



New Mexico State University

Cooperative Extension Service

NM 4-H Youth Development



NEW MEXICO
4-H
OFFICER
HANDBOOK


TABLE OF CONTENTS

TOPIC	PAGE(S)
4-H Story.....	3
4-H Club Information & Officer Team.....	4-6
Expectations of Being a 4-H Officer.....	7-8
4-H Club Year Planning.....	9-11
4-H Club Meeting Planning.....	12-15
4-H Membership Recruitment.....	16
4-H Volunteer Organizational Leader.....	17
4-H Committees.....	18-20
President.....	21-23
Vice President.....	24-25
Secretary.....	26-29
Treasurer.....	30-34
Reporter.....	35-36
Historian.....	37
Song & Recreation Leader.....	38-39
Parliamentarian.....	40
Parliamentary Procedure Information.....	41-45
Council Delegate.....	46-47

LEARN

BY

DOING!



18 USC 707

4-H

4-H is the largest youth organization in the world with 7 million youth members and 603,000 volunteer leaders. 4-H began in 1902.

In New Mexico 4-H clubs, there are:

- More than 76,000 youths
- More than 11,000 volunteers
- More than 200 projects available

4-H offers youth:

- Membership in positive peer groups
- Year-round community clubs
- Special-interest and short-term groups
- School enrichment programs
- Leadership experiences
- Events, camps, and activities

4-H PLEDGE

I pledge my **HEAD** to clearer thinking,
my **HEART** to greater loyalty,
my **HANDS** to larger service,
and my **HEALTH** to better living,
for my club, my community,
my country, and my world.



4-H Mission

4-H empowers youth to reach their full potential, working and learning in partnership with caring adults.

4-H Vision

A world in which youth and adults learn, grow and work together as catalysts for positive change.

4-H Support

New Mexico State 4-H Youth Development program in each county of the state is made possible through the cooperative financial support of the United States Department of Agriculture, New Mexico State University and respective County Commission.



HEAD,

HEART,

HANDS,

HEALTH

THIS 4-H OFFICER HAND BOOK BELONGS TO:

OFFICER TITLE: _____

CONTACT INFO: _____

NAME OF 4-H CLUB _____

COUNTY _____

CLUB YEAR 20 _____ **TO 20** _____

COUNTY EXTENSION 4-H AGENT _____

ADDRESS _____

EMAIL _____

PHONE _____

CLUB 4-H VOLUNTEER ORGANIZATIONAL LEADER

ADDRESS _____

EMAIL _____

PHONE _____

Live, Learn and Thrive.™



4-H OFFICERS

OFFICE	NAME	ADDRESS	EMAIL	PHONE #'S
PRESIDENT				
VICE PRESIDENT				
SECRETARY				
TREASURER				
REPORTER				
HISTORIAN				
PARLIAMENTARIAN				
SONG AND RECREATION LEADER				
4-H CLUB LEADERS				

“TO MAKE THE BEST BETTER”

4-H's motto challenges every 4-H volunteer leader and 4-H member. Whether it is 4-H project work, community service, citizenship or leadership opportunities, it is important to strive, "To Make The Best Better!" This NM 4-H Club Officer Handbook focuses on how 4-H club officers and the 4-H volunteer organizational leaders can work together to improve their clubs. Together, you are responsible for the leadership and guidance of your 4-H Club for your 4-H members. The organizational 4-H volunteer leader serves as a facilitator, counselor, resource provider and coach to the officers. Club officers plan and carry out club meetings. This 4-H motto doesn't just happen. Intentional planning is the main ingredient to having successful experiences. By focusing on the life skills to be developed, a 4-H volunteer organizational leader is able to support officer and club-member growth. The life skills that should be increased through this experience are:

- Planning and organizing skills
- Teamwork, leadership and social skills
- Communication and public speaking skills
- Self-responsibility and decision making skills
- Record keeping and management skills

*Develop the skills,
Enjoy the thrills!*

The most effective club meetings last 45-90 minutes and are divided into three components: recreation, business and program. Planning is the key to developing effective club meetings. In this handbook there are many forms to assist your planning process.

Club officers and 4-H organizational volunteer leaders have an important responsibility to their club, the New Mexico 4-H Program, New Mexico State University and to the public. Officers and 4-H Volunteer Leaders are responsible for a public, non-profit organization—a 4-H club. The club should meet goals set for its membership, service and membership for the community. The 4-H Club also has fiscal and legal responsibilities to the New Mexico State University.

4-H club members should make the club's decisions, with leadership provided by the club's officers. 4-H Adult Volunteer Leaders are present as advisors, project leaders, resource providers, coaches and facilitators to nurture the planning of the 4-H club as well as youth leadership.

REPRESENT 4-H



Congratulations on being a 4-H Club Officer! This is a great opportunity for you in your 4-H club. Now that you have been elected as an officer, you, and all other officers of your 4-H club are representatives. Your skills, abilities, standards, ideals, speech and personal presentation represent all New Mexico 4-H members. Representing others is one of your most important responsibilities because it exists at all times— not just while you are at 4-H events.

As an officer, you will manage the planning, leadership and carrying out of your club's programs and business. You will be a guardian and decision maker of the club's legal, financial, social and educational responsibilities. Officers are responsible for ensuring that the club is inclusive and welcomes all 4-H members and youth in your community!

OFFICER RESPONSIBILITIES

- * Learn and act upon the duties of your office
 - * Be an active member of the officer team
 - * Attend an officer training if available
 - * Attend officer executive meetings
 - * Attend club meetings and activities
 - * Lead planning meetings and event
 - * Give your opinion on issues
 - * Listen to what others have to say on issues
 - * Actively represent 4-H in your community
- * Let the 4-H organizational volunteer leader know if you are not able to attend the meeting

The door to success is labeled, "PUSH!"

PLANNING YOUR 4-H YEAR

Before the club year begins, your 4-H organizational volunteer leader and your officer team should meet and discuss:

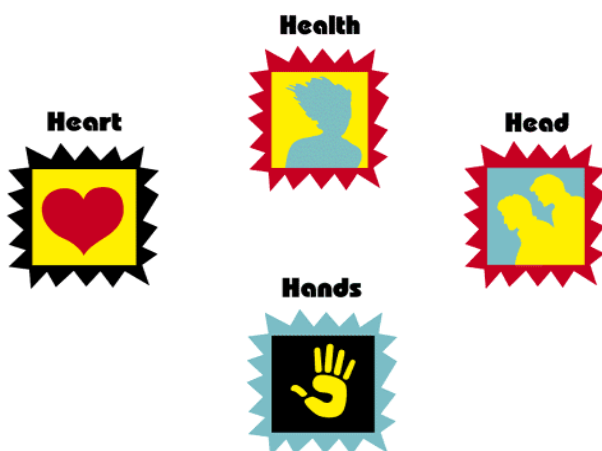
- ◆ Review the duties of each officer
- ◆ Set annual club goals for membership, programs and community service
- ◆ Develop a year-long club program calendar
- ◆ Plan the club budget

AT YOUR 4-H CLUB MEETINGS

- ◆ Work as a team to set-up and clean-up the meeting area
- ◆ Greet guests, members and leaders as they arrive
- ◆ Offer help when needed
- ◆ Help new or younger 4-H members become acquainted with 4-H terms
- ◆ Facilitate club decision making
- ◆ Manage the club meeting so that all tasks are accomplished within the set amount of time

END OF THE 4-H YEAR

- ◆ Give all reports to your 4-H organizational volunteer leader and the county extension office



Good Officer Characteristics

Honest
 Friendly
 Fair
 Sincere
Loyal
 Respectful

CLUB PLANNING

Officers and 4-H organizational leaders should hold regular monthly planning meetings. These meetings will assist the club in meeting their goals, establish a calendar of events and plan program activities and agendas for the monthly club meetings. The meetings also help address club issues as well as improve communication between the 4-H officer team and the 4-H club and it's families.

PLANNING THE CLUB YEAR

Club officers and 4-H organizational leaders should use the Annual Club Planner to organize and schedule the 4-H club's events and activities for the year. It is very important to identify and focus the club's calendar around the goals of the 4-H club for the year.



4-H CLUB'S YEARLY GOALS:

Develop goals for your 4-H's membership, programs, community service and leadership.

Here are some examples of goals the 4-H club may have:

- "This club will increase membership by 15 youth this year."
- "The club will conduct three service learning projects this year."
- "Every 4-H member will have the opportunity to serve on at least one club committee."
- "All 4-H members will give one demonstration on one of their 4-H projects."
- "Our club will have representation at every 4-H Council Meeting."

COMMITTEE APPOINTMENTS

- Make sure each member has the opportunity to serve on one or more committees during the club year
- Establish Program and membership committees

PARENTS AND LEADERS

Parents and leader are very instrumental in the success, growth and retention of 4-H members. Plan parent orientations, membership events and project leader planning sessions to ensure active adult involvement and leadership in the club.

SET MONTHLY OFFICER MEETINGS

4-H Officers and Volunteer Leaders can plan and discuss 4-H club programs and events.

BUDGET

Develop a proposed budget for club consideration based on program calendar.

PLANNING YOUR 4-H MEETING



Your club meetings should consist of three segments:

Business Meeting, Program & Social Activities. Your meeting should take about 45-90 minutes. A well planned and organized meeting will keep the interest of the members and minimize possible disruptive behavior. The meeting times and order of the meeting should be arranged to meet the needs of your club. There is no one size fits all for 4-H meetings. You may need to have your social activities first, then your business meeting then program or you can have the business meeting, program and conclude with social activities.

SOCIAL ACTIVITIES

4-H members want to have fun! This is a great avenue for your 4-H club to get to know each other too! The song and recreation leader can organize the social activities or you can form a committee for this portion's leadership. Icebreakers, games, activities that are appropriate for all ages and that fit into the time frame allowed for them will help the members to socialize.

BUSINESS

This portion of the meeting should always begin at a promptly scheduled time. Meetings that run smoothly will keep the club member's attention. Keep to the agenda and discourage excessive discussion on individual issues. Officer, committee and project reports should be complete but brief. Larger clubs often schedule alternating reports at each meeting rather than have all project groups or committees reports at every meeting.

PROGRAM

This part of your 4-H club meeting is a great way for 4-H member to learn. This portion needs to be tailored to the interests of the membership. Outside guest speakers can be invited to address topics of interest. You don't have to have a guest speaker at every meeting. This is a perfect time for 4-H members to give 4-H demonstrations. You can invited your 4-H County Council Officers to discuss upcoming county events, public speaking skills or project information.

"Before anything else,
preparation is key to success."
Alexander Graham Bell

AGENDA FOR A REGULAR BUSINESS MEETING

1. Call to Order
2. Opening Ceremonies- Opening with Pledges and Ritual
3. Roll Call or Sign In
4. Introduction of Guests
5. Minutes and Correspondence
6. Treasurer's Report
7. Reports of Officers or Club Leader
8. Committee Reports
9. Standing Committees
10. Special Committees
11. Reports of Membership
12. Unfinished Business
13. New Business—(Rule of Thumb— Unfinished and New Business are items requiring formal discussion and a vote. It is not a time for announcements or committee work.)
14. Announcements
15. Adjournment for Program, Education or Recreation



HEAD,

HEART,

HANDS,

HEALTH

Monthly 4-H Meeting Planning Guide

Club Name: _____ Month: _____

Meeting Date and Time: _____ Meeting Place: _____

Recreation: _____

Refreshments: (Individuals Responsible) _____

Educational Program or Activity: _____

Programs Objectives (What will the 4-H members learn?): _____

Person Responsible for Program Contact: _____

Program Presenter: _____

Materials Needed for Program: _____

County Event Preparation: (Program could be a time in the meeting for the club to prepare for a County/District/State Event) _____

Program Presenter: _____

Club Community Service Project: _____

Committee Coordinator: _____

4-H Presentation(s) by 4-H members: (demonstration/illustrated talks/displays, etc..) _____

Monthly Report or Activity Report:

Person Responsible for Completing: _____

Other Activities: _____

Person(s) responsible for coordinating: _____

Planning Team Members and Signatures: _____

Monthly 4-H Meeting Planning Sheet

Month _____ Date _____ Time _____ Place _____

Order of Business:

- 1. Call to Order
- 2. Opening Ceremony
- 3. Roll Call/Sign In
- 4. Introduction of Guests
- 5. Minutes and Correspondence
- 6. Treasurer’s Report
- 7. Reports of Officers or Club Leader
- 8. Reports of Committees– Standing and Special
 - A. Standing Committees
 - B. Special Committees
 - C. Project Groups
 - D. Reports of membership
- 9. Unfinished business: (Taken from agenda’s and secretary’s minutes of previous meeting)
- 10. New Business:

- 1.
- 2.
- 3.
- 4.

Etc...

11. Announcements:

- 1.
- 2.
- 3.
- 4.

Etc....

12. Adjournment for Program

Educational Program: _____

Program _____

Talks/Demonstrations/Illustrated Talks: _____

Club Activities: _____

Recreation: _____

Refreshments: _____

4-H MEMBERSHIP RECRUITMENT

4-H Officers, leaders and committee members all have a great opportunity to promote their 4-H club and invite potential new 4-H families to join their club. There are countless ideas on how to promote 4-H, but often times it begins with the current 4-H officers and members inviting their friends to attend a 4-H event or club meeting. It is also important for new 4-H families to feel welcome and get involved. There is something in 4-H for everyone. Here are some specific ideas on how to increase 4-H club membership.

- * Plan recruitment displays and public presentations by members
- * Send out news releases informing the public about your club
- * Personally invite potential members to attend your meetings and events
- * Greet and host guests who attend your club meetings
- * Answer questions about 4-H and your club
- * Plan for club visibility
- * Recruit members from your entire community
- * Welcome and introduce guests, both youth and adults
- * Involve new members and leaders with projects and committees early
- * Active participation builds ownership and commitment



"Tell me and I'll forget;
show me and I may remember;
involve me and I'll understand."
Chinese Proverb

4-H CLUB VOLUNTEER

ORGANIZATIONAL LEADER

Being the 4-H Organizational Leader for your club is a very rewarding job. Your main responsibility is to encourage, coach and guide your 4-H officers and members for their 4-H club meetings. The officers that require extensive attention and advice are the president, vice president and treasurer.



Main Responsibilities

- Locate a place for regular 4-H club meetings and set a regular schedule for meetings
- Communicate with your county 4-H Agent on events and details of your 4-H club
- Assist the officers in learning their officer roles, duties and responsibilities
- Assist the officer team in planning and developing their club year calendar and budget
- Meet with the officers before each meeting
- Let the officers run the club meeting
- Celebrate their success

Planning the 4-H Club Year Calendar

- Facilitate planning meetings that encourage the youth to decide what they want for their club by asking questions such as, "What type of programs do we want this year?"
- Ask questions such as, "How should we organize this?" This will help the officers think about timelines and how to organize events.
- When evaluating ask questions such as, "What parts of the event went well?" and "What can we improve on?"

Handling Money in 4-H Clubs

It is very important that funds raised in the name of 4-H follow the NM 4-H Policy and Procedures. For a list of these guidelines see the NM 4-H Policy and Procedure Handbook. The 4-H Volunteer Organizational Leader is ultimately responsible for the club's funds and complying with the county and state 4-H guidelines and deadlines.

- Assist the 4-H Treasurer with handling the club's money and giving monthly reports
- Assist the 4-H Treasurer in preparing for the end of the year club 4-H audit



**Our job as leaders is to
teach 4-H members,
"How to think,
not, what to think."**

4-H COMMITTEES

The reason to have committees in a 4-H club is to allow 4-H members to get involved in their club and have a voice in the programs and events. It is a great goal that every 4-H club member participates in one committee through the year. This is a very successful way for 4-H members to be active in their 4-H club and feel valued.

Committees in a 4-H club are designed to help the 4-H club accomplish more with a representation of the 4-H membership. Committees in a 4-H club need to be more than one or two people because the size and make-up of a committee is important, but a committee with too many 4-H members may not allow for quieter or younger 4-H members to feel comfortable and welcome to share their opinions and feelings. Great ideas for a particular project or event in a 4-H club often times come from a committee meeting because the atmosphere is welcoming. Five to seven is a good number of members for a committee. Members and leaders all have ideas about what should be accomplished in a committee meeting. Committees are a successful way for all 4-H members in a club to feel apart of the planning process for the club and allow for the club to work together well. A 4-H volunteer leader is needed at all committee meetings to provide guidance and support for the 4-H members.



THE MOST COMMON 4-H
COMMITTEES are:
STANDING AND SPECIAL
COMMITTEES!



TYPES OF COMMITTEES

Standing committees are committees that are year long and meet throughout the year. Examples of standing committees are: Recreation, Membership, Program, Community Service, Fundraising, etc...

Special committees are committees that are appointed and put together for a one time event or program such as T-Shirt, Float, Award Ceremony, 4-H Open House, etc...

4-H COMMITTEES

Committee Membership– Committee membership can be appointed by the club president or members can volunteer. The president may want to appoint members to committees so everyone has the opportunity to serve each year. All committees should have a 4-H volunteer leader or teen leader serving as an advisor to the group.

Committee Chair Duties– The committee chair may be appointed by the club president or selected by the committee members. The committee chair is responsible for the following tasks:

- Set the committee meeting dates, times and places.
- Guide committee discussion and decision making.
- Make sure all decisions are recorded.
- Check to see that all committee members complete their assignments.
- Report about the committee’s progress and accomplishments at the club meetings.

COMMITTEE MEETINGS

Committee meetings do not follow any certain type of parliamentary procedure as far as discussion is concerned. However, it is important for all of the committee members to feel welcome in sharing their ideas and opinions so that the best possible ideas are shared.

EACH COMMITTEE SHOULD:

- Know its specific assignment. The president and club leaders should explain this.
- Give serious thought and study to the problem or tasks.
- Seek opinions and suggestions outside the committee membership, if needed.
- Encourage cooperation among its members in working out details.
- Prepare recommendations for club action.
- Report back to the club.

“Never doubt that a small group of thoughtful committed people can change the world. Indeed it is the only thing that ever has.”
Margaret Mead



SAMPLE COMMITTEE REPORT

Otero County 4-H
Public Relations Committee Report

December 17, 2009

The Public Relations Committee presents the following recommendation to the council:

1. Each member of the Public Relations committee will contact different civic groups to conduct a 4-H promotional presentation to.
2. The council will discuss different projects to be used to recruit new members at the 4-H Open House.

Respectfully Submitted,

Chris Clover, Chair

Members:

Rose Lee

Tim Taylor

Dolly Smith

Sally Carter, Ex-Officio

Mr. President, I move that the council accept the committee report as read.

COMMITTEE CHAIR DUTIES

- ◆ Set Committee meeting dates, times and places
- ◆ Guide discussion and decision making
- ◆ See that all decisions are recorded
- ◆ Follow up with committee members and their assignments
- ◆ Report to the club on the committee's work



PRESIDENT

The president leads the monthly club meetings, ensures that the officers provide reports on club business, and strives to engage all members in club committee and club activities. The president should also direct the implementation process of the club meeting their goals. The president's leadership directly affects the involvement of the 4-H member in the club!

PRESIDENT'S RESPONSIBILITIES

- ◆ Lead the team of officers in identifying annual goals, activities and events
- ◆ Establish a sense of team with the officers and make all participants feel welcome
- ◆ Upon club approval, president and secretary should sign official minutes
- ◆ Guide meetings in a courteous and tactful manner as well as avoid talking too much. The meeting belongs to the members. The president is only the guide of the meeting and should avoid giving opinions on the subject under discussion.
- ◆ Meet with club officers and the 4-H organizational volunteer leader before each meeting to plan the agenda
- ◆ Ensure that officers have reports and activities prepared for the meeting
- ◆ Notify the vice president to chair the meeting if unable to attend
- ◆ Appoint a temporary secretary if the elected secretary is absent.
- ◆ Cast the tie-breaking vote when required. The president can vote only when voting by ballot, or to break a tie.
- ◆ Attend 4-H Officers' training session when it is held in the county, district or state.



" A leader is one who knows the way,
goes the way, and shows the way."
John C. Maxwell

PRESIDENT'S RESPONSIBILITIES

- Appoint members to participate on club program and activity committees
- Communicate with Vice President on committee progress. Make sure the Vice President has a written report from each committee
- Delegate responsibilities so that every 4-Her has some job in the club at one time or another
- Ask for volunteer leaders to advise and coach committee
- Become familiar with parliamentary procedure
- Have members approve, by budget approval or specific request, all funds spent by treasurer
- Cast deciding vote in case of a tied vote. You may vote when voting by ballot.
- Coordinate yearly program planning for the club by consulting with other officers or an appointed committee. Use monthly planning guide each month



AT YOUR 4-H CLUB MEETINGS

- Begin and end meeting on time
- Follow the planned agenda
- Check on meeting arrangements, seating, light and temperature of facility
- Preside and call meeting to order and chair the business meeting
- Fairly decide any points of order
- Appoint an alternate recording secretary if the elected one is absent
- Guide the meeting. During discussions, focus on leading the discussion, not sharing your own opinions
- Appoint committees as needed, encouraging participation so that each member can serve on a committee at least once during the year
- Approve payment of bills after action by the club

END OF YOUR 4-H YEAR

- Thank your officers for their year of service
- Have the treasurer, yourself and 4-H volunteer leader prepare the club's treasury books for audit

"Attitude is a little thing that makes a big difference."

Winston Churchill

PRESIDENTIAL PHRASES

Call to Order	"The meeting will come to order."
Pledge to the Flags	"(Member's Name) will lead the pledges."
Roll Call	"The secretary will please call the roll."
Reading of the Minutes	"The secretary will read the minutes of the last meeting."
Approval of the Minutes	"Are there any additions or corrections to the minutes?" If not, "The minutes are approved as read." After additions and corrections, "I call for a motion to approve the minutes as corrected."
Treasurer's Report	"The treasurer will present the treasurer's report." No motion is required to approve the report. This report is for information only.
Correspondence Report	"The secretary will read the club correspondence."
Optional Reports from: Other Officers Committees Leaders Project Groups	
Unfinished (Old Business)	Present any old business you know about, or that the secretary's minutes indicate as unfinished from the last meeting. Then ask, "Is there any more unfinished business?"
New Business	Present any new business you know about. Then ask, "Is there any more new business?"
To Vote	Repeat the motion and call for a vote. "It has been properly moved and seconded that..." "All those in favor please say, "Aye," (Wait for response) "Those opposed, "Say Nay," (Wait for response) Then declare the motion: "Motion carried," or "Motion passed." or "Motion failed," or "Motion not passed."
Adjournment	"Do I have a motion to adjourn the meeting?" Motion is made and seconded. "Are there any objections? Seeing none, meeting is adjourned by general consent."

VICE PRESIDENT

The Vice President's role is to develop and carrying out of an club's program year, calendar and provide leadership and direction for the club's educational programs. It is also important that the Vice President works with the officer team to identify annual goals, activities and events for a program calendar.

VICE PRESIDENT'S RESPONSIBILITIES

- Arrange club meeting programs
- Chair the program portion of club meetings
- Distribute the annual program/calendar to all club members and their families
- Learn the duties of the President and preside at meetings when the President is absent
- The Vice President should follow-up with any committees who have not reported to the club
- These committees should provide 2 copies of the committee reports. One goes to the secretary and the second to the club leader.

FOR YOUR 4-H CLUB MEETINGS

- Work with program committee to plan the program for each club meeting
- Fill out the program section of the Club Meeting Planner form
- Contact program guests, speakers immediately after plans for a program have been made
- Assist the presenter or special guest with any help for the presentation

Leadership is the art of getting someone else to do something you want done because he wants to do it.

Dwight D. Eisenhower



VICE PRESIDENT'S RESPONSIBILITIES AT YOUR 4-H CLUB MEETINGS

- Greet program speakers and guests at the door.
- Introduce them to other club officers and leaders before the meeting as well as the club during the meeting
- After the presentation, thank the speaker for his or her time and presentation for the club
- Ask the secretary to write a thank-you note to the speaker

How to Introduce a Presenter or Special Guest

1. Say his or her Name
2. Tell a little about his or her background
3. The title or topic of the presentation



END OF THE YEAR

- Evaluate the effectiveness of club programs
- Suggest programs for the next year

How to Plan a 4-H Program

SURVEY the members' interest

PRIORITIZE ideas and select one

ESTABLISH a planning committee

PLAN the program

COORDINATE responsibilities

EVALUATE the completed program

SECRETARY

The secretary's responsibilities are to maintain careful and accurate minutes of each meeting and prepare minutes for each meeting, maintain correspondence and keep accurate attendance of each meeting.

SECRETARY'S RESPONSIBILITIES

- ◆ Record the happenings, or "take minutes," of each meeting
- ◆ Set-up and maintain a secretary's binder for the program year. This binder should contain: annual goals, program plans, club roster, attendance, meeting minutes, committee reports and correspondence
- ◆ Read aloud to the club members any correspondence received by the club
- ◆ Report on any letters you have written on behalf of the club since the last meeting
- ◆ Send thank-you notes to guest speakers, special guests and people who donate time, money and service to the club
- ◆ Keep a record of attendance at each meeting. Roll call can be done by calling each name, having a sign in sheet or taking attendance as members arrive
- ◆ Assist 4-H members in enrollment paperwork
- ◆ Update the member list



Minutes Should Contain:

- Type of Meeting
- Name of 4-H Club
- Date and Place of Meeting
- Number in Attendance
- Name of Chairperson and Secretary
- Statement that Minutes were read and if they were approved
- All motions– who made them and if they carried or failed
- If Motion is important-include the count of the vote
- Members appointed to committees
- Program Presented
- Meeting Conclusion

SECRETARY'S RESPONSIBILITIES AT YOUR 4-H CLUB MEETINGS

- ◆ Sit next to the president at the club meetings
- ◆ Stand and read the minutes of the last meeting when the president calls for them to be read
- ◆ Make corrections to the minutes if the club members indicate they are needed
- ◆ Record minutes of all meetings
- ◆ Record all motions and the names of the people who make and second those motions. At the request of the president, read the motion aloud to the group as stated. Record changes to the motion. Enter the final motion and membership vote in the minutes
 - ◆ Record names of the officers elected, committees appointed, and other business conducted during the meeting. Note the meeting's guest speakers and any demonstrations, entertainment or activities that took place during the meeting
 - ◆ Record the treasurer's report in the minutes of the meeting
 - ◆ Keep a list of topics that are discussed and require further discussion at the next meeting. These topics will be brought back up at the next meeting by you as the secretary in the unfinished business portion of the meeting.
 - ◆ Collect and file committee reports
- ◆ If you are going to miss a 4-H club meeting, let your officer team know and your 4-H Volunteer Leader. Please make sure your secretary's binder gets to the meeting



4-H: Learn By Doing!



"I'm a great believer in luck and I find the harder I work, the more I have of it."
Thomas Jefferson

SAMPLE OF 4-H CLUB MEETING MINUTES

The regular meeting of the Lucky Trailblazers 4-H Club was called to order by President Chris Clover at 7:00pm on January 5th, 2010 at the Clay County Extension Office. There were 33 members, 5 4-H leaders and 3 guests present.

Business (Officer Reports, Committee Reports, Old and New Business)

The minutes of the December 3rd meeting were read by secretary Susie Smith and approved with the following corrections. The correct date of the talent program is Saturday, March 22nd. The treasurer's report was read by Mike Mallory. There were no expenditures since last meeting. A deposit of \$86.04 was made from the proceeds of the club rummage sale. The current balance of \$300.04. Correspondence: A thank-you letter from the Clay County Soup Kitchen for our donation of canned foods. Reporter Gary Griffin submitted an article to the newspaper about our food drive and it was printed. Recreation officer, Tim Taylor, requested that members bring their baseball gloves, bats and other equipment to our club picnic on Saturday March 4th. 4-H Council Report: No report was given at this meeting. Committee Reports: Carrie Alexander parade committee chair reported that ten members have been working hard to finish the float for the Valentine's Day parade. There was no unfinished business. New Business: Ricky Johnson moved that all members sponsor a cleanup at the City Hall on Saturday April 20th. The motion was seconded and carried. Ricky volunteered to chair the committee and was appointed. Ben Garcia, Jackie Jensen, Ellen Kennedy and Megan Plate volunteered to be on the committee. Announcements: A baking project day will be at the Clay County Extension Office on Monday, January 30th from 5pm to 7pm. Next meeting: Clay County Extension Office on February 6th, 2010 at 7pm. Business meeting adjourned at 7:45pm.

Educational Program (Projects, Talks, Demonstrations, etc.)

Program: Carrie Plate gave a demonstration on, "How to Groom Your Horse."

Project Exhibits: Dolly Harris and Jody Lee had an exhibit on, "Duded Up Denim."

Recreation and Social Activities

Recreation: Recreation was led by Tim Taylor in a game of jumping stick relay.

Signed: _____, Secretary

_____, President

TREASURER

Duties include helping plan the club's budget for the year, maintaining all the banking records in support of the club expenditures and income and providing financial records to members, the public and the University.



TREASURER'S RESPONSIBILITIES

- ◆ Meet with club officers and leaders to develop a club budget for the year
- ◆ Account fully for money that is received and spent
- ◆ Promptly pay all bills authorized for payment by the club budget or by club members
- ◆ Maintain financial records including copies of all invoices, bills and cash receipts relating to the funds and property of the club
- ◆ Keep accurate records in the treasurer's ledger or on a computer using an accounting program
- ◆ Check the monthly bank statements for 4-H accounts and balance (reconcile) the club ledger reports
- ◆ Provide current written ledger reports at all club meetings
- ◆ Maintain an inventory of club property and equipment
- ◆ Keep accurate, up to date records
- ◆ Present a treasurer's report at each club meeting

AT YOUR 4-H CLUB MEETINGS

- ◆ Report on all bills paid and all money received since the last meeting
- ◆ State the present club balance
- ◆ Ask if there are any bills to be presented by members to the treasurer for payment

END OF THE YEAR

Records to be passed onto the Auditing Committee and your 4-H Organizational Leader

- ◆ Check Register
- ◆ Monthly Ledgers
- ◆ Bank/County Office Statements
- ◆ Copies of any bills
- ◆ Receipt Book

4-H TREASURER



Example of Writing A Check

Friendship 4-H Club	Date _____	101
Pay to the		
Order of _____	\$ 	
_____ Dollars		
Hometown Federal Bank		
Memo: _____	_____	
073000228733440 804 0900	_____	

Write in Dollar Amount

Need 2 Signatures

1. Your Name
2. 4-H Leader signature

Example of Deposit

Example	-DEPOSIT TICKET-	DOLLARS	CENTS
Friendship 4-H club			
DATE _____			
Hometown Federal Bank			
073000228733440 804 0900			
CURRENCY			
COIN			
CHECKS (LIST EACH SEPARATELY)			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
TOTAL			

When depositing money into your 4-H Club Account:

- List Cash under the Currency Portion
- List Change under the Coin Portion
- List every check separately
- Write your account name and number on the back of every check received.
- Keep a copy of the deposit receipt that the bank will give you
- Record all deposits in your account's register

TREASURER

ACCOUNT REGISTER-The 4-H club's money should be kept extremely organized and accurately recorded. An account register is a great way to record all of the transactions. The transaction description allows for each debit or credit to be labeled. Then add or subtract the amount to the current balance. Mark each transaction as complete when it clears the account in the checkmark category.

Number or Code	Date	Transaction Description	Payment, Fee, Withdrawal (-)			Deposit, Credit (+)		\$ Balance	
					<input checked="" type="checkbox"/>				
		Balance Forward						200	52
101	10/2/2009	NM State 4-H Fund- Leader Screening	20	25				180	27
102	11/23/2009	Canned Food Drive Donation	50	30				129	97
		Membership Dues				124	50	254	47
103	12/28/2009	Christmas Party Supplies	34	76				219	71
104	1/5/2010	Clover County 4-H- Insurance	35	40				184	13
	2/11/2010	Membership Dues				50	50	234	63

RECEIPTS— When a person writes your 4-H Club a check or pays for a bill in cash, it is very important to write them a receipt. It will help you continue to keep accurate records! Use receipts that have duplicate copies so that you can keep one copy and give the other to the person paying.

Received From: _____ # 1234
For: _____
Amount: \$ _____
Cash: _____ Check: _____ Check Number: _____

You can get everything in life
you want if you will just help enough
other people get what they want.
-- Zig Ziglar

4-H TREASURER'S REPORT

MONTHLY REPORT

Date of 4-H Meeting: _____

1. Beginning Account Balance: _____ Date of Previous Meeting: _____

2. Total Disbursements (Total Money Spent):

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

Total Disbursements: \$ _____

3. Total Receipts (Total Money Deposited):

\$ _____ from _____ for what purpose _____

\$ _____ from _____ for what purpose _____

\$ _____ from _____ for what purpose _____

\$ _____ from _____ for what purpose _____

Total Receipts: _____

4. State the ending balance: (Previous Balance Minus Total Disbursements Plus Total Receipts:

\$ _____

5. Respectfully Submitted by:

_____, Treasurer

4-H CLUB BUDGET

A tentative budget should be set by the officers and leaders at the beginning of the 4-H year as soon as a new club is organized. The tentative budget should be presented to the club at the first possible meeting, discussed and approved. Depending on your club's needs, you can use this form or make your own.

Income

(List fund-raising event plans, member dues and approximate date of event and estimated profit.)

Event/Subject/Date	ESTIMATED INCOME
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
Total Income: \$ _____	

Expenses

(Include items that occur every year such as: Insurance, Donations to worthy causes, meeting location rental fee, recreation equipment or project materials, refreshments for parties, material for club banner, postage, etc.)

Event/Subject/Date	ESTIMATED INCOME
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
Total Expenses: \$ _____	

Total Income minus Total Expenses: \$ _____

REPORTER

The reporter's job is to manage the 4-H club's communication with the community, county extension office, other 4-H clubs and its members. This means that the reporter must stay current in news about the club's activities as well as keep the general public informed on the happenings of the 4-H club. The reporter can write and send in news articles, announcements and press releases on a variety of 4-H club events. These articles can be published in the local newspaper, county 4-H newsletter or school newsletters.

REPORTER'S RESPONSIBILITIES THROUGHOUT THE 4-H CLUB YEAR

- ◆ Highlight and attend club activities or events that would make good news stories
- ◆ Write and submit news releases about 4-H activities and events to newspapers and radio and TV stations. Allow for 2-3 weeks lead time
 - ◆ Keep reports factual
 - ◆ Give accurate information
 - ◆ Reports who, what, when, where, why and how
 - ◆ Uses full names and checks spelling
 - ◆ Writes in the third person
 - ◆ In a story, highlight a person or unusual event, and make it interesting
- ◆ Keep a scrapbook of all articles submitted and any published articles.
- ◆ Report at club meetings about any news items that were printed or broadcast
- ◆ Display articles that were printed
- ◆ Send reports and photographs to the County 4-H Agent for the County 4-H Newsletter

TEAM= Together Everyone Achieves More

Announcement!

REPORTER'S RESPONSIBILITIES

Ideas on how to tell your community about 4-H:

1. Start a newsletter for your 4-H Club
2. Submit reports and articles for your county 4-H newsletter
3. Contact your local newspaper and tell them about an event or project your club is working on. You can always invite the press to an event you are doing so that they can attend it first hand.
4. Work with other 4-H reporters in your county and make a radio spot about 4-H news.
5. Develop a promotional display and display at schools, community centers or at stores.

The sky is the limit to how you can share the news about 4-H!



Tips on Writing News Articles:

1. Use WHO, WHAT, WHEN, WHERE, WHY and HOW
2. Start with the most important facts first for the readers.
3. NO MISTAKES on names, addresses, times, dates, rules, costs, quotes.
4. Write in THIRD person only. (He, She, It, They, Him, Her, Them)
5. Keep it simple!
 - Write easy-to-read sentences.
 - Use a short word instead of a long word.
 - Keep paragraphs short.

“Leadership is action, not position.”
Donald McGannon

HISTORIAN

It is the Historian's duty to keep a record of the 4-H club's past as well as collect and record the present to preserve it for the future. The historian maintains the club's scrapbook to document important events. Adding names, dates and short descriptions to scrapbook entries helps future members know what took place.

HISTORIAN'S RESPONSIBILITIES

- ◆ Publish monthly or quarterly club newsletters to report about member accomplishments
- ◆ Ask members to write stories for the newsletter about events, projects and community activities
- ◆ Provide column in the newsletter for the leader's thoughts
- ◆ Provide club program calendar
- ◆ Photograph the 4-H members at various 4-H events



Ideas for the 4-H Historian:

- Search for the history of your 4-H Club by asking parents of 4-H members who grew up in the community or past 4-H members of the club. You can also ask your Extension Agents or former Extension Agents for any information about your 4-H club.
- Hold a birthday party for your 4-H club
- Document the activities that your 4-H club performs through the year. Keep a record of all project meetings, community service projects and club events.
- Provide a club program calendar in the 4-H newsletter and publish articles about member accomplishments.

CHECKLIST FOR 4-H SCRAPBOOK

- TITLE PAGE
- CLUB NAME
- YEAR
- HISTORIAN'S NAME
- GROUP MEMBERS, OFFICERS, LEADERS
- COPY OF CLUB CHARTER
- CALENDAR OF 4-H CLUB EVENTS
- COPIES OF PUBLISHED ARTICLES
- PICTURES
- CLUB AWARDS
- 4-H CLUB YEAR STORY

MAKE SURE YOU USE A COVER THAT WILL LAST FOR SEVERAL YEARS!

SONG & RECREATION LEADER

The Song and Recreation Leader has the task of keeping the membership enthusiastic and energized at 4-H meetings. The main duty for this officer is to plan and facilitate games, ice breakers, songs and fun activities for the 4-H clubs. Social activities can be a lot of fun, but it is very important that the song and recreation leader is prepared and organized for their part in the 4-H meeting. A key to a successful game or song is to make sure it is appropriate for all ages of your membership!

SONG & RECREATION LEADER'S RESPONSIBILITIES

- ◆ **Plan** recreation and song activities for each club meeting
- ◆ **Practice** the games and songs planned for presentation
- ◆ Be **organized** and **prepared** for your part in the 4-H meeting
- ◆ **Involve** everyone in the recreation activities and songs
- ◆ **Serve** on club committees and organize ceremonies and parties
- ◆ Keep track of club's songbooks and recreation supplies



Tips for a Successful 4-H Fun Activity

- * Give Loud Directions
- * Involve all members and visitors
- * SMILE
- * Stay on Time

“Nothing **GREAT** was ever achieved
without **ENTHUSIASM.**”
Ralph Waldo Emerson

SONG & RECREATION LEADER RESPONSIBILITIES AT YOUR 4-H CLUB MEETINGS

- ◆ Arrive early to help the other officers greet members and guests as they arrive
- ◆ Begin an activity or game before the meeting to give those who arrive early something to do
- ◆ Use games or songs to help members get acquainted
- ◆ After the meeting help clean up any supplies used



EXAMPLES OF ACTIVITIES FOR 4-H MEETINGS

Name Acrostics: As your guest arrive at your party, give each person a pen and a 4 x 6 index card. Instruct the guest to write their full name vertically on the paper on the left hand side. Then, as other people arrive, have them find other people whose last names start with the letters in their own name.

People Scavenger Hunt: You can have everyone mixing and talking to each other with this easy to play game. Before everyone arrives, type out a list of about 20 questions such as: Who wears a size nine shoe? Who has a birthday in December? Who has a reptile for a pet? Who speaks another language? Who plays a musical instrument?

Make enough copies for each guest and as they arrive, give each person a copy and a pen. Encourage them to walk around the room to find the answers to each question on the list. This will encourage your guest to mingle and spark conversation.

Communication Challenge

Give everyone a number. They have to arrange themselves in numerical order by communicating with each other without speaking or holding up fingers. They make up their own sub-language or sign-language and it often is pretty amusing. For Round Two, have people arrange themselves in order of birth or in calendar months



“MAKE TIME FOR FUN!”

PARLIAMENTARIAN

The 4-H Parliamentarian has a very important job in the 4-H club meeting of striving to keep order in the 4-H club meeting. This officer also must protect the rights of the 4-H members during the business portion of the meeting. Every 4-H member has a right to be able to voice his or her opinion and share in a 4-H meeting. This officer should become familiar with proper parliamentary procedure and encourage the officer team by assisting them in learning parliamentary procedure as well.

PARLIAMENTARIAN'S RESPONSIBILITIES

- ◆ Keep order at the club meetings
- ◆ Assist in training the other officers in their duties and in parliamentary procedure
- ◆ Make parliamentary rulings during the business portion of the meetings
- ◆ Become familiar with the majority of motions that might be used in 4-H meetings such as:
 - * Amend
 - * Amend the Amendment
 - * Lay on the Table
 - * Take from the Table
 - * Point of Order
 - * Parliamentary Inquiry
 - * Refer to a Committee
 - * Division of Assembly
- ◆ Become familiar with the following actions that may take place in a 4-H business meeting:
 - * Motions– Bringing an item of business before the 4-H club
 - * Nominations
 - * Amending a Motion
 - * Committee Reports

4-H PLEDGE

I pledge my **HEAD** to clearer thinking,
 my **HEART** to greater loyalty,
 my **HANDS** to larger service,
 and my **HEALTH** to better living,
 for my club, my community,
 my country, and my world.



PARLIAMENTARY PROCEDURE

This type of decision making is guided by a set of rules and procedures called, "Robert's Rules of Order." These rules provide a way for every 4-H member to have an opportunity to decide how their 4-H club should make decision and these rules assist in keeping courtesy and respect in the 4-H club. Parliamentary Procedures rules are followed in the Unfinished (Old Business) and New Business portion of the 4-H meeting.

GAIN RECOGNITION

Before a member can bring any business (item for discussion) before the club, it is necessary to get permission to speak to the group. The term is called, "Gain Recognition from the Chair." To do this, the member should ask the president's attention by standing and saying, "Mr. President," or "Madam President." The president will allow or recognize one member at a time to speak to the group.

MOTIONS- "I MOVE. . ."

To make a motion means that a member wants to propose an action for the club to the group. First the member must seek and gain recognition from the president. Then the member states the motion, "I move that....."

A motion cannot be discussed or voted upon unless another member confirms or "*seconds*" that it should be discussed. It is not necessary for the member to gain recognition from the president if they are seconding a motion. The member can simply say, "I second that motion." If a motion is not seconded, it is declared by the president to be lost without a vote.

The president generally repeats a motion that has been seconded and it becomes property of the assembly (membership). The president will ask if there is any discussion on the motion. During this discussion time members can gain recognition from the president and share their opinions and thoughts about the motion. If a member wants to change the motion they would move to amend the motion.

VOTING

After a reasonable amount of time for discussion the president calls for the vote.

The president should repeat the motion so that the membership or assembly understands what they are voting on. The president asks the members to vote yes or no by saying, "All those in favor please say aye all opposed say no. The president then indicates whether the motion has been passed "carried" or defeated.

PARLIAMENTARY PROCEDURE

DISCUSSION TIPS

- Always gain recognition from the chair.
- Speak on the motion that is on the floor. (Don't bring up a topic that isn't on the same topic as the motion.)
- Give reasons why the motion is a good or bad idea or reasons for amendment.

AMEND

Amending a motion can happen in three different ways.

1. You can add or insert to the motion
2. Subtract or withdraw from the motion
3. Insert and withdraw from the motion

If you decide to amend a motion, here the necessary steps to accomplish it.

- Make the original motion, and second it
- Discuss the motion
- Make an amendment to the original motion and second it
- Discuss the amendment
- Vote on the amendment
- If the amendment passes, a vote is taken on the original motion as amended.

TYPES OF MOTIONS

Main: Their purpose is to introduce items to the membership for consideration.

Subsidiary: Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.

Privileged: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.

Incidental: Their purpose is to provide a means of question procedure concerning other motions.

PARLIAMENTARY PROCEDURE TABLE

Motion	Purpose	Second	Debatable	Amendable	Vote
Main Motion	Bring an item of business before the club	Yes	Yes	Yes	Majority
Privileged Motions					
Fix time for next meeting	Set a time for the next meeting	Yes	No	Yes	Majority
Adjourn	End the meeting	Yes	No	No	Majority
Recess	Take a short break	No	No	Yes	Majority
Question of Privilege	Ask permission to do something	No	No	No	None
Call for Orders of the Day	Brings business back to items already determined on the agenda	No	No	No	None
Subsidiary					
Lay on the Table	Lays a motion aside temporarily to discuss other urgent business	Yes	No	No	Majority
Previous Question	End discussion on a motion	Yes	No	No	2/3
Limit-Extend Debate	Changes limits of debate	Yes	No	Yes	2/3
Postpone Definitely	Puts off motion to a specific time	Yes	Yes	Yes	Majority
Refer to a Committee	Send business to a committee	Yes	Yes	Yes	2/3
Amend	Change the wording of a motion	Yes	Yes	Yes	Majority
Postpone Indefinitely	Kills a motion for duration of a meeting	Yes	Yes	No	Majority
Incidental					
Point of Order	Calls attention to breach of rules	No	No	No	None
Appeal the Decision of the Chair	Challenges decision of chair ruling	Yes	Yes	No	Majority
Parliamentary Inquiry	Ask a parliamentary procedure related question	No	No	No	None
Point of Information	Ask a question of information	No	No	No	None
Division of Assembly	Calls for a revote	No	No	No	None
Close Nominations	End nominations	Yes	No	Yes	2/3
Reopen Nominations	Start nominations again	Yes	No	Yes	Majority
Request to Withdraw a Motion	Withdraw a motion	Yes	No	Yes	Majority
Suspend the Rules	Lay aside current rules	No	No	No	2/3
Objection to the Consideration of the Question	To end discussion and terminate a motion immediately	Yes	No	No	2/3
Renewal					
Reconsider	Revote after motion was disposed of	Yes	Yes	No	Majority
Take from the Table	Brings back motion laid on table	Yes	No	No	Majority
Rescind	Cancel a previous action or order	Yes	Yes	Yes	2/3
Discharge to a Committee	Take matter out of committee's hands before the committee has made a final report on it.	Yes	Yes	Yes	2/3

ENDING A MEETING

When all items on the meeting's business agenda have been completed, and if no further business items are put forward for discussion, the president calls for a motion to adjourn or end the meeting as follows:

A member is recognized by the president and says, "I move to adjourn the meeting." Another member says "I second the motion."

Or the president can say, "Is there a motion to adjourn the meeting?" A member says, "So Moved." A member seconds it and the president says, "Seeing no objections, meeting is adjourned by general consent."

BASIC PARLIAMENTARY PROCEDURE RULES

Rule 1: Only one member speaks at a time

Rule 2: There can be only one motion before the group at a time.

The steps to pass a motion are:

1. Member is recognized and makes the motion.
2. Another member seconds the motion.
3. Discussion is guided by the president.
4. President restates the motion.
5. President calls for vote.



Rule 3: If a motion is amended, vote on the amendment before voting on the original motion. Then, vote on the original motion as amended. Because voting on the amendment is just voting on changing the motion not voting on actually doing the motion.

For example if a member said, "I move to have a 4-H open house." The motion was seconded and then a member gained recognition and said, "I move to amend the motion by adding October 1st after house." A member seconds the amendment. You must first vote on adding October 1st. If the amendment passes the motion now reads, "I move to have a 4-H open house on October 1st." After voting on the amendment, you must vote on the original motion as amended. Voting on the amendment means you are adding October 1st but it does not mean you are going to have the open house. Voting on the original motion as amended means you are voting on having a 4-H open house on October 1st.

NOMINATIONS AND ELECTIONS

Nominations can be made by a committee or from the floor by a member. Even when a nominating committee is used, nominations can be made by members when the floor is open for further nominations.

To offer a nomination, a member obtains the floor and states, "I nominate (name) for (office)." The president then asks for further nominations. If there are none, nominations are closed and the vote is taken. Candidates are voted upon in the order in which they are nominated.

CLOSING NOMINATIONS

Nominations may be closed by a two-thirds vote or by general consent. The motion to close nominations requires a second, cannot be debated and can be amended as to time only.

MAKING NOMINATIONS AND HOLDING ELECTIONS

A second is not required to nominate. A majority vote is required to elect. After the president has asked for further nominations for an office and none are presented, a member may obtain the floor.

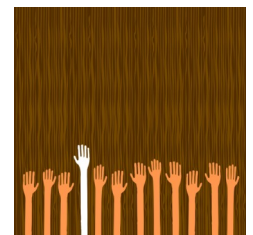
Member: "I move that nominations cease."

Member: "Mr. President, I second the motion."

President: "It has been moved and seconded that nominations cease. This motion is non-debatable, amendable as to time only and requires a 2/3 vote. Are you ready for the question? Those supporting the motion that we are closing nominations please rise. Those opposing please rise. There being a 2/3 majority, the motion is carried and nominations are closed." (Proceed to vote on the candidates in the same order they were nominated.)

REOPENING NOMINATIONS

The motion to reopen nominations requires a majority vote. A second is required. It cannot be debated, can be amended as to time only, and only the negative note can be reconsidered.



COUNCIL DELEGATE

The 4-H council delegate's duty is to attend the council meetings, represent the 4-H club at council meetings and events as well as report to the club about business and announcements that occur at council meetings. 4-H councils are the leadership and governing aspect of the county's 4-H program. County 4-H councils also serve ambassadors for 4-H in the communities and county.

COUNCIL DELEGATE'S RESPONSIBILITIES

- ◆ Report local club activities and recommendations at county council meetings.
- ◆ Report on county council activities, recommendations, committee reports and activities of other clubs at local club meetings.
- ◆ Report club news to the county Extension office to be included in the county 4-H newsletter.
- ◆ Serve on county-wide committees as appointed by the county council president.

EXAMPLES OF 4-H COUNCIL ACTIVITIES

Community Service Activities

- Garden at Nursing Home
- Canned Food Drive
- Serve at Soup Kitchen

Community Involvement

- Visit your County Commissioners
- Host a Career Panel
- Host a "National 4-H Week" Celebration
- Conduct a County Legislative Day

Connect County 4-H Member Activities

- Conduct Leadership Training
- Host an Officer Training
- Develop mentoring program
- Host a 4-H Open House
- Throw a Holiday Party
- Attend State 4-H Capitol Days



COUNCIL DELEGATE REPORT



NAME: _____

4-H CLUB REPRESENTING: _____

DATE OF MEETING: _____

NUMBER OF CLUB MEMBERS PRESENT: _____

BRIEF REPORT OF BUSINESS MEETING:

(INCLUDE BUSINESS ITEMS PASSED BY COUNTY COUNCIL AND ITEMS FOR CLUB'S ACTION/FURTHER RECOMMENDATIONS)

IMPORTANT UPCOMING EVENTS

(INCLUDE COUNTY, DISTRICT, STATE AND NATIONAL EVENTS, CONTESTS, AWARDS ETC...)

NEXT COUNTY 4-H COUNCIL MEETING DATE: _____



New Mexico 4-H Officer Handbook References:

1. Officer Manual, Pennsylvania 4-H, Penn State Cooperative Extension Service
2. "4-H Member's Guide to Parliamentary Procedure," Texas Agricultural Extension Service
3. New Mexico 4-H Officer Manual, New Mexico State University Cooperative Extension Service
4. 4-H Club Officer's Handbook, University of Connecticut Cooperative Extension Service
5. South Dakota 4-H Officer Handbook, South Dakota State University Cooperative Extension Service

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