



4-H Club President Handbook





4-H Club President's Guide

The following is the order of business for a complete 4-H Club Meeting:

A. Business Session

1. Call to Order
2. Opening: Flag Salute, 4-H Pledge or inspiration saying
3. Roll Call of Members
4. Reading & Approval of Minutes (the report of the last meeting)
5. Treasurer's Report
6. Committee Report
7. Unfinished Business
8. New Business
9. Adjournment of Business Session

B. Program: (Project Session, demonstration, discussion or special program). May be planned by program committee or vice-president, can be led by members, parents, leaders, or community resource people.

C. Fun, Social Session: Songs, games, recreation, refreshments.

WORDS TO BE USED BY PRESIDENT IN CONDUCTION A 4-H CLUB MEETING

1. **Call to Order:** "Will the meeting please come to order?"
2. **Opening:** "Please stand for the flag salute and the 4-H Pledge." Note: May be varied by reciting the motto/slogan, creed, the meaning of the word "H" on our emblem or other inspirational sayings.
3. **Roll Call of Members:** "The Secretary will please call the roll". Note: Roll call topics can be used at this time, i.e.; Have each member say a favorite sport, color, vacation spot, hobby or music group.
4. **Reading & Approval of Minutes:** "The Secretary will now present the report of the last meeting." After the secretary reads the minutes, the President says: "Are there any additions or corrections to the minutes as read?" (Pause) OR is there a motion to accept the minutes?" Vote on minutes as read or corrected. Announce vote.
5. **Treasurer's Report:** "The Treasurer will now present the financial report." After report, the president asks, "Any questions? After any questions, ask "Is there a motion to accept the treasurer's report and place it on file."
6. **Reports of Committees:** "Are there any committee reports at this time?"

CLUB OFFICERS

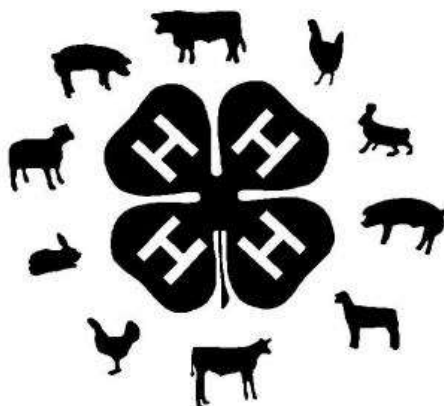
A good team of officers is at work in every successful club. The number of officers is determined by the size of the club. The minimum is usually President, Vice-President, Secretary/Treasurer, Reporter and Recreation Leader. If your club is large, it will function better when the office of Secretary/Treasurer is divided.

4-H business meetings and officer functions are valuable learning experiences. Each officer has general responsibilities and duties to the group as well as specific duties of his/her office.

GENERAL RESPONSIBILITIES INCLUDE:

- Helping to plan and carry out club activities by working closely with the club leader.
- Your leader is an advisor, but the responsibility for planning and carrying out activities lies with the 4-H members and officers.
- Officers need the initiative for planning and carrying out 4-H club activities.
- Helping every member find a place in the club.
- As an offer you can help see that every member has a chance to contribute.
- A 4-H club prospers when every member takes an active role.
- Setting high standards by performing well.
- Understanding your job and preparing to do it well.
- Knowing 4-H objectives and being able to talk with others about the 4-H program.
- Getting things done right and on time.
- All Officers should know how to run a meeting as well as be familiar with their own responsibilities.

In addition to general responsibilities each officers accepts some specific duties. The following suggested responsibilities have worked for many clubs. Many clubs have officers with the following duties:



PRESIDENT

As President your fellow 4-H club members have shown faith in your abilities to assume and carry out leadership responsibilities. Your major responsibilities are to:

- Check on arrangements for the meeting. Be sure each person listed on the program is ready.
- Check with the secretary, the 4-H leader and other officers about business to be considered.
- Preside at all meetings.
- See that the meeting starts on time and adjourns at the scheduled time.
- Follow the recommended order for a business meeting.
- Follow parliamentary procedure in conducting meetings.
- Appoint committees unless otherwise described by club action.
- Check frequently on each committee's progress and ask for a report from each chairperson.
- Show courtesy to guest and introduce them to the club.
- Consult with other officers on program plans and implementing activities.
- Relate motions and ask for a vote when the group is ready and announce the results.
- Cast the deciding vote if there is a tie.
- If you must be absent from a meeting, notify the Vice-President who presides. If the Vice-President is also absent, the Secretary calls the meeting to order and a chairman (someone from the membership to lead the group for this meeting only) is appointed.



VICE PRESIDENT

The second highest office in the 4-H club involves duties essential to a successful program. Major responsibilities are:

- Learn and be prepared to assume the duties of the President
- Preside at meetings when the President is absent.
- Serve as the chairperson of the program committee and help plan programs for each club meeting.
- Guiding the committee work so all club members are considered
- Submit the committee's program recommendations to the club on schedule.
- Delegate responsibilities and tasks to appropriate standing committees.
- Represent the club at outside meetings when requested.
- Check on meeting arrangements, seating, light, temperature and location and also be responsible for club equipment.

SECRETARY

- Keeps a complete listing of all members and does roll call.
- Takes minutes at each meeting and is prepared to read them at the next meeting.
- Reads letters to the club and handles all correspondence
- Calls the meeting to order if the President and Vice-President are absent.
- Reminds members of special meetings by phone or postcard and makes sure each member knows when and where the next meeting will be.
- Sends a report of each meeting to the County Extension Educator.

TREASURER

Keep and accurate record of:

- All money received and its source.
- All money paid out and for what purpose.
- Reports at each meeting the amount received, the amount of bills paid since the last meeting, and the balance in the treasury.
- Pays out money only when voted on by the club with the approval of the leader.
- Puts the club's money in a special bank account.
- Have Treasurer's Report approved and signed by the local leader and an auditor or an auditing committee.
- Submits a budget early in the club year, recommending needed purchases.
- Sends an annual financial statement to the County Educator at the close of the club's year using the form in the Treasurer's Book.

REPORTER

- Tells the story of your club's activities through the local newspaper.
- Write an interesting account for the club's meeting and submit it to the paper while it is still news.
- Learn deadlines of local newspaper so the 4-H story gets printed the week of the meeting.
- Writes articles that tell who, what, where, when why and how, as well as complete names and identification of all people mentioned.
- Sends advance information to local papers, radio or TV stations when planning social 4-H events for the public.
- Makes a collection of all newspaper items referring to your club for permanent record or club scrapbook.

SONG LEADER

- Leads in the singing at 4-H club meetings and other 4-H events.
- Enjoys what you are doing, spreads enthusiasm and has fun signing together.
- Learns and teaches new songs.
- Keeps song books and music for the club.
- Distributes and collects song book at meetings.

RECREATION LEADER

- Plans games and other recreation for each meeting.
- Leads games at 4-H meetings.



DUTIES OF ELECTED 4-H OFFICERS

PRESIDENT DUTIES

- Presides at all meetings
- Appoints committees
- Casts deciding vote if there is a tie
- Encourages all members to take part
- Arranges for Vice President to preside if unable to attend
- Sees meetings start and stop on time
- Helps members and leaders plan the yearly program
- Restates motion for a vote
- Conducts meeting according to parliamentary procedure

VICE PRESIDENT DUTIES

- Presides when president is absent
- Assists other officers in arranging for and conducting meetings
- Serves as chairman of the program committee
- Hosts and introduces Guest Speakers

SECRETARY DUTIES

- Calls the meeting to order if President and Vice President are absent
- Keeps minutes of the meeting
- Takes roll call
- Reads minutes of the last meeting
- Reads correspondence to the club
- Reminds members of special meetings by phone or post card
- Writes club letters
- Keeps copy of Club's yearly plan in Secretary book

TREASURER DUTIES

- Receives all money
- Keeps records of amounts of money received
- Deposit club funds in special club accounts
- Pays out money only when approved by club
- Keeps accurate records in treasurer's book
- Gives report on financial condition at each meeting

REPORTER DUTIES

- Submits reports to local newspaper
- Makes collection of all newspaper items for permanent records
- Writes articles which tell who, what, where, when and how, including people's names
- Writes story of each meeting to send to the local 4-H office or local paper.
- Sends advance information of an event to the local paper and writes a follow-up.

RECREATION LEADER DUTIES

- Plans special activities for the club
- Leads and gives instructions for playing games
- Plans games and recreation for the club
- Plans activities for early arrivals
- Keeps play fair and promotes good sportsmanship
- Enthusiastic, friendly and plays the game themselves
- Forms a recreation committee when needed
- Plans more games for the meeting than needed.



Basic Parliamentary Procedure



Order of Business, Making a Motion,
Amending a Motion and Voting
Procedures

ORDER OF BUSINESS

- 1.) Call to order
- 2.) Opening- 4-H Pledge, 4-H Creed, American Pledge, Poem
- 3.) Minutes- Chair: "Will the secretary read the minutes of the last meeting?"
- 4.) Approval of Minutes- Chair: "Are there any corrections to the minutes? If not, the minutes are approved as read."
- 5.) Correspondence- Chair: "Is there any correspondence?" (If action is necessary, motion is made by reporting member.)
- 6.) Treasurer's Report- Chair: "The treasurer will now report...Are there any questions? ... This has been read for your information and will be placed on file for audit. Motion is made to approve the treasurer's report."
- 7.) Approval of Bills- Chair: "Are there any bills to be approved?" (Motion is made to approve the payment.)
- 8.) Reports- Officers and Committee Chair People- Only if a report is to be made. (A report requiring action should include a motion for such action.)
- 9.) Unfinished Business- Chair: "Is there any unfinished business?"
- 10.) New Business- Chair: "Is there any new business?"
- 11.) Announcements- Chair: "Is there any announcement?" These could be from the County newsletter.
- 12.) Adjournment- Chair: "Is there any further business?" If not, there needs to be a motion to adjourn.
- 13.) Program- Chair: "The program committee will now present the program."
- 14.) Fun and games or refreshments.



MAKING A MOTION TO INTRODUCE BUSINESS

Member

- 1.) Member rises and addresses the Chair
- 2.) Waits for recognition from the President
- 3.) Member states the motion: "I move that..."
- 4.) Another member seconds the motion while seated

President

- 1.) The President states the motion..."It is moved and seconded that..."
- 2.) President calls for discussion or debate. "Is there any discussion?"
- 3.) The President takes a vote when all who wish to speak have done so. Chair: "The motion is that the club... All in favor say Aye, those opposed say no."
- 4.) The President announces the results of the vote: "The Ayes have it and the motion is carried and the club will..." (Or "The noes have it and the motion is lost").

AMENDING A MOTION

Amend means to change wording of a motion to make it more acceptable before taking final action.

Amendments are made after motions have been made.

To Amend a Motion

- 1.) Rise and address the President
- 2.) The President recognizes the member by name
- 3.) The member states the proposed amendment by saying, "I move to amend the motion by adding _____." Your motion might be to amend by striking out and adding or by substituting a word or sentence in a motion.
- 4.) Second the motion to amend.
- 5.) The President calls for discussion by saying, "It has been moved and seconded that the words _____ be added to the motion. Is there any discussion on the proposed amendment?"

If the motion is carried the President states the motion as it is amended and the club proceeds to discuss and vote on the motion. If an amendment does not carry, the President takes up the original motion, completes discussion and takes a vote. A motion can be amended only once.

VOTE

Five ways:

- Voice
- Show of hands
- General Consent
- Ballot
- Standing



Club Meeting Planning Sheet

(For Planning and Running Meetings)

Additional Sheets can be ordered from the 4-H office.)

Club: _____

Date: _____

	Who	What
Pre-meeting activities (Recreation - Social Committee)		
Call to Order	President	
Meeting Opening thoughts (a reading, song, the pledge of Allegiance, or 4-H Pledge)		
Roll Call (have the members answer with information that would be interesting: age, birth date, etc.)	Secretary	
Minutes of Previous Meetings	Secretary	
Committee Reports (list committees)		
Old Business	President and total membership	
New Business	President and total membership	
End of Meeting Ceremony		
Educational Program	Vice-President or Program Chairperson and Committee	
Social - Recreation Program		

4-H CLUB 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**.



4-H Club Vice President Handbook



Vice President's Duties

- ◆ Presides when President is absent
- ◆ Assists other officers in arranging for and conducting meetings
- ◆ Serves as Chairman of the Program Committee
- ◆ Hosts Guest Speakers



CLUB OFFICERS

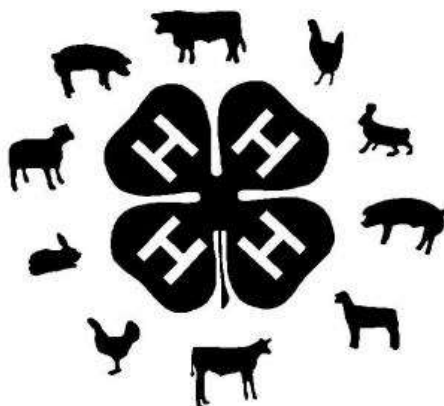
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- Setting high standards by performing well.
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In addition to general responsibilities each officers accepts some specific duties. The following suggested responsibilities have worked for many clubs. Many clubs have officers with the following duties:



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As President your fellow 4-H club members have shown faith in your abilities to assume and carry out leadership responsibilities. Your major responsibilities are to:

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- Encourages all members to take part
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- Sees meetings start and stop on time
- Helps members and leaders plan the yearly program
- Restates motion for a vote
- Conducts meeting according to parliamentary procedure

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- Serves as chairman of the program committee
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- Takes roll call
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- Reads correspondence to the club
- Reminds members of special meetings by phone or post card
- Writes club letters
- Keeps copy of Club's yearly plan in Secretary book

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- Keeps play fair and promotes good sportsmanship
- Enthusiastic, friendly and plays the game themselves
- Forms a recreation committee when needed
- Plans more games for the meeting than needed.





Extension

Club Meeting Planning Sheet
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Date: _____

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Minutes of Previous Meetings	Secretary	
Committee Reports (list committees)		
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New Business	President and total membership	
End of Meeting Ceremony		
Educational Program	Vice-President or Program Chairperson and Committee	
Social - Recreation Program		

4-H CLUB 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**.



4-H Club Secretary Handbook



Secretary Duties

- ◆ Calls the meeting to order if President and Vice President are absent
- ◆ Keeps minutes of the meeting
- ◆ Takes roll call
- ◆ Reads minutes of the last meeting
- ◆ Reads correspondence to the club
- ◆ Reminds members of special meetings by phone or postcard
- ◆ Writes club letters
- ◆ Keeps a copy of the club's yearly plan in the Secretary's book



4-H Club Secretary

The office of Secretary is an important one. Your club has elected you because they thought you could do the job. As an officer, you are expected to work with the other officers in carrying out the goals of the group. As secretary, you have the responsibility of keeping the records of the club's business. Your secretary's book is the official record of your 4-H club for the year. It will contain the record of business transacted at each meeting. It also lists members, committee members and leaders and their responsibilities.

Responsibilities

1. Keep a complete list of all members and record attendance at the meeting.
2. Take minutes at each meeting and read them at the next meeting.
3. Receive, read, and reply to correspondence.
4. Preside at the meeting if the President and Vice-President are absent.
5. Notify members of meeting or special club activities.
6. Send a report of each meeting to County Extension Educator
7. If you are unable to attend a meeting, notify your president so another member can serve as acting secretary. If you are able, get your secretary's book to an officer or club leader.
8. At the end of the club year, give your completed secretary's book to your club leader. Deliver all secretary's supplies and club records to your successor.

At the Meeting

- Arrive at the meeting place ahead of time.
- Discuss items of business with the leaders and the president.
- Call the roll when directed by the president (remain seated).
- Read the minutes (stand to read the minutes). To be certain they are correct, the person presiding asks "Are there any corrections to the minutes?" If someone suggests a correction, make the correction above it. If an addition is suggested, write it in the margin. Be prepared to call old business or tabled or postponed motions to the attention of the club. Make enough notes so you can carefully record the minutes at the meeting.

Minutes of the Meeting

- ◆ Use a three-ring notebook to hold you secretary's information, Minutes of Meeting forms, and notepaper.
- ◆ Take notes of all business conducted at the meeting- copy information on the Minutes of Meeting forms as soon as possible after the meeting. Minutes should be neat, legible, and written in ink.
- ◆ Keep your notes in case the secretary's book is lost.

Minutes should include the following information:

- Whether it is a regular or special meeting.
- Name of your 4-H Club.
- Date and place of the meeting.
- Number in attendance – members, leaders, parents, visitors.
- Name of the chairman and secretary or substitutes.
- A statement that the minutes were read.
- Disposition of the minutes of the previous meeting (approved as read or approved as corrected).
- Important facts about announcements made.
- All motions, the name of the persons making them and the disposition of the motions (carried or lost). In your notes you should put the number voting for and against each motion when the vote is being shown in hands or a standing vote.
- Persons appointed to committees and assignments.
- Program presented.
- Assist the president during the meeting.
- Write down motions as stated. If you do not understand a motion or do not have time to write it down, request that the motion be restated. You are responsible for being able to state the motion.
- Help maintain parliamentary procedures.
- Announce old business, if any, when the president asks, "Is there any old business?" If there is none, state so to the president.

Correspondence

- Arrange all correspondence (letters, cards) received since the last meeting in convenient order and take to the meeting.
- Read communications when requested by the president. If there are none, you should state so to the president.
- Reply to correspondence or write letters, cards, as directed by your club. Be sure to put your return address on the letter.

Place: Room C.

EXAMPLE
Meeting Minutes

Date: 01/01/2020

Number Present: Members: 15, Leaders: 5, Parents: 10, Visitors: 2, Total Attendees: 32

Minutes:

The regular monthly meeting of the Bee Happy 4-H Club was held January 1, 2020 at the community building. The meeting was called to order by Sally, president, and the minutes recorded by Bruce, secretary. The minutes of the previous meeting were read and approved.

A letter of appreciation was read from Mrs. White for the gift sent to her by the club.

Cary, chairman of the membership committee, reported eight boys and girls were ready to join the club.

The secretary reported the following unfinished business: the motion that the club provide scholarships for 4-H leaders to the State Leaders' Conference was tabled at the last meeting. Frank moved to take from the table the motion that the club send 4-H leaders to State Leaders' Conference. The motion was seconded and carried.

Bill moved to amend the motion by inserting the word "four" before the words "4-H leaders". The motion to amend was seconded and carried. The motion as amended carried.

New Business:

Karen moved that the club consider beautifying and improving the community building and grounds; a committee of three to be appointed by the president. Motion seconded and carried. Building and Grounds Improvement Committee: Robert, Chairman, Sue and Vickie. Jim Jones moved that the meeting be adjourned. Motion seconded and carried.

Program:

Dr. Mary Lamb talked to us about the ways our diet affects our emotions. She showed a film about this.

Signature,
Sign to Authenticate



Extension



4-H Club Secretary's Record Book

Name of Club _____

County _____ Year _____

Officers:

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Other(s): _____

Attendance Record of Meetings

[illegible]

Enter names alphabetically by last names at the beginning of the year. As new members join, enter their names at the end of the list. Mark an “X” in the attendance section on the date a new member joins. At roll call, make a “U” in the attendance section when a member is present. Leave the box blank when a member is absent.

List of Committees

When a committee is appointed, write the name of the committees and the names of the members appointed to the committee.

Committee Name: _____

Committee Members:

Committee Name: _____

Committee Members:

Committee Name: _____

Committee Members:

Committee Name: _____

Committee Members:

List of Leaders

[illegible]

EXAMPLE: Meeting Minute

Place: _____ Date: _____

Number Present: Members: _____ Leaders: _____ Parents: _____ Visitors: _____

Total Attendees: _____

Minutes:

Approved By: _____

Basic Parliamentary Procedure



Order of Business, Making a Motion,
Amending a Motion and Voting
Procedures

ORDER OF BUSINESS

- 1.) Call to order
- 2.) Opening- 4-H Pledge, 4-H Creed, American Pledge, Poem
- 3.) Minutes- Chair: "Will the secretary read the minutes of the last meeting?"
- 4.) Approval of Minutes- Chair: "Are there any corrections to the minutes? If not, the minutes are approved as read."
- 5.) Correspondence- Chair: "Is there any correspondence?" (If action is necessary, motion is made by reporting member.)
- 6.) Treasurer's Report- Chair: "The treasurer will now report...Are there any questions? ... This has been read for your information and will be placed on file for audit. Motion is made to approve the treasurer's report."
- 7.) Approval of Bills- Chair: "Are there any bills to be approved?" (Motion is made to approve the payment.)
- 8.) Reports- Officers and Committee Chair People- Only if a report is to be made. (A report requiring action should include a motion for such action.)
- 9.) Unfinished Business- Chair: "Is there any unfinished business?"
- 10.) New Business- Chair: "Is there any new business?"
- 11.) Announcements- Chair: "Is there any announcement?" These could be from the County newsletter.
- 12.) Adjournment- Chair: "Is there any further business?" If not, there needs to be a motion to adjourn.
- 13.) Program- Chair: "The program committee will now present the program."
- 14.) Fun and games or refreshments.



MAKING A MOTION TO INTRODUCE BUSINESS

Member

- 1.) Member rises and addresses the Chair
- 2.) Waits for recognition from the President
- 3.) Member states the motion: "I move that..."
- 4.) Another member seconds the motion while seated

President

- 1.) The President states the motion..."It is moved and seconded that..."
- 2.) President calls for discussion or debate. "Is there any discussion?"
- 3.) The President takes a vote when all who wish to speak have done so. Chair: "The motion is that the club... All in favor say Aye, those opposed say no."
- 4.) The President announces the results of the vote: "The Ayes have it and the motion is carried and the club will..." (Or "The noes have it and the motion is lost").

AMENDING A MOTION

Amend means to change wording of a motion to make it more acceptable before taking final action.

Amendments are made after motions have been made.

To Amend a Motion

- 1.) Rise and address the President
- 2.) The President recognizes the member by name
- 3.) The member states the proposed amendment by saying, "I move to amend the motion by adding _____." Your motion might be to amend by striking out and adding or by substituting a word or sentence in a motion.
- 4.) Second the motion to amend.
- 5.) The President calls for discussion by saying, "It has been moved and seconded that the words _____ be added to the motion. Is there any discussion on the proposed amendment?"

If the motion is carried the President states the motion as it is amended and the club proceeds to discuss and vote on the motion. If an amendment does not carry, the President takes up the original motion, completes discussion and takes a vote. A motion can be amended only once.

VOTE

Five ways:

- Voice
- Show of hands
- General Consent
- Ballot
- Standing

DUTIES OF ELECTED 4-H OFFICERS

PRESIDENT DUTIES

- Presides at all meetings
- Appoints committees
- Casts deciding vote if there is a tie
- Encourages all members to take part
- Arranges for Vice President to preside if unable to attend
- Sees meetings start and stop on time
- Helps members and leaders plan the yearly program
- Restates motion for a vote
- Conducts meeting according to parliamentary procedure

VICE PRESIDENT DUTIES

- Presides when president is absent
- Assists other officers in arranging for and conducting meetings
- Serves as chairman of the program committee
- Hosts and introduces Guest Speakers

SECRETARY DUTIES

- Calls the meeting to order if President and Vice President are absent
- Keeps minutes of the meeting
- Takes roll call
- Reads minutes of the last meeting
- Reads correspondence to the club
- Reminds members of special meetings by phone or post card
- Writes club letters
- Keeps copy of Club's yearly plan in Secretary book

TREASURER DUTIES

- Receives all money
- Keeps records of amounts of money received
- Deposit club funds in special club accounts
- Pays out money only when approved by club
- Keeps accurate records in treasurer's book
- Gives report on financial condition at each meeting

REPORTER DUTIES

- Submits reports to local newspaper
- Makes collection of all newspaper items for permanent records
- Writes articles which tell who, what, where, when and how, including people's names
- Writes story of each meeting to send to the local 4-H office or local paper.
- Sends advance information of an event to the local paper and writes a follow-up.

RECREATION LEADER DUTIES

- Plans special activities for the club
- Leads and gives instructions for playing games
- Plans games and recreation for the club
- Plans activities for early arrivals
- Keeps play fair and promotes good sportsmanship
- Enthusiastic, friendly and plays the game themselves
- Forms a recreation committee when needed
- Plans more games for the meeting than needed.



4-H CLUB 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**.



4-H Club Treasurer Handbook



4-H Club Treasurer's Record Book

Name of Club _____

Community _____ Year _____

County _____ State _____

Officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

Others _____



4-H TREASURER

Congratulations on your new responsibility as 4-H treasurer. Your 4-H club has shown its faith in your management skills and your sense of responsibility by electing you to this office.

The treasurer's duty is to manage the money of the club. As treasurer you should:

1. Keep an accurate record of all money received and where it came from as well as all money spent and what it was spent for.
2. Report to the club each month what money was received, what was spent and what amount of money is currently available.
3. Pay money out as directed by the club with approval by the leader.
4. Be prepared to give a detailed account of the finances of the club upon request by the members or the leader.
5. Have your treasurer's book checked and signed (audited) by the leader and at least one member at the end of the club year.
6. Send an annual financial statement to the County Extension Office at the end of the club year, using the form on the last page of your treasurer's book.

As treasurer you should realize that your club, as part of the county 4-H Program, is considered a nonprofit educational organization by the Internal Revenue Service (IRS) under code 501-C3. This means that any funds given to the club are tax deductible by the donor. It also means that the club does not have to file an annual tax return with the IRS unless the club made more than \$25,000 in one year. In order to maintain this status it is important for your club as well as you County Extension Office to keep careful records. This is why every treasurer needs to send in a final report to the Extension Office at the end of the year (duty #6).

BANK ACCOUNTS

When you take over as treasurer you will need to change the signature on the club's bank account. Ask the previous treasurer for a note stating that he or she is no longer treasurer and that the management of the account should be under your name. Bring this note to the bank and ask for Change of Signature forms. When you fill out these forms you officially become the person responsible for managing the account. Ask your leader for help if you have problems doing this.

One thing the bank may ask you for is the club's tax or employer identification number (EIN). This number is used by the bank to report interest earned by your account to the IRS. If you do not have a number the bank will want to report the interest earned by using your or your leader's social security number. Then you or your leader will be responsible for paying taxes on the club's interest. If you and your leader don't know your EIN call your 4-H Office and ask if they have a record of it. If your club doesn't have an EIN ask the Extension Office to fill out an SS-4 form to apply for one.

If your club does not have a bank account but wants to start one your leader should first check with the Extension Office to see if your club has an EIN. If not ask them to apply for one for you. Check with different banks to see which one offers the best account for your club. A letter from the club president as well as the leader will probably help verify that you are authorized to open an account in the club's name. Once you have opened an account remember to keep the bank book in a safe place and to verify all transactions made with the account.

The treasurer's job is one with a lot of responsibility, but you can also learn a lot and enjoy it as well. Remember that any time you have questions or problems with your responsibilities, your leader and your 4-H Extension Educator are ready to help you.

If your club has dues, keep track of payments on this page.

RECORD OF DUES

[illegible]

Month		<i>Income</i>	\$	¢
<i>Date</i>	<i>List all items</i>	Balance on hand at beginning of month.		
		Total		
		<i>Expenses</i>		
		Total		
		Balance on hand at end of month. (Total Income minus Total Expenses)		

Month		<i>Income</i>	\$	¢
<i>Date</i>	<i>List all items</i>	Balance on hand at beginning of month.		
		Total		
		<i>Expenses</i>		
		Total		
		Balance on hand at end of month. (Total Income minus Total Expenses)		

Month		<i>Income</i>	\$	¢
<i>Date</i>	<i>List all items</i>	Balance on hand at beginning of month.		
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<i>Date</i>	<i>List all items</i>	Balance on hand at beginning of month.		
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<i>Date</i>	<i>List all items</i>	Balance on hand at beginning of month.		
		Total		
		<i>Expenses</i>		
		Total		
		Balance on hand at end of month. (Total Income minus Total Expenses)		

Our club has: ☐ savings account at: _____ (Bank)
_____ (Account number)

☐ Checking account at: _____ (Bank)
_____ (Account number)

Our Tax ID number is: _____

Balance for Year

1. Previous year's balance\$ _____
2. Total income for year\$ _____
3. Total expense for year \$ _____
4. Balance on hand at end of year
(Add items 1 & 2; subtract item 3)..... \$ _____
5. Balance in accounts \$ _____
6. Cash on hand\$ _____
7. Total
(Add items 5 & 6; this total should be the same as item 4)...\$ _____

We believe this is an accurate account of our 4-H club treasury.

Treasurer

Date

Local Leader

Date

We have examined this book and found the account accurate.

Auditor(s)

Date



PAYMENT APPROVAL FORM

COPY OF INVOICE OR RECEIPT MUST BE ATTACHED.

4H Club Name		
Date of Bill		
Pay to		
Items Purchased	Project	Amount
Check #		
Date Check Needed by:		
X		
Club President Signature		Date
X		
Club Secretary's Signature		Date



PAYMENT APPROVAL FORM

COPY OF INVOICE OR RECEIPT MUST BE ATTACHED.

4H Club Name		
Date of Bill		
Pay to		
Items Purchased	Project	Amount
Check #		
Date Check Needed by:		
X		
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X		
Club Secretary's Signature		Date

EVENT EXPENSE SHEET

Name of Event	
Date	
Insurance	
Ribbons	
Awards	
Other	
Total Cost	

APPROVED

Signature
Signature

EVENT EXPENSE SHEET

Name of Event	
Date	
Insurance	
Ribbons	
Awards	
Other	
Total Cost	

APPROVED

Signature
Signature

Basic Parliamentary Procedure



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Procedures

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- 13.) Program- Chair: "The program committee will now present the program."
- 14.) Fun and games or refreshments.



MAKING A MOTION TO INTRODUCE BUSINESS

Member

- 1.) Member rises and addresses the Chair
- 2.) Waits for recognition from the President
- 3.) Member states the motion: "I move that..."
- 4.) Another member seconds the motion while seated

President

- 1.) The President states the motion..."It is moved and seconded that..."
- 2.) President calls for discussion or debate. "Is there any discussion?"
- 3.) The President takes a vote when all who wish to speak have done so. Chair: "The motion is that the club... All in favor say Aye, those opposed say no."
- 4.) The President announces the results of the vote: "The Ayes have it and the motion is carried and the club will..." (Or "The noes have it and the motion is lost").

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- 2.) The President recognizes the member by name
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- 4.) Second the motion to amend.
- 5.) The President calls for discussion by saying, "It has been moved and seconded that the words _____ be added to the motion. Is there any discussion on the proposed amendment?"

If the motion is carried the President states the motion as it is amended and the club proceeds to discuss and vote on the motion. If an amendment does not carry, the President takes up the original motion, completes discussion and takes a vote. A motion can be amended only once.

VOTE

Five ways:

- Voice
- Show of hands
- General Consent
- Ballot
- Standing

DUTIES OF ELECTED 4-H OFFICERS

PRESIDENT DUTIES

- Presides at all meetings
- Appoints committees
- Casts deciding vote if there is a tie
- Encourages all members to take part
- Arranges for Vice President to preside if unable to attend
- Sees meetings start and stop on time
- Helps members and leaders plan the yearly program
- Restates motion for a vote
- Conducts meeting according to parliamentary procedure

VICE PRESIDENT DUTIES

- Presides when president is absent
- Assists other officers in arranging for and conducting meetings
- Serves as chairman of the program committee
- Hosts and introduces Guest Speakers

SECRETARY DUTIES

- Calls the meeting to order if President and Vice President are absent
- Keeps minutes of the meeting
- Takes roll call
- Reads minutes of the last meeting
- Reads correspondence to the club
- Reminds members of special meetings by phone or post card
- Writes club letters
- Keeps copy of Club's yearly plan in Secretary book

TREASURER DUTIES

- Receives all money
- Keeps records of amounts of money received
- Deposit club funds in special club accounts
- Pays out money only when approved by club
- Keeps accurate records in treasurer's book
- Gives report on financial condition at each meeting

REPORTER DUTIES

- Submits reports to local newspaper
- Makes collection of all newspaper items for permanent records
- Writes articles which tell who, what, where, when and how, including people's names
- Writes story of each meeting to send to the local 4-H office or local paper.
- Sends advance information of an event to the local paper and writes a follow-up.

RECREATION LEADER DUTIES

- Plans special activities for the club
- Leads and gives instructions for playing games
- Plans games and recreation for the club
- Plans activities for early arrivals
- Keeps play fair and promotes good sportsmanship
- Enthusiastic, friendly and plays the game themselves
- Forms a recreation committee when needed
- Plans more games for the meeting than needed.



4-H CLUB 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**.



4-H Club Reporter Handbook





Writing 4-H News

Name of Club _____

Community _____ Year _____

County _____ State _____

Officers:

President _____

Vice President _____

Secretary _____

Treasurer _____



REPORTER'S DUTIES

- Submits reports to local newspapers
- Makes collection of all newspaper items for permanent records
- Writes articles which tell who, what, where, when and how, including people's names
- Writes a story of each meeting to send to the local 4-H office or local paper
- Sends advance information on an event to the local paper and writes a follow up.

Writing 4-H News

As a 4-H Club News Reporter, you have a big job ahead. The success of your 4-H club will depend on your work. You are now one of your Club's most important officers.

By writing good news stories you can:

- Help keep parents and other interested in what your club does.
- Let people know what your club is doing to help your town.
- Point out good work that will inspire other 4-H members to "Make the Best Better."
- Attract more boys and girls to join 4-H clubs.

This is Your Job

- Learn how to write GOOD news reports
- Then, write them and get them into your paper.
- Always be on the lookout for 4-H club news.

What is News?

News is timely information about unusual and important things your club and its members are doing.

Meetings are an important part of 4-H club work. You can find a news story at every meeting. Some meetings are good for two news stories; an advance story telling about what is planned for the meeting, and a follow-up story telling about what happened at the meeting.

Other events you should write about are: fairs, exhibits, tours, picnics, members attending camps, conferences, officers elected, committees appointed, donations by the club, members with outstanding projects, contest winners, judging teams, community projects, and awards to clubs.

Getting Started

Never write a news story as you would a Secretary's Report. Write your news story so that it will be used in the paper. Here are a few hints to help you get started.

Step #1

This first step in writing a 4-H news story is to collect all the information. You can do this by getting the answers to these six questions: Who? What? When? Where? Why? How? Apply each of these to your story and get the answers to each question.

Step #2

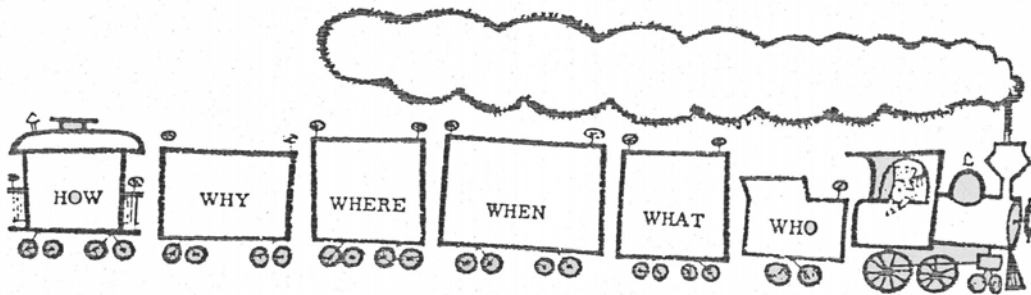
Next, study all the facts you have collected. Arrange them in the order of their importance. Ask yourself: What was the **MOST** important and **INTERESTING** fact about the event? That is the **FIRST** thing to tell about in your story.

Step #3

The first paragraph of a news story is the **LEAD**. The lead is a short summary of the entire story. It should answer most or all of the questions: Who? What? When? Where? Why? How? It should be interesting and attention-catching.

The following is a lead:

WHO	The Danby 4-H Club	voted to give \$10 to the
WHAT	Rutland County 4-H Camp	at their monthly meeting held
WHEN	yesterday, June 6	at the home of Mr. & Mrs.
WHERE	John Quill of Pond Road	This money will be used to
WHY	buy recreation equipment which will be used by all Rutland Club members who go to 4-H camp this summer.	
HOW	The Danby youths raised more than \$100 last month with a series of car washes	



Don't begin any news story this way:

1. At nine o'clock...
2. The last meeting of the year...
3. The purpose of the meeting....
4. The Danby 4-H Club met...
5. At a meeting...
6. A most interesting meeting...

Just **Remember:** In any story **Lead Off** with your most important fact of the story.

To interest the newspaper editor and the readers, start with your **Most Important** fact. That is also a rule for writing the rest of your story. *Build with the most important details at the top you your story, and leave the least important points for the last.* Follow your lead with the next important item. Weave it into your story so that the story reads smoothly.

Here is Why:

Busy readers can get a summary of the story quickly

Newspaper space is limited. If an editor doesn't have space, he can use the first few paragraphs that give the news without rewriting the entire story.

Use Simple Language in writing your story. Don't use big words where smaller ones will do. Leave out words that aren't necessary. Be **Brief** and **Clear** in your writing.

Remember that you are the Club Reporter not the Club Secretary. Let the secretary write the minutes of the meeting. You cannot ask an editor to use valuable paper space to print a Secretary's report instead of news story. So never write your news story in the same style used for a Secretary's Report.

Tell Who Attended the meeting or event. Copy the names carefully, including initials. Tell who the visitors are, if your club has any (Jean Jones of Rutland, guest of Mary Smith, or Miss Helen Adams of Burlington, State 4-H program leader). The visit of an important person may be the big news of your meeting. In that case, start your next story with that fact.

Leave Out Your Opinions. A good reporter writes about what he saw and heard...not what he himself thinks about those things.

You cannot say:

"The club will spend it's funds wisely." That is an opinion.

Instead, say something like this:

"The club will spend it's funds wisely, according to James Walker, President."

Since you are a reporter you must write your story from an impersonal viewpoint.

Never write:

1. Our 4-H Club...
2. We had a good attendance.
3. I think it was the best demonstration we ever had.
4. Miss Margaret Simpson visited us.
5. We voted to...

Instead write:

1. The Jolly Workers Club...
2. All members attended.
3. Jane Reed and Ruth White gave a bread making demonstration.
4. Miss Margaret Simpson of Bennington visited the club.
5. The Jolly Worker club voted to ...

Never Write Rumors

Be sure of every statement you write. Be Careful. Use the right words and spelling, the right names and addresses. Check places, dates, times and all other information of which you are not sure. Use a dictionary.

Step #4

The last step is to help the Editor.

You can help the Editor by following these rules:

1. Send in a clean, neat news story...**Get it to Your Editor at Once.**
2. Print your articles, if at all possible. Double space your stories on regular sized paper (8 ½ x 11 inches).
3. Print on one side of the paper only.
4. Write short sentences and short paragraphs. Keep sentences under 10 words, paragraphs under 60.
5. Make each paragraph complete in itself.
6. If you have a long story, number the pages. Write your name and address in the upper right-hand corner of page one.
7. Get to know your local editor or town correspondent.

A Test for Reporters

QUESTIONS

1. Name two kinds of stories you can write about 4-H meetings.
2. What is the first step in writing a news story?
3. What is the first thing you tell about in a news story?
4. What do you put in the lead when writing a story about your club's meeting?
5. Give the rule for building a news story.
6. List three rules you should use in writing a news story.
7. Do you give your opinion in a news story?
8. Accuracy is important. Tell about points you should check carefully.
9. How can you help the newspaper editor?
10. Is it true that your news story should be written like a secretary's report?

A

NSWERS

1. Advance stories to announce meetings, and follow-up stories which tell what happened
2. Get all the information...find the answer to Who, What, When, Where Why and How.
3. The most important and interesting fact you learned.
4. The most important happening at the meeting.
5. Build with important details near the top. Leave the least important points for the last.
6. Use short, simple words. Be clear. Check your facts to be accurate.
7. Only when you credit to someone.
8. People's names and initials. Give places, dates and times.
9. By typing neatly on one side of each sheet. By writing short sentences and short paragraphs.
10. No.

4-H CLUB PLEDGE

I Pledge:

My **HEAD** to clear thinking
My **HEART** to greater loyalty
My **HANDS** to larger service
My **HEALTH** to better living
for my Club, my Community, my Country and my World.

Guidelines for Submitting Photography

Guidelines for submitting photographs would include:

- ★ Use black and white, 8x10, pictures taken with a 35 mm camera or digital camera.
- ★ Have the same person (skilled in photography) take all the pictures.
- ★ Take action pictures but take lots of them. Action pictures often are confusing when reprinted in the paper. All people may not be clearly seen. Action shots are usually preferred, though, over “portrait” shots.
- ★ Keep the photography simple. Don’t have too many people in picture, have them doing something of interest which the viewer can easily identify, don’t have complex or dark background.
- ★ Submit caption information. Type on a piece of paper the full names of people, (from left to right in the picture), what is happening, where it took place, and when it took place. Tape the paper to the back of the photograph. **DO NOT WRITE ON THE PHOTOGRAPH.** Include the name and phone number of a contact person if there are questions.
- ★ If the photograph is to accompany a press release or article, make reference to both on both pieces submitted.
- ★ Encourage a reporter from the paper to cover an important event and bring a photographer with him/her. That way, they’ll get the right shot and right slant.

Submitting Electronically

With today’s technology, articles and photographs can be sent via e-mail. If you have access to a computer and the internet, check on line for your local newspaper. Instructions for submitting should be found within their site.

Check out the *Concord Monitor On Line* found at
<http://concordmonitor.com/apps/pbcs.dll/section?Category=COMMUNITY01>

This is where you can upload your photo along with your article/special event.

Sample Press Release

TO: "Community News",
Concord Monitor and New Hampshire Patriot
Monitor Publishing Company
P.O. Box 1177
One Monitor Drive
Concord, New Hampshire 03302-1177
or e-mail: communitynews@cmonitor.com

FROM: Reporter's Name, Name of 4-H Club, Reporter, Address, Street, Town Zip Code

DATE: November 10, 2006

FOR IMMEDIATE RELEASE

TOWN NAME GOES HERE

4-H club name. Officers of the (4-H Club Name) attended the Merrimack County 4-H Officers Training Workshop held recently at Merrimack Valley High School in Penacook. Officers and Leaders in attendance were Susy Smith, John Jones, Bill Black and Wanda White. They will use their newly acquired skills at their next 4-H Business meeting on November 29th.

- END -

For more information contact *Reporter's Name* at *Reporters Phone* or *email address*

4-H CLUB 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**.



Parliamentary Procedure

Parliamentary procedure is one of the most effective means by which individuals can take orderly action as a group.

Depending on the skills that members have, the club can use simple, informal or formal parliamentary procedures. Club officers as well as club members should learn the appropriate parliamentary procedures they are going to use in making club decisions.

These are the three different meeting styles:

- **Simple Style**

Characteristics: No formal agenda; group discusses business until they agree on what to do; probably no officers; open discussion.

Settings: Project meetings, small groups, sessions with younger members.

- **Informal Style**

Characteristics: Flexible meeting agenda; basic parliamentary procedures; chairperson or elected officers; controlled discussion.

Settings: 4-H meetings, school/church/civic organizations.

- **Formal Style**

Characteristics: Precise meeting agenda; standard parliamentary procedures following Robert's Rules of Order; elected officers.

Settings: Large gatherings; 4-H Federation meeting, FFA formal meetings.

Steps in Making a Club Decision

- **Motion** – A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time. It is debatable and amendable.

- **Second** – Someone from the group must “second” the motion, or agree to the motion, so that it can be discussed.

- **Discussion** – The motion “on the floor” is discussed by all members, addressing the pros and cons, etc.

- **Re-State the Motion** – The president re-states the motion before the group votes.

- **Vote** – The group votes by voice – aye/no; by show of hands; by standing; by secret ballot; or by roll call vote.

Ideas for Teaching Parliamentary Procedure

Developed by Southern District Leadership Team, October 2001

If you do some of these activities in your 4-H club, your club will understand parliamentary procedure better and they will be more likely to use it in the future.

Let's Make Trail Mix...

(Idea from a demonstration by Deb Ivey, 4-H Youth Development Agent in Iowa County)

Needed: Large bowl, spoon, ingredients for Trail Mix (Honey, Nut Cheerios, raisins, peanuts, plain and peanut butter M and M's, others as desired), serving utensil (paper cup, napkins, etc.)

- Display the ingredients and talk about the importance of parliamentary procedure to the smooth operation of a meeting.
- Tell your audience that you are going to make trail mix and that they will learn how to correctly make a motion as part of this process.
- Explain that ingredients will be added to the bowl as motions are made. Youth must say "I move that we add...." Ask for a second, discuss and vote. If the youth says, "I motion"...ask them to restate it correctly.)
- As soon as all the ingredients are added, the members can eat the Trail Mix as a snack.
- In most cases, there will be one ingredient that is voted down. The leader may want to include at least one questionable ingredient in the choices to be sure this happens.
- NOTE: Karen Nelson, Columbia County Youth Development Educator, gave each 4-H club in her county signs that say "I MOVE..." in large letters for display at club meetings.

Mock Meetings

- Gather a group of older members and have them sit together at the front of the room.
- Use the sample materials to demonstrate a meeting that operates smoothly and one that does not.
- Compare and discuss the differences and similarities in the two meetings.
- Conclude by telling why parliamentary procedure is important. These points could also be emphasized by writing them on the board, a chart, etc.



4-H Club/Group Meeting Outline

Date _____

Time _____

Place _____

Objectives for this meeting:

The Objectives should relate to the club goals:

1. _____
2. _____
3. _____

	Things to do	Responsible Person
Activity for Early Arrivals		
Business Activity		
Educational Activity		
Recreational Activity		

Pre-Meeting Activities: The First Part of Your 4-H Club Meeting

As your 4-H members arrive at each meeting, do things ever seem a bit awkward as kids wait for the meeting to get started? Or perhaps the environment seems chaotic as kids group up and start talking and goofing around as they wait for their fellow members to arrive? Take a moment and think about the newer members in your club. What are they doing prior to the meeting starting? Are they engaged? Are they included? Are they invited into conversations or activities? Or are they disconnected? Are they feeling insecure and left out of the activities?

Pre-meeting activities provide many benefits:

1. It gets kids engaged in fun and/or educational activities the moment they walk in the door.
2. Having the kids engaged in an activity allows the leader to prepare for other items with the meeting.
3. Kids get to learn something while they are working with others.
4. Kids will get to learn more about the other members in their club as they work through activities together.
5. Kids are active right away when they arrive which SHOULD help them sit more calmly during the business meeting.
6. It's a great way for leaders to get youth and parents involved in some club leadership and organization. Parents and youth can be involved with designing activities and helping at the project tables.
7. Some youth may choose to do a working exhibit during this time in order to fulfill their communications for the year.
8. Other kids may quit being late to meetings because they don't want to miss out on the fun!
9. It promotes a sense of belonging and inclusiveness in the club. This inclusiveness then stems to the other essential elements of mastery, engagement, caring adults, safe environments, and self-determination.



Pre-Meeting Activity Starter List

Set up one or several activity tables 15 minutes prior to the start of each meeting. As members arrive they can work through the tables until it is time for the club event to start. Some activity tables should be educational in nature while others can be fun.

Here are some ideas to get you started:

- Work with others or individually to draw a picture of a penny without looking at one.
- Create 4-H lyrics to “My bologna has a first name. It’s OSCAR...”
- Utilize your members to prepare a working exhibit that they set up for the pre-meeting activity.
- Work individually or in a group to complete an A-Z Scavenger Hunt of items in or around the meeting place.
- Make a variety of thank you note cards that can be used throughout the 4-H year.
- Figure out how many words you can make from your 4-H leaders’ names.
- Write your name backwards and practice its new pronunciation. Introduce yourself using your new name to everyone that enters the room.
- Inject colored water into bananas to practice vaccinating livestock
- Write a thank you note to someone
- Guess who the person is from the photos of their eyes
- Guess how many candy hearts are in the jar
- Draw a still life of a basket of fruit that you have on the table
- Have a 4-H member sharing their working exhibit – a make and take
- Learn to sew a button on a piece of fabric
- Food and Fitness Craze skill-a-thons
- Make a puppet – sack, sock, other
- Create a collage
- Make a mini-rocket out of straws and paper
- Design a new bedroom plan
- Draw the funniest face you have ever seen
- Face paint another members cheek or arm
- Design a scavenger hunt
- Write a paragraph reflecting what you learned during your club’s community service activity
- Set up a breed identification table for any species of animal.
- Adapt almost any activity from 4-H project materials.

Developed by Iowa State University Extension, used with permission.

RULES FOR 4-H MEETING CONDUCT

It is helpful if each club establishes rules for conduct at its meetings. This can be done when the club is first established or at the beginning of each year, using lessons learned from the previous year's meetings. Each club has to establish the rules for the way members will behave which relates best to it.

This activity could be done by the entire club as a Business Meeting activity, or a committee could draft a set of rules to recommend for adoption by the entire club. The rules considered should follow parliamentary procedure, allow for accessibility, and yet be specific in terms of what kinds of behavior will or will not be allowed.

Some examples of rules which could be a part of a "Code of Conduct" are as follows:

- Once the Presidents call the meeting to order, all persons must remain in their seats unless they have asked for and been given permission to move by the President.
- There will be no talking among members, leaders, or guest during a meeting except as a part of the discussion at hand and when recognized by the President.
- Members must act in an honest and trustworthy manner whether handling money or completing records.
- Adults will be recognized to speak only after members have been given a chance.
- Members who become unruly during a meeting will be asked to leave by the President. They may wait in another area nearby or call a parent/guardian to come and get them.
- There will be no running in the 4-H meeting hall.
- No use of cell phones or electronic devices during meeting time.

A "Code of Conduct" may be very general or very specific. It must be enforceable (if someone is snapping gum--it may bother someone but may be difficult to stop unless no gum chewing is allowed during the meeting) and it must be enforced (if a person is chewing gum when they aren't supposed to be, they must be asked nicely to throw it away in the trash).

Be careful not to make requirements for membership or participation which may go against accessibility--no boys allowed in sewing club, must have a parent attend meeting with youngster.

A "Code of Conduct" should not be too strict and controlling of its members. 4-H is a fun organization and its hands-on activities need to allow behavior suited to them. If courtesy, caring, and consideration for others is kept in mind then meetings and activities can run smoothly and each member can get the most out of the experience.



Project Page

Name: _____

Name of Project: _____

Year: _____ Years in Project: _____ # Project Meetings Held: _____ # Attended: _____

My Goal(s) for this project this year are (this year only): _____

Before

1) In order to reach your goals, what skills do you want to try? _____

Date Set: _____

2) What knowledge do you want to learn? _____

Date Set: _____

3) How can you reach these goals? _____

AFTER

Did you accomplish what you wanted? What changes would you make next year? _____

What skills did you develop or improve? _____

What did you learn? _____

List demonstrations, talks, or exhibits: _____

What did you do? (include costs, hours, profits, etc.) _____

I believe this information is correct _____

Project Leader Signature

Date



Extension



County 4-H Youth Development Record Ages 8-10

Name Phone Number

Mailing Address

Parent/Guardian Name

Year

Years in 4-H (Including this year)

Age on January 1st

Grade

Year	Club Membership	# Meetings Held	# Meetings Attended
20 <input type="text"/>			
20 <input type="text"/>			
20 <input type="text"/>			

***This was written by the member and is believed to be accurate.
Member and Leader must sign and date each year.***

<input type="text"/>	_____	_____
Date	Member	4-H Leader
<input type="text"/>	_____	_____
Date	Member	4-H Leader
<input type="text"/>	_____	_____
Date	Member	4-H Leader

Life Skills I Have Learned or Practiced

X the skills you have used this year. Use an **N** for new skills you learned.

Life Skills	20	20	20
Taking care of my health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling good about myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considering the needs of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working towards a group or individual goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicating with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting along with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working as a group member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gathering information and asking questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thinking Creatively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing resources (time, money, materials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tell how you used one of these skills:

Activities and Events

X which activities you have participated in.

Activity		20	20	20
Field Trip		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Event		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Event		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Event		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop/Clinic		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4-H Promotion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4-H Camp		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Farm & Forest Expo		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Leadership and Community Service

Year	What did you do?
20 <input type="text"/>	
20 <input type="text"/>	
20 <input type="text"/>	

Significant Achievement or Recognition

Date	Achievement/Recognition	Why Received

My 4-H year

Select Year:

- ❖ Add Project Pages for each project you did.
- ❖ Write a story or draw a picture telling about your 4-H year.
- ❖ Mementos and pictures of this year may be added to your record. Please take out any items from last year except for your record form. You may also add a chart or information on other activities outside of 4-H that you were involved in this year, if you wish.

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County 4-H Youth Development Record

Ages 11-13

Name Phone Number
Mailing Address
Parent/Guardian Name

Year (Choose one) Age on January 1st
Years in 4-H (Including this year) Grade

Year	Club Membership	# Meetings Held	# Meetings Attended
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

This was written by the member and is believed to be accurate.
Member and Leader must sign and date each year.

<input type="text"/>	_____	_____
Date	Member	4-H Leader
<input type="text"/>	_____	_____
Date	Member	4-H Leader
<input type="text"/>	_____	_____
Date	Member	4-H Leader

Life Skills I Have Learned or Practiced

Write the year and one example of how you learned or practiced the various skills. For example, in 2001/02, you considered the needs of others when you “welcomed Henry (a new member) and served as his big brother for the year”.

Life Skill	Year	How Learned or Practiced
Having pride and confidence in myself.	<input type="text"/>	
Considering the needs of others	<input type="text"/>	
Working on group or individual goals	<input type="text"/>	
Communicating with others	<input type="text"/>	
Making decisions	<input type="text"/>	
Getting along with others	<input type="text"/>	
Working as a group member	<input type="text"/>	
Gathering information and asking questions	<input type="text"/>	
Thinking creatively	<input type="text"/>	
Organizing	<input type="text"/>	

Life Skills I have Learned or Practiced (continued)		
Managing resources	<input type="text"/>	
Selecting, using, and maintaining tools	<input type="text"/>	
Using imagination	<input type="text"/>	
Being responsible	<input type="text"/>	
Acting with integrity and honesty	<input type="text"/>	
Understanding my abilities and limitations	<input type="text"/>	
Evaluating my progress and setting new goals	<input type="text"/>	
Following good health practices	<input type="text"/>	

Leadership		
Year	Role	What did you do?

4-H Promotion		
Year	Role	What did you do?

Community Service/Citizenship		
Year	Role	What did you do?

Activities and Events

Tell what you have done in different activities and events each year. For example, Field trip - March 2001 - Visited Maple Vale Sugar House

Activity	Year	What Was Done
Field Trip		
Project Events		
Exhibits		
4-H Camps		
Fundraising		
Workshops/Clinics		
County Event Recognition		
Presentation Day		
State Activities Day		

Significant Achievement or Recognition

[illegible]

My 4-H year

Select Year:

- ❖ Add Project Pages for each project you did.
- ❖ Write a story or draw a picture telling about your 4-H year.
- ❖ Mementos and pictures of this year may be added to your record. Please take out any items from last year except for your record form. You may also add a chart or information on other activities outside of 4-H that you were involved in this year, if you wish.

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County 4-H Youth Development Record

Senior

Name _____ Phone # _____

Mailing Address _____

Parent/Guardian Name _____

Year: _____

Age on January 1st: _____

Years in 4-H (including this year): _____

Grade: _____

Year	Club Membership	# Meetings Held	# Meetings Attended

***This Record was written by the member and is believed to be accurate.
Member and Leader must sign and date each year***

Date Member 4-H Leader

Date Member 4-H Leader

Date Member 4-H Leader

Elected or Appointed Leadership		
Year	Position	Responsibility

Other Leadership Experience		
Year	Hours	Responsibility

4-H Promotion	
Year	What Done

Community Service/Citizenship		
Year	Hours	What Done

Year

Activity	Level of Involvement	What Was Done
Field Trip		
Project Event		
Project Event		
Exhibit		
Exhibit		
4-H Camp		
Fundraising		
Workshop/Clinic		
County Recognition Event		
Presentation Day		
State Activities Day		
Eastern States Expo		
Teen Conference		
National Trip		

Significant Achievement or Recognition

[illegible]

What Are My Skills?

Through your 4-H and other experiences you have developed a variety of skills that will help you function as a capable, contributing adult. This section is to track that skill development. When you have a 4-H activity, think about what you gained from the experience and then note it under the appropriate skill. For example, if you were co-chair of a planning committee you might put the following under the block Career-organizing and planning: 96-chair foods committee. Set schedule for day, assigned jobs to committee members. Some skills may overlap into different categories. You may record it in whichever category you feel will be most appropriate. You may put more than one experience in a block. As a block fills, ask for another set of skills sheets or continue your more active skills on another piece of paper.

<ul style="list-style-type: none"> Goal Setting 	
I set a goal and planned activities to reach it. I prepared and followed a schedule to reach my goal and I kept track of my progress. (Also a career skill.)	
Self assessment - I evaluated progress towards my goal, adjusted goals as necessary, and set more challenging goals for those I achieved. (Also a career skill.)	
<ul style="list-style-type: none"> Career Skills 	
Organizing and planning - I identified tasks, planned a schedule, delegated duties, and monitored progress on the plan.	
Resources - I identified resources needed, organized the use of the resources, and distributed them where appropriate. (Also refer to management life skills.)	
People - I can work with people effectively. (Also refer to leadership, group progress, relationship, and service skills.)	
Information Management - I organized and maintained information. For example, I took club minutes and kept them in logical order. (Also refer to learning life skills.)	
Information Technology - I used computers to process information.	
Systems Observation - I observed systems and corrected performance. Example: I observed that the soil in my garden was too hard, stunting root growth. I added earthworms & water to loosen the soil.	

Systems Design – I improved existing systems or designed new systems to improve performance. Example: I planned a new way to handle stable management at our fair that resulted in less stress and a better stable appearance.	
Tools Use- I selected tools and equipment for my project and used them safely and correctly. I followed proper procedure for setting up and operating equipment.	
Tools Maintenance- I maintained my tools and equipment and identified and solved problems that developed with those tools.	
• Life Skills	
Learning - Knowing how to learn - I used a variety of methods to learn new skills or knowledge such as reading, researching, asking another person, watching a video or actual process, etc.	
Learning – Information – I gathered and evaluated information to determine its value.	
Learning - Questioning – I used questions to clarify information, gather new information, or to expand my understanding.	
Learning - Problem Solving - I recognized a problem and figured out the best way to solve it.	
Learning - Visualization - I used my imagination to visualize objects, symbols, descriptions of things, or other information.	
Learning - Reasoning - I reasoned things out. I discovered a rule or principle that described the relationship between two or more objects or ideas and used it to solve a problem.	
Communication - Speaking - I organized my ideas and expressed them orally. I asked questions when appropriate.	

Communication - Writing - I wrote thoughts, ideas, messages, and information clearly. I wrote letters, articles, and reports.	
Communicating - Listening - I listened well. I heard and responded to speech and common gestures such as nodding. I carried on conversations with people of all ages.	
Sense of Self - Self Esteem - I believe I am a caring and capable person.	
Sense of Self - Understanding Self - I recognize what skills and interests I have and capitalize on my strengths.	
Relationships - Diversity - I am considerate of others and can work with men, women, youth and adults from diverse backgrounds and with varied abilities.	
Relationships - Sociability - I was friendly, adaptable, and polite in groups. I understood the needs and feelings of others.	
Group Process - Team Work - I participated as part of a team and contributed to the team effort.	
Group Process - Systems - I understand the structure of groups and can work effectively to accomplish objectives within the framework of the group.	
Management - Time - I planned my time to accomplish the tasks I set out to do.	
Management - Money - I estimated expenses and set a budget. I saved and earned money and spent it wisely. I kept records.	

Management - I used my space and materials in a logical, orderly manner	
Management - Other resources - I identified materials needed, found a source for them, and distributed them as needed.	
Decision Making - I identified my choices, evaluated the possibilities, and made choices based on my evaluation.	
• Leadership Skills	
Teaching - I taught others new skills	
Leadership - I demonstrated leadership by persuading or convincing others; I developed a plan for change. I spoke out or wrote a letter to call attention to an idea, problem, or cause.	
Negotiation - I used negotiation skills by helping others to resolve disagreements peacefully, fairly, and in a way that made everyone satisfied. I helped others exchange resources.	
Help from others - I recognized others skills and interests and assigned work to those who could do it best. I gave clear instructions and helped others to correct their mistakes.	
• Youth Service	
Group Effort - I participated in a group that served other in some way. I gained understanding of the needs of others.	
Needs - I helped identify a need, made a plan to meet the need, and carried the plan out.	
• Personal Qualities	
Responsibility - I took responsibility; I worked hard to reach my goals, I didn't give up. I kept promises and commitments.	

Integrity/Honesty - I acted with integrity and honesty. I understand right from wrong, and I am honest and consistent with my actions.	
Sportsmanship - I maintain high standards in my efforts, I appreciate the efforts of others, and I carry out my efforts in a positive, courteous, sportsmanlike manner	
Self-Management - I know my own abilities and limits and act accordingly. For example, I stay in shallow water if I am a weak swimmer. (Also refer to sense of self life skills.)	
Sociability - I am friendly, adaptable, and polite in groups, I am considerate of others feelings and needs. (Also refer to relationships life skills.)	
• Basic Skills	
Literacy - I located and used written information from textbooks and reference materials. I did library research for my projects in 4-H and in school.	
Writing - I put thoughts, ideas, information, and messages into correct, clear written language. I write letters, essays, articles, reports. (Also refer to communication life skills.)	
Mathematics - I used math in my projects. I made calculations and used simple algebra and geometry to solve problems.	
Thinking Creatively - I am a creative thinker. I came up with new ideas and used new knowledge or research; I used my imagination. (Also refer to thinking career skills.)	
• Health Practices	
I am aware of and use proper nutrition and exercise in my daily life.	
Health issues - I keep up to date on issues related to the health of myself and others.	
Stress management - I am aware of and know how to manage my stress level. I use my leisure time in a positive way.	

My 4-H year

Select Year:

- ❖ Add Project Pages for each project you did.
- ❖ Write a story or draw a picture telling about your 4-H year.
- ❖ Mementos and pictures of this year may be added to your record. Please take out any items from last year except for your record form. You may also add a chart or information on other activities outside of 4-H that you were involved in this year, if you wish.

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State 4-H Association & State 4-H Foundation: An Overview

The New Hampshire 4-H Association, Inc.

The Association was incorporated as a New Hampshire voluntary corporation on June 7, 2012 for the purpose of serving as a central organization by supporting, exercising supervision and control over all 4-H clubs, affiliates and 4-H programming in the State of New Hampshire and to provide a tax exemption for all 4-H clubs and affiliates in the State of New Hampshire.

The local clubs and affiliates (leaders groups, county foundations) which make up the 4-H programming within the State of New Hampshire are considered subordinates to the New Hampshire 4-H Association and renew certification with the association each year. The principal purposes of the Subordinates are to promote positive youth development, facilitate learning and engage youth in the work of their community and to foster educational opportunities within the club, county and state.

One representative from each county, 3 staff appointments by the Dean and Director of UNH Cooperative Extension and a representative of the 4-H Foundation of New Hampshire compose the board of directors. There is one standing committee which is a youth advisory committee made up of a teen from each of the ten counties. Their purpose is to advise the board on issues and opinions of youth in New Hampshire and especially those enrolled in 4-H.

The 4-H Foundation of New Hampshire

Since 1958, the 4-H Foundation of New Hampshire has been primarily responsible for private resource development for the 4-H Youth Development program of UNH Cooperative Extension for the purpose of furthering 4-H Youth Development work and 4-H programs in the State of New Hampshire. The Foundation provides for strong leadership for resource development through representation by key UNH Cooperative Extension volunteers on its Board of Trustees.

The 4-H Foundation of New Hampshire development efforts include: family events such as Fisher Cat Games and UNH Hockey games; fund raising events such as Tom Fairchild Friend of 4-H Golf Tournament and selling ice cream at Farm and Forest; annual mail campaign and other efforts.

The 4-H Foundation of New Hampshire helps support many of the events 4-H club members take part in. These include: State Activities Day, State 4-H Teen Conference, curriculum libraries in county offices, dairy and horse quiz bowl, judging and state shows; Barry Conservation 4-H Camp and camp scholarships; and many other activities.

4-H clubs may apply for grants as long as their request supports other groups within the county or statewide. Grant applications are accepted in January, but other requests will be accepted throughout the year. For more about the foundation visit the website www.4hfoundationnh.org or follow on facebook.



NH 4-H Youth Development Youth Opportunities

By Lynn Garland and Nancy Evans, UNH Cooperative Extension

The 4-H experience as a youth or volunteer is progressive and enhanced by participation in 4-H youth development programs at the local, county, state, regional, or national levels. Typically, as one starts their 4-H experience, most of the involvement is at the local level and then builds to county and state. Regional and national level 4-H youth development programs are focused for older youth who have demonstrated project accomplishments, life skill growth, leadership, community service, or overall achievement. **The opportunities vary among the counties and are announced in UNH Cooperative Extension mailings or posted on the UNH Cooperative Extension website <http://ceinfo.unh.edu>.** New opportunities that meet 4-H Youth Development goals and objectives can also be designed by members and volunteers working with Extension staff. The following 4-H youth development opportunities are categorized by levels: L= Local, club, community opportunities; C= County opportunities; S= State opportunities; R= Regional opportunities and N= National opportunities.

For 4-H Youth

Participate in meetings and project sessions, whether in a 4-H community club, after school program, special interest group, workshop or conference. Advance one's knowledge and competencies in project interest areas while developing personal life skills. Round out the experience with community service, communication experiences, and leadership opportunities. Trips, both recognition and career, increase the opportunity to make friends from around the state.

Develop communication and organizational skills while teaching others and sharing ideas or talents.

Demonstrations (L, C, S, R,)

Describe how to make or do something while working on an actual project or through using visuals.

Action Exhibits (L, C, S, R,)

Involve the audience while working on a project and explaining the steps.

Public Speaking (L, C, S, R, N)

Formal talk about a topic without visual aids.

Posters & Photography Exhibits (C, S, R)

Design a creative poster or submit a photograph following contest directions.

Fashion Revue & Selection (C, S, R)

Fashion Revue

Model garments that have been sewn, knitted, or crocheted by the 4-H'er. Garments are evaluated for quality of construction, fit, and appearance.

Fashion Selection(C, S, R)

Model garments that have been purchased to meet specific wardrobe goals. Attend personal development workshop, design stage sets, and write narrations.

State Activities Day (S)

Held at UNH, Durham. County representatives, selected youth ages 12 and older, participate in public speaking, demonstration, action exhibit, fashion revue, poster, and photography competitions. Celebrate everyone's accomplishments and learn new skills and ideas.

Quiz Bowls (C, S, R, N)

Challenge thinking skills in dairy, horse, and other topics. Four member teams work together to answer questions using buzzer boards just like TV quiz bowls.

Judging (C, S, R, N)

Can you tell the differences between four like items? Judging events are held in horse, dairy and livestock. Decide the rank order in the class and explain reasons for the placements.

Hippology (C, S, R, N)

This comprehensive equine science program combines judging, knowledge quiz, tack and feed identification, and team problem-solving challenges.

Fairs (project and animal exhibits) (C, R)

Showcase 4-H projects at a county fair, either in exhibit buildings or show rings. Learn from feedback about the quality of projects completed, receive ribbons and premiums. Serve as an ambassador explaining projects and 4-H to the public. Participate in learn by doing programs, volunteer at food booths or 4-H fund-raisers and other places around the fair, and make friends with youth from other counties.

“Hands-on Learning” allows 4-H participants to set goals, learn about a topic, practice skills related to the topic, share and reflect on the learning experience and often explore career opportunities.

Workshops, Clinics, or Conferences (L, C, S, R, N)

Become an inspired learner by focusing on one or more project areas, share ideas with others who have similar interests, and discover resources for learning. Get acquainted with current research or practices, awesome technology, or tools and equipment utilized in the given field.

Short Courses or Special Interest (L, C)

4-H projects/curricula are introduced in a multi-session format (at least 6 hours). Sessions are often conducted by volunteers or cooperating community partners serving as volunteer instructors.

Food Festival and Food Shows (C)

Prepare food, learn about the nutrition or culture of the food prepared, design menus and place settings, and develop interview skills by discussing project with judges. The finale is usually a tasting project where you and your family sample the fare.

Family Fun Activities (L, C)

Join together sharing social recreational experiences such as skating, picnics, hikes, or marine trips.

Animal Shows (L, C, S, R)

There are many different showing, competition and educational opportunities for Animal Science project members. These events combine education components with the exhibition of animals. These events are local and club-based, county field days and state shows. Some events qualify members to higher level events.

Leadership opportunities challenge youth to work more effectively in groups and strengthen the NH 4-H Youth Development Program through youth and adult partnerships.

Club Officer or Group or Committee Member (L, C, S)

Practice the leadership skills related to an elected office while learning effective decision-making and teamwork skills. Serve on committees to accomplish group goals.

Junior or Teen Leader (L, C)

Strengthen your club or group by becoming a junior leader. Work with adult volunteers to carry out responsibilities such as: teach a project to younger youth; organize a community service project, a fair display, or a special family program; assist club officers or volunteers; or orient new members or families to 4-H.

4-H Ambassadors (L, C)

Promote 4-H by writing articles for town or school papers. Create window displays or make posters, ads, public service announcements, or flyers to promote 4-H. Serve on county 4-H expansion and review teams to expand 4-H opportunities to others.

County Teen Clubs (C)

Plan and coordinate programs, practice leadership, work on community service learning, and volunteer to enhance 4-H youth development programs and activities. Friendships are formed between teens from different towns.

State 4-H Teen Council (S)

The State 4-H Teen Council meets throughout the year and works in partnership with advisors to plan the State Teen Conference. Creativity, leadership, teamwork, and a focus on completing tasks are some of the characteristics of state teen council members. Teens apply and are interviewed on the county level and become involved in a statewide teen planning team.

Leadership on 4-H Youth Development Planning or Curriculum Teams (L, C, S)

Help review curriculum, plan, conduct, and evaluate events and activities. Serve on 4-H Foundation Boards and Advisory Councils.

Leadership on Coalitions (L, C, S)

Express ideas and youth concerns, help determine priorities and develop action plans to improve communities. Represent 4-H Youth Development on community coalitions and work with others in your community to reach group goals.

Meeting new people, seeing new places, learning new things, and becoming friends with those who may have different backgrounds, are all part of out-of-county, often overnight, experiences.

New Hampshire 4-H Camps (S)

Develop skills and friendships that last a lifetime while exploring our natural environment, living in cabin groups, and participating in camp programs. Develop self-sufficiency, learn to work with others, and better appreciate our natural world. Spend time swimming, boating, exploring nature, creating crafts, playing sports, hiking, learning archery or shooting sports, fishing, and much more. Barry Conservation Camp, on the grounds of the Berlin Fish Hatchery, is run in cooperation with NH Department of Fish and Game. Information on Operation: Military Kids Camp Programs is available at our website: <http://extension.unh.edu/4-HYouth-Family/NH-Military-Youth-and-Family-Program>

Teen Conference (S)

Held at UNH, Durham. The NH 4-H State Teen council invites teens from throughout the state to participate in small group workshops, all-conference programs, social and recreational activities, and leadership building experiences. Teens develop leadership skills, meet other teens, develop friendships, explore living on campus, opportunities at UNH, and bring back information to enhance county teen programs.

Teen Exchanges (C)

Spend time living with 4-H families in a different state or county learning about different cultures and various regions in our country or state. Usually travel one year and host the next.

State Career Trips (L, C, S)

Field trips in various project areas are held to acquaint youth with career opportunities. Gain in-depth insights into a project area by exploring business and industry. Experiences vary in length from one to four days.

Eastern States Exposition- ESE or Big E (R)

Eastern States Exposition is the New England Fair held in September in West Springfield, Massachusetts.

Showing 4-H Animals: Qualified youth are invited to participate at the Big E. Different days focus on the animal species: horse, dog, sheep, dairy, and dairy goats. Working steer members participate in the open youth show at Eastern States.

New England Center: New Hampshire youth selected at State Activities Day will showcase to thousands their presentation skills and subject matter knowledge by performing an action exhibit, fashion revue, fashion selections or demonstrations on stage.

Eastern National Horse Round Up (N)

Qualified NH 4-H members join teens from the eastern seaboard to compete for national honors in four distinct program areas: Quiz Bowl, Judging, Hippology, and Communications (includes individual and team demonstrations, and public speaking). While in Louisville, Kentucky, teens showcase talents and knowledge, learn from others, and explore some favorite horse industry sites.

National Dairy Quiz Bowl and National Dairy Judging (N)

Qualified NH 4-H members challenge their knowledge of dairy science in the national quiz bowl that is held annually in Louisville. The state's dairy judging team participates on alternate years in the national event held in Madison as part of the World Dairy Expo.

Throughout the 4-H Experience, workforce preparation skills are developed. The job application process is modeled for teens who apply for National 4-H Conference, National 4-H Congress, and National 4-H Dairy Conference. "Marketing You" is a tool for organizing the accomplishments of a teen's experiences in 4-H, school, and other community involvement. The 4-H resume, narrative story, and cover letters are developed for an application packet. A panel of judges review the packets, select individuals to be interviewed on the state level, and recommend teens for the trips.

National 4-H Youth Congress (N)

Youth are chosen through a resume and interview process. Four to eight youth are selected to attend. Participants hear outstanding speakers and participate in educational workshops, cultural tours, community service projects, and entertainment. Youth join over a thousand 4-H teens from other states at this conference held in Atlanta.

National 4-H Dairy Conference (N)

Youth, ages 15-18, with a minimum of three years' experience in the 4-H dairy program may apply. Youth are chosen through a resume and interview process. Explore dairy careers, debate

issues facing the dairy industry, share ideas with peers nationwide, and practice leadership at this three-day conference. Dairy Conference is part of the World Dairy Expo held in Madison, Wisconsin.

National 4-H Conference (N)

Youth are chosen through a resume and interview process. A team of up to four NH 4-H youth between the ages of 15 and 18 interact with 200 4-H teens from throughout North America and exchange program ideas. Working in consulting groups with youth, volunteers, donors, and 4-H professionals, teens discuss world issues and make recommendations relating to 4-H programming. While meeting with elected officials, delegates gain insights into the workings of government and share with legislators the important role youth play in today's 4-H. The team develops an action plan to be completed upon returning to NH.

Watch State and County 4-H websites for opportunities for listing of current events, opportunities and deadlines.

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