th>
</tr>
</thead>
<tbody>
<tr>
<td>President – Calls the Meeting to Order</td>
<td>This meeting of the __________________ 4-H Club will now come to order (2 gavel taps).</td>
</tr>
<tr>
<td>President – Announces Who Will Lead the 4-H Pledge &amp; Read Inspiration / Thought for the Day</td>
<td>Please stand - _____________________ will lead us in the 4-H pledge and ______________ will then read the inspiration/thought for the day..</td>
</tr>
<tr>
<td>*President – Calls Roll Call</td>
<td>Our Secretary, ________________________, will now call the roll.</td>
</tr>
<tr>
<td>The secretary calls the roll and lets the Agent know of new members wishing to join.</td>
<td>Please answer the roll call with your favorite: ________________________. (Then call each member by name.)</td>
</tr>
<tr>
<td>President – Calls for the Reading of the Minutes</td>
<td>We will now have the minutes from our last meeting read by our Secretary. (after the minutes are read, ask) Are there any corrections to the minutes?</td>
</tr>
<tr>
<td>*President – Calls for Reports</td>
<td>We now have a report from ______________ about _______________________. (Examples Community Service reports, treasurer’s report, upcoming contests, project group meetings, etc).</td>
</tr>
<tr>
<td>*President – Calls on VP to Introduce Program</td>
<td>Our Vice President _______________, will now introduce our program.</td>
</tr>
<tr>
<td>VP - Introduces the Program of the Day</td>
<td>Our program for the day is ________________________. (Introduce the 4-H Agent after the program is over.)</td>
</tr>
<tr>
<td>*President – Makes Announcements</td>
<td>I would like to remind you of our next meeting which is ________________________. (Other announcements might be upcoming contests or other 4-H events, etc.).</td>
</tr>
<tr>
<td>*President – Adjourns Meeting</td>
<td>This meeting of the __________________ 4-H Club is now adjourned. Thank you for your participation (1 tap of the gavel).</td>
</tr>
</tbody>
</table>

(*May be left out if it does not need to be included in your meeting)

**Gavel Tap Key**

<table>
<thead>
<tr>
<th>One Tap</th>
<th>Follows the announcement of adjournment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>After a business item has been voted on</td>
</tr>
<tr>
<td></td>
<td>Tells members to be seated following the opening ceremony.</td>
</tr>
<tr>
<td>Two Taps</td>
<td>Calls the meeting to order</td>
</tr>
<tr>
<td>Three Taps</td>
<td>Signal all members to stand in unison</td>
</tr>
<tr>
<td>Series of Sharp Taps</td>
<td>Restores order to a meeting. Everyone should stop talking and listen when they hear the gavel.</td>
</tr>
</tbody>
</table>
Promoting Your 4-H Club Meeting

* Make a bulletin board or poster in your class to keep everyone informed about 4-H happenings. Use it to post club meetings, service project information, recognize winners, list officers, new community service ideas, and more! It’s up to you!

Use lettering at least one inch high and bold colors. Add some artwork and don’t forget to include at least one 4-H clover.

* Ask if you can put reminder posters in the hallway.

* Make an announcement to your class several days BEFORE the meeting to remind them to be ready for 4-H.
The 4-H club president should preside at the meetings in such a way that all members will feel free to take part. The President should:

- Plan the meeting ahead of time with the other officers.
  - make sure the secretary has minutes prepared to read
  - make sure the vice-president has names of program volunteers
  - make sure the vice-president has list of members participating in monthly club activity
  - based on club member participation in the monthly contest, decide if there will be time for the project and other reports.
- Announce meeting to club members ahead of time.
- Preside over the meeting.
- Represent club, if necessary, with other groups.
- Assist Community Service Leaders to plan and organize a project.
- Help plan any special activities.

Write your club meeting dates here:
Tips for the Vice President

The 4-H club vice president should:

- Complete the club meeting program outline BEFORE the meeting. Ask specific members to be on the program and be prepared to:
  - Lead the American pledge
  - Lead the 4-H pledge
  - Give the “thought for the day”
  - Optional: Share something they’ve done in their 4-H Project (Project/Progress Report)

- **Try to use every club member throughout the year.**
- Go ahead and assign parts for the entire year—and list them below.
- Make a list of the members participating in the monthly club meeting to give to the adult or teen leader.
- Preside over the business meeting if the president is absent.
- Arrange room for contest, for example, we may need a table in front for demonstrations.
- Assist with planning and organizing the club service project.
- Be prepared to participate in the monthly club activity.
- When you ask if someone wants to share something from their project folder or Exploring 4-H project book, be sure and ask them ahead of time! They should bring their project to the club meeting and anything they want to show (no live animals).

As vice president, you provide a “thought for the day” or they can find one on their own. A list of ideas are on the next page. The 4-H pledge is in the handbook.
Thought for the Day Suggestions

Never grow a wishbone where a backbone ought to be.

“Life has no remote. Get up and change it yourself.”
from the book Operation Einstein by Mark Cooper

"He who has a WHY to live can bear almost any HOW.”
- Friedrich Nietzsche

“Drama doesn't just walk into your life out of nowhere. You either create it, invite it or associate with people that bring it.

~ Unknown

“When obstacles arise, you change your direction to reach your goal; You do not change your decision to get there.” - Zig Ziglar

Vice-President: Use these blanks to write in the names of members asked to be on the 4-H club program.

4-H Pledge

2nd Meeting ____________________________
3rd Meeting ____________________________
4th Meeting ____________________________
5th Meeting ____________________________

Thought for the Day

2nd Meeting ____________________________
3rd Meeting ____________________________
4th Meeting ____________________________
5th Meeting ____________________________
The 4-H club secretary is the record keeper of the club.

Use the Secretary’s Record Book as follows:

- You may omit (leave out) pages 3 & 4.
- Keep the roll of members on pages 5 & 6.
- Write the minutes on pages 7-14.
  - Use a blank piece of paper to take notes on and then re-write the minutes in your book to read at the next meeting. Sign at the bottom of the page.
- Bring your Secretary’s Record Book to each 4-H club meeting.
- **Turn in your Secretary’s Record Book at the last club meeting.**

The secretary should:

- Write the minutes (written notes of what happens in the meeting) which may include:
  - Name of your club
  - Date of the meeting
  - Number of members
  - Names of members on the program
  - Ribbons received
  - Program presented by 4-H leaders
  - Date of the next meeting
  - Next activity planned
- See the sample minutes for the 1st meeting on the next page.
- To keep a roll, put the meeting date at the top of the column on page 5.
- Select a way to answer the roll call (this is optional)
  - suggestions include: name your favorite sport, color, ice cream, hobby, where you would like to visit, food, a way to help others, etc.
- Mark who is present in the record book on pages 5 and 6.
- Write letters for the club if necessary, such as a thank you note.
- Assist other officers with plans for projects.
Secretaries, use this fill-in-the-blank form to help you with the first meeting minutes.

The first meeting of ____________________ 4-H Club was held at ____________________, (name of club) (name of school) on _______________. Our 4-H Leader, _____________________, led the meeting to organize our 4-H club.

Each student filled out an enrollment form. _____________________ explained each part of the enrollment form to the class.

Everyone received a 4-H newsletter of events and activities. We discussed how to get more information about 4-H.

For 4th Grade Only: We received our Exploring 4-H Project Book.

For 5th grade and up: We were allowed to make 4-H project selections for this year and will receive information on how to download 4-H project activity pages and Thinking Ahead plans.

For 6th grade and up: We discussed judging teams and marked our interest on the enrollment form.

____________________ explained the activity for our next meeting – the Speaking Contest. We talked about the importance of being a 4-H officer. The club officers that were elected for this year are:

President ______________________________
Vice President ___________________________
Sec/Tre _________________________________
Club Reporters ___________________________ and ___________________________

Our next 4-H club meeting will be ________________________________.

The meeting was adjourned.
Date: ______

Number present: Total _____ Boys _____ Girls _____ Guests _____ Agent

The regular monthly meeting of the _______ 4-H club was held on ____________.

President _____________________ called the meeting to order at 10:00 am. ______________ led the 4-H Pledge. _______________ gave the “Thought of the Day”. Roll call was answered with “your favorite cartoon character” by _____ members and guests present.

The minutes of the previous meeting were approved as read. A letter of thanks was read from the American Red Cross for participating in the Relay for Life.

_______________, treasurer, reported that the club has $_______ in the account and $_____ in outstanding bills for supplies for the car wash fund-raiser. ______________ moved the club pay the $_______ for the car wash supplies. The motion was seconded by __________ and passed. Club leader _________________ reminded the club that the deadline for county fair pre-entries is July 7.

_______________ gave a demonstration on how to check the engine oil level in a riding mower. ______________ gave a project report on her progress in her Clothing and Textile project. She reported that she had purchased a bolt of pastel material and two dress patterns.

There was no unfinished business. Under new business, ______ moved that the club hold another car wash fund-raiser. The motion was seconded by _____________. ______________ moved to amend the motion by adding the words “on Saturday, June 1 from 10 am until 2:30 p.m.” The motion was seconded. The amendment passed. After discussion, the amended motion passed. ________________ moved to purchase a new sign for the club’s swine project members to display at the county fair. The motion was seconded and passed.

_______________ announced that she would be hosting a pool party on Sunday, May 21, from 1:30 until 4:00 pm and everyone in the club is invited. She needs to know who will be attending by Monday, May 15.

_______________ talked to us about how important exercise and eating healthy are no matter how old a person is. She showed us how to take our pulse, and she taught us about the new food guide “MY PLATE”.

_______________ moved to adjourn. The motion was seconded and passed.

Submitted by Secretary ________________
Always ask permission if you are planning a project on public property.

- Plant flowers or a tree on community property
- Present a program for a group of senior citizens.
- Set up a recycling aluminum can box and recycle!
- Pick up trash on school grounds or clean up at the local park.
  - Make tray favors for the hospital or nursing home, such as, holiday cards, bookmarks, gift baskets, a flower, brightly wrapped candy favors, etc.
  - Collect good, used, or new preschool books for Head Start or Home Safe.
  - Tutor or read to younger students.
  - Start a HUGS program—collecting Hats, Underwear, Gloves and Socks—that can be donated to a ministry.
  - Collect grocery coupons to give to the food banks, families, etc.
- Make “Operation Christmas Child” kits by collecting small personal items, such as toothpaste, comb, toothbrush, pencils, coloring book, cards, etc. that will fit in a shoe box. Agents will collect these items until November 1, 2013.
- Write letters or send cards to servicemen.
  - Help people paint and repair their homes – make sure you can do it before organizing.
  - Create a mural that depicts values of your community.
  - Set up an art exhibit at a local business, sell the creations, and use the money to fund a cause in your community.
  - Collect supplies for persons who have been victims of a fire or other disaster.
  - Plant a community garden.
  - Organize a campaign to raise money for new playground equipment.
  - Share your skills! Volunteer to teach a class at a community center.
  - When fall comes around, distribute leaf bags and offer to assist neighbors with raking their yards.
  - Campaign for additional lighting along poorly lit streets.
  - Volunteer at a Special Olympics event.
  - Work with kids who have special needs on an art project.
  - Set up a buddy system with the special needs program at your school.
  - Make gifts with friends for kids in the hospital. Distribute Valentines, Halloween candy, or Christmas treats/toys.
  - Volunteer to read books or newspapers to those who are visually impaired.
  - Visit a local care center to learn more about those with special needs, and ask how you can help.
  - Adopt a “grandfriend”. Write them letters, call them, and visit often.
  - Gather friends and create a “shop squad” to pick up groceries and medicine for elderly.
  - Gather friends and organize a songfest or play to perform at a nursing home.
  - For the holidays, go caroling, bring (easy-to-eat) treats, or just go and visit senior citizens.
  - Provide your local nursing home or library with more large-print books.
  - Teach a senior how to use a computer or the Internet.
  - Call up elderly people who live alone to check if they need anything.
  - Volunteer to do general home maintenance for a senior citizen.
  - Help cook/serve meals at a homeless shelter.
  - Hold a book drive and donate the proceeds to the shelter, and then hold a read-a-thon or give a class on basic reading skills.
- Be creative—come up with your own ideas!
Set a time to meet and plan with your other community service leader(s) and the other officers. You may also want to ask your teacher if you can have a brief 4-H meeting to discuss your ideas.

Find out some community needs. Ask your teacher or parent for ideas or use the list on page 13.

List your ideas so far:

Get permission
Recruit an adult to help
List expenses that will be involved—where will the money come from for the project?
Plan for publicity—photos, posters, report for paper
Get supplies, if needed.
Other

Make assignments to committee members/class:

Set your deadline date for completing your project
Complete your project.
Send in a report (page 15) or give to the Agent at a local club meeting. Be sure and list all participants.
Make a copy of this form, complete and submit it after EVERY service project.

4-H Club ________________________________
School ________________________________
Name of Project __________________________
Date Project Completed ____________________
Project Location __________________________

Number of Participants: Youth ______ Adults ______

Attach a list of the names of ACTIVE participants in this project. 4-H’ers will receive a sticker ribbon and credit for participating based on your report.

Number of Hours (multiply #hours worked by #volunteers) _______
Number of people benefiting from service _______

Describe what you did, including how much, how often, how many, etc.:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Ask the participants to share what they learned from helping with this project. What did they learn? ______________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please return this form to the 4-H Office at 219 Court Street, Maryville, 37804 or fax to 982-2027, or e-mail the information to jmcmilli@utk.edu or jowaters@utk.edu.

Who submitted this report? ________________________________________________
Lucky you!
As a 4-H reporter, your job is to:
• Be a little nosey.
• Know what is going on in your club.
• Tell your peers and whole town about the good stuff.
The secretary takes notes on every little thing that happens in meetings and reads them to the club. You only report the interesting things 4-H’ers are doing — inside and/or outside of meetings.

To do this well, you have to learn how to see things in a new way. You look for what your peers/readers or listeners might want to know.

That’s Step 1 for you.

What’s news?
In a way, a story becomes news only when someone else reads or hears it.

So ... what kinds of stories do you print?
Which of each pair of story ideas below would you be more likely to use?

Test Yourself:

1. Your club leader will be going to Japan on a 4-H exchange.
2. The state 4-H leader will be going to Japan on a 4-H exchange.
3. Your club had a car wash last month.
4. Your club had a car wash today.
5. The president of the United States will speak during Achievement Night.
6. Your mother will be speaking during Achievement Night.
7. Joni Lee, who is blind, won the herdsman trophy today.
8. Joni Lee, who is 12, won the herdsman trophy today.
9. Your club will be leading games for 4-to 6-year-olds in the park.
10. Your club will be leading an old-timey sing-along at the nursing home.
11. Tim Lot, who lives in town, ordered 30 chickens to raise in his basement.
12. That same Tim Lot, who ordered 30 chickens, got a shipment of 300.

[Local stories nearly always win out over stories that have little to do with hometown people’s lives.]

[You can find the correct answer to this by taking the “s” off of the word “news.” Unless a report is new — timely — editors rarely are interested.]

[You may think No. 6 is big news. But editors like stories about well-known or widely important things or people]

[Things that are unusual make news. This means people who overcome great odds, too.]

[Surprise! Both of these are news, because people in your town will see them as praiseworthy.]

[Both are news. But, because No. 12 can be funny, it has stronger human interest appeal.]
Creating a Club Reporter Record Book (Scrap Book)

Even if you don’t plan to enter the county reporter’s record book contest, you should at least put one together for your club to remember.

1. Find out if the club has traditions. For example, your club’s reporters in the past may have kept a scrapbook of notes and photos.

2. Go over the ideas with your teacher about the kinds of ways you might spread the news about 4-H.

3. Talk about what might be good goals for you this year, and how you can show you’ve met those goals.

Remember: You are a club officer. You were elected by your fellow members because they believe you can do the job. And, by taking the office, you have agreed to try.

Set your goals with that in mind. You should strive to get club or member news out into the public (actually READ or SEEN or LISTENED TO) at least once in fall, winter, spring and summer. Plan to report during every meeting, too, about something interesting that’s happened in the club or to a club member.

Your record can include copies of written stories, photos, newsletters, posters and notes on your work.

WATCH the Details!

Matters of Style
• Use numerals for ages, addresses, numbers higher than 10, weights, dimensions, dates, decades, years, money.

Some examples: Joe Smith, 8, is a new member of the club. He lives at 822 Maple St. The Smiths’ new baby was born June 5, 2014. He weighed 8 pounds, 2 ounces and was 20 inches long. The club earned $150 from the fund-raiser. About 75 attended the event. Joe’s father was a member of this club in the ’90s.

• Except for years and the 4 in 4-H, spell out numbers, at the beginning of a sentence. For example: Seventy-five people attended the dinner. 1975 was the year the club started.

Treasurer Position – optional

The following will be helpful for the Treasurer office as a stand-alone position or as part of the office of Secretary.

**Primary Responsibilities:**

- Keep record of all transactions affecting the club’s account on an on-going basis. Monies on an on-going basis are to be kept in the county 4-H checking account.
  - Make payment requests as approved by the President or standing policy
  - Receive funds and deposit them with the 4-H Office on behalf of the club
  - Receive amount and payment balances from the 4-H Office to report to club
- Bring balance amounts to all meetings and be prepared to give account.
- Develop and present an Annual Budget for the upcoming year after a planning meeting with the other officers and leaders of the club.
- Conduct an annual audit of the club’s accounts with President. (only for clubs with on-going accounts)
- Update procedures and forms related to treasurer functions; update the Treasurer position in the Officer Manual on an on-going, as needed basis.
- Prepare any tax-related documents as necessary.
- Have fun!!!!!