2014 Officer Resources Reference Sheet

Florida Club Development

* [How to Start a 4-H Club](http://florida4h.org/volunteers/training/files/VTS/Section2/How%20to%20Start%20a%204-H%20Club%20-print%20ready.pdf) - <http://florida4h.org/volunteers/training/files/VTS/Section2/How%20to%20Start%20a%204-H%20Club%20-print%20ready.pdf>
* [4-H Club Meetings](http://florida4h.org/volunteers/training/files/VTS/Section2/4-H%20Club%20Meetings-print%20ready.pdf) - <http://florida4h.org/volunteers/training/files/VTS/Section2/4-H%20Club%20Meetings-print%20ready.pdf>
* [Selecting a Name for Your 4-H Club](https://edis.ifas.ufl.edu/4h240) - <https://edis.ifas.ufl.edu/4h240>
* [Adopting 4-H Club By-laws](http://edis.ifas.ufl.edu/4h338) - <http://edis.ifas.ufl.edu/4h338>
* [Establishing and Chartering a 4-H Club](http://florida4h.org/volunteers/training/files/VTS/Section2/Establishing%20and%20Chartering%20a%204-H%20Club-print%20ready.pdf) - <http://florida4h.org/volunteers/training/files/VTS/Section2/Establishing%20and%20Chartering%20a%204-H%20Club-print%20ready.pdf>
* [Running a Smooth 4-H Business Meeting](http://florida4h.org/volunteers/training/files/notebook/4H34400.pdf) - <http://florida4h.org/volunteers/training/files/notebook/4H34400.pdf>
* [Planning a Successful Field Trip](http://edis.ifas.ufl.edu/4h339) - <http://edis.ifas.ufl.edu/4h339>
* [Protecting Youth and Volunteers by Planning Ahead, Reducing Risk](http://florida4h.org/volunteers/training/files/VTS/Section5/Protecting%20Youth%20and%20Volunteers%20by%20Planning%20Ahead%2C%20Reducing%20Risk-print%20ready.pdf) - [http://florida4h.org/volunteers/training/files/VTS/Section5/Protecting%20Youth%20and%20Volunteers%20by%20Planning%20Ahead,%20Reducing%20Risk-print%20ready.pdf](http://florida4h.org/volunteers/training/files/VTS/Section5/Protecting%20Youth%20and%20Volunteers%20by%20Planning%20Ahead%2C%20Reducing%20Risk-print%20ready.pdf)

Club Program Planning Workbook <http://florida4h.org/clubs/files/4H%20GCW%2020.pdf>

Other leader training pieces <http://florida4h.org/volunteers/training_presentations/>

Florida Officer Materials

Officer Training Handbook <http://edis.ifas.ufl.edu/pdffiles/4H/4H04900.pdf> **(new revision 2015)**

Florida 4-H Treasurer's Manual and Record Book <http://edis.ifas.ufl.edu/pdffiles/4H/4H01200.pdf> **(new revision 2015)**

Secretary's Record Book for Florida 4-H Clubs <http://edis.ifas.ufl.edu/4h011>

Parliamentary Procedure <http://edis.ifas.ufl.edu/topic_parliamentary_procedure>

*Games Around the World*<http://edis.ifas.ufl.edu/4h055>

Duval County Officer Installation Ceremonies <http://duval.ifas.ufl.edu/documents/InstallationCeremonies.pdf>

Officer Resources from Other States

* Scrapbooking to help Historian <http://www.ndsu.edu/fileadmin/4h/FG108_4-H_Scrapbooking.pdf>
* Ohio Officer Training Videos, Tools and Record Books <http://www.ohio4h.org/4-h-youth/club-members/officer-resources>
* Building an Agenda, Process of making a motion (Process of doing business sheets for members) <http://4h.missouri.edu/resources/materials/docs/Y784.pdf>
* South Carolina lots of training activities <http://www.clemson.edu/extension/4h/staff/files/officer_handbook.pdf>

* Indiana Purdue (officer training resources for individual offices)

<http://www.four-h.purdue.edu/collegiate4h/OfficerTrainingMaterials.html>

<http://www.four-h.purdue.edu/volunteer/otf.cfm#training>

* National Club Assessment Survey <http://www.uwyo.edu/4-h/clubs/effective-whatisyourclublike-vibrantclubassessment.pdf> Making sense of your assessment <http://www.uwyo.edu/4-h/clubs/effective-vibrantclubscoresheet.pdf>

Parliamentary Procedure Training Guides from other States

* Texas (parli pro games, guides for making motions and taking action) <http://texas4-h.tamu.edu/files/2011/12/publications_management_parli_pro1.pdf>
* Maryland (officer training facilitator guide) <http://www.unce.unr.edu/4H/programs/clubs/files/pdf/OfficerTrainingManual.pdf>
* Utah (very basic parli-pro guide) <http://extension.usu.edu/files/publications/publication/4-H_Leadership_2008-01pr.pdf>

 Name and Emblem Use

* Florida <http://florida4h.org/about1/files/nameandemblem.pdf>
* National <http://www.csrees.usda.gov/nea/family/res/pdfs/using_the_4h_name.pdf>

Florida 4-H Policies and Procedures

* <http://florida4h.org/policies/>