



4-H Happenings

4-H

Officer

Handbook

Name: _____

School: _____

Teacher: _____



Welcome!

Congratulations on being selected as a local 4-H Club officer. This is a great honor and big 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 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.

Officer Duties

President

1. Take charge of the order of the meeting.
2. Memorize your part of the program. Do not always read out of your book.
3. Set up officers table. You will need three chairs.
4. Keep points in book for end of year to be turned in during March club meeting.
5. Select a place in the room and have contest items located there.
6. Responsible for coordinating community service project if one is done.

Vice-President

1. You must select different 4-H members each month to lead the American and 4-H pledges, read poems, 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. Do these activities NO LATER THAN the day before the meeting! Remind them the day of the meeting.

Secretary

1. Keep roll in *secretary's* record book.
2. Keep your minutes on a note pad and recopy them into *secretary's* book.
3. Write up minutes according to guidelines of each meeting from October-April. Keep in *Secretary's* book.
4. Write news articles and send them each month within 3 days of your meeting. Make sure to include your teacher's name and school.

Send to:

Camden Chronicle
144 W. Main Street
Camden, TN 38320

Or e-mail: angela@thecamdenchronicle.com

A good secretary is organized, efficient, and dependable. Immediately following the local 4-H Club meeting, the 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.

Sample 4-H News Article

By Cheryl Sanders
Briarwood School

The Briarwood fifth grade 4-H club of Ms. Smith's room met on Jan. 19th. 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 Smith. 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 Smith 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.

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.

Community Service

As you lead your club in 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 of a plan 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 fifth grade club wrote and acted out a skit for lower grades about safety.

Operation Christmas Child

Ham in a Box (Collection of canned goods)

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?" (Give a 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 _____."

"Please be seated"

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

"Our poem will be read by _____."

"Our demonstration will be given by _____."

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

4-H Activity- Bread Baking Contest
Bulletin Board Ideas:
The Magic of 4-H, 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."

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"Please be seated"

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

"Our poem will be read by _____."

"Our demonstration will be given by _____."

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

4-H Activity- Public Speaking Contest
Bulletin Board Ideas:
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) "If not, they stand approved as read."

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"Our poem will be read by _____."

"Our demonstration will be given by _____."

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

4-H Activity- Poster Contest
Bulletin Board Ideas:
Blast Off Into A New 4-H Year

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."

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"Our poem will be read by _____."

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

4-H Activity- Duck Stamp, Photo Search, and Chick Chain Sign Ups

Bulletin Board Ideas:

We love 4-H

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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"Please be seated"

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"Our demonstration will be given by _____."

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

4-H Activity- Piggy Bank Pageant
Bulletin Board Ideas:
Spring into 4-H

NOTES