



# Essential Elements of 4-H



## Belonging

1. Positive Relationship with a caring adult
2. An inclusive environment
3. A safe environment





## Mastery

4. Engagement in Learning
5. Opportunity for Mastery



## Independence

6. Opportunity to see oneself as an active participant in the future
7. Opportunity for self-determination



## Generosity

8. Opportunity to value and practice service for others



## Belonging

Youth need to know they are cared about by others and feel a sense of connection to others in the group. This “fellowship” has always been an important part of a 4-H experience. 4-H gives youth the opportunity to feel physically and emotionally safe while actively participating in a group. Current research emphasizes the importance for youth to have opportunities for long-term consistent relationships with adults other than parents. This research suggests that a sense of belonging may be the single most powerful positive ingredient we can add into the lives of children and youth.



## Mastery

To develop self-confidence youth need to feel and believe they are capable and must experience success at solving problems and meeting challenges. By exploring 4-H projects and activities, youth master skills to make positive career and life choices. To do so, youth must have access to quality research-based content and have the opportunity to learn by doing. Youth also need a safe environment for making mistakes and getting feedback, not just through competition but also as an ongoing element of participation. Finally, youth need the breadth and depth of topics to pursue their own interests.



## Independence

Youth need to know that they are able to influence people and events through decision-making and action. By exercising independence through 4-H leadership opportunities, youth mature in self-discipline and responsibility, learn to better understand themselves and become independent thinkers.



## Generosity

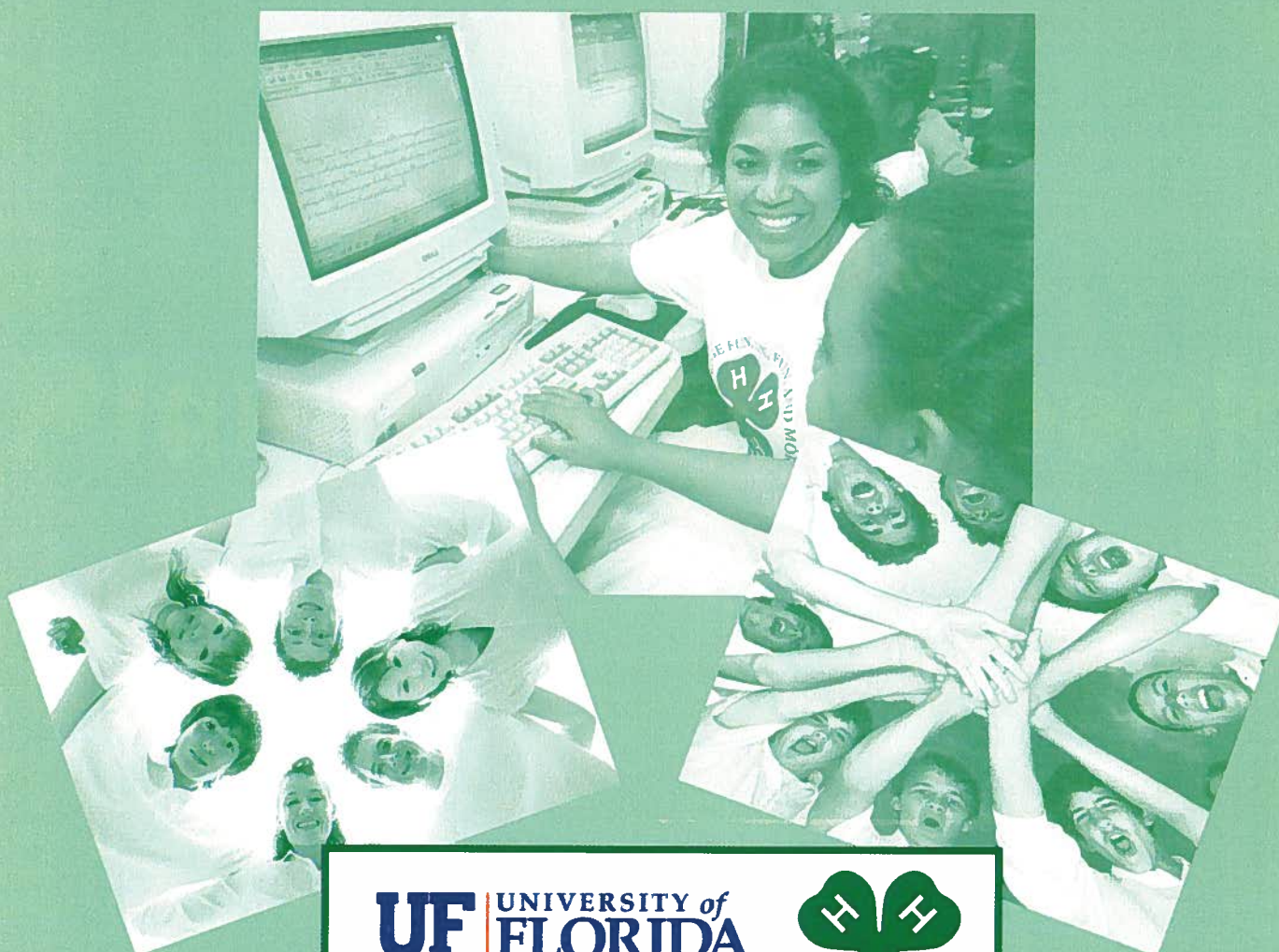
Youth need to feel their lives have meaning and purpose. By participating in 4-H community service and citizenship activities, youth connect to communities and learn to give back to others. It’s clear that these experiences provide the foundation that helps us understand the “big picture” of life and find purpose and meaning. Community service projects allow 4-H club members to see that their effort to help others is important and valuable. Youth learn that they do not live in a secluded world, but in a global community that requires awareness and compassion for others.



4H GCW 20

A Workbook for 4-H Club Members

# 4-H Club Planning Workbook



**UF** UNIVERSITY of FLORIDA  
IFAS Extension

## CLUB GOALS, CALENDAR, AND MEETING PLANS

A 4-H club plan really helps a club run smoothly. This planning workbook gives you a place to record your plan.

As officers, you need to assist your members and leaders in developing your annual plan including your club goals, calendar of club meetings and detailed meeting plans. Involving your club members in planning your programs will be a key step in your success for the year.

At the end of this workbook is also the club recognition standards for 4-H clubs throughout the state. You, your members and leaders, may want to review this as you begin your planning if you want to excel and be recognized for your work.

Part of the expectations as you form a club, and each year following, is that you submit your club plans to the County Extension Office updating your club records as you re-enroll membership annually. To do this, just copy pages 2,4-5 and 14 in this workbook and send to your county 4-H office. This gives the 4-H staff a record of your club 's planned activities and will help them help you.

Part of this plan might also be identifying community service project ( s ) you and your club members want to conduct this year. Be sure to include these on your calendar.

### *For Club Leaders:*

The Guide "Planning the 4-H Club Program" ( 4H GCL 20 ) has been developed to assist you and your club in developing your annual club program.

Other publications to help you and your club function are:



4H GCM 11 Florida 4-H Officers ' Handbook

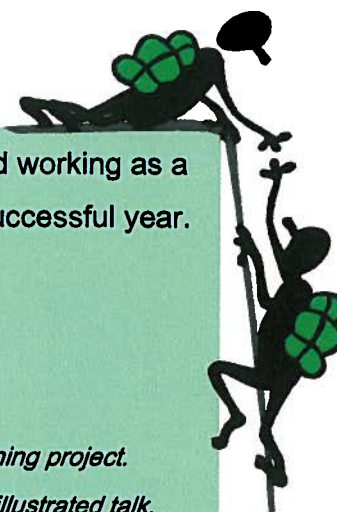
4H GCR 01 Florida 4-H Club Secretary Book

4H GCR 02 Florida 4-H Treasurer Book





## CLUB GOALS



Begin your club year by establishing goals. Brainstorming and working as a group will help you get everyone engaged in planning for a successful year.

*Example of Club Goals:*

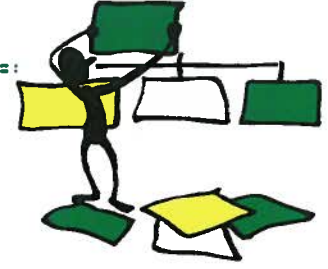
1. *Enroll 5 new members*
2. *Increase family participation*
3. *Have 100% of members complete at least one project record.*
4. *Have 100% of members participate in one community service-learning project.*
5. *Have at least 50% of members give at least one demonstration or illustrated talk.*

Your CLUB GOALS for this year:


*Reminder:*  
Copy your goals (this page) and calendar (pages 4-5) and submit to your County 4-H office. As you plan, if you need assistance or help from your 4-H agent, use the request form on page 14 to record these. Include a copy of this with your annual club program plans and membership re-enrollments.



## CLUB CALENDAR, AND MEETING PLAN



Next, as a group, plan the learning experiences, special activities, events like fundraising and community service events that your members would like to do as a club for the year. Be sure to try to

involve all members in some responsibilities throughout the year.

### Examples:

MONTH	PROGRAM, EVENT OR ACTIVITY	DATE AND TIME	PLACE	PERSON RESPONSIBLE
September	Regular Club meeting topic: Energy	Monday, 8th, 7:30 p.m.	Jim's house	Jim to contact speaker
	Conservation Beef project meeting	Monday, 8th, 5:00 p.m.	Jim's barn	Jim, Tom, Mr. Lynch
	City Council	Monday, 15th, 7:00 p.m.	County 4-H office	Club Officers

DATE: September 8th	PROGRAM TOPIC: Energy Conservation
JOB:	PERSON RESPONSIBLE:
<b>Business</b>	
Arrange for meeting place	Sara
Plan business agenda	Daniel
Lead pledge to American flag/4-H Pledge	Joanna
<b>Education</b>	
Contact program presenter	Mark
Introduce speaker or presenter	Kris
Present Demonstration/Illustrated Talk	Katelyn
<b>Recreation</b>	
Lead recreation	Natalie
Lead singing, icebreaker, or team building activity	Bruce
Provide refreshments	Kendra



# CLUB CALENDAR



MONTH	PROGRAM, EVENT OR ACTIVITY	DATE & TIME	PLACE	PERSON RESPONSIBLE
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				
FEBRUARY				



# CLUB CALENDAR



MONTH	PROGRAM, EVENT OR ACTIVITY	DATE & TIME	PLACE	PERSON RESPONSIBLE
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				





# CLUB MEETING PLANS



DATE:	PROGRAM TOPIC:
JOB:	PERSON RESPONSIBLE:
<b>Business</b>	
Arrange for meeting place	
Plan business agenda	
Lead pledge to American flag and 4-H Pledge	
<b>Education</b>	
Contact program presenter	
Introduce speaker or presenter	
Present Demonstration or Illustrated Talk	
<b>Recreation</b>	
Lead recreation	
Lead singing, icebreaker, or team-building activity	
Provide refreshments	



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# Standards of Excellence for 4-H Clubs and Groups



Check the following *Club Performance Standards* completed during the 4-H year. Documentation may come from meeting minutes, scrapbooks, photos, newspaper articles, letters, etc., and should be attached to this form.

Club/Group Name _____	
County _____	
Club/Group President Signature _____	Date _____
Organizational Volunteer Signature _____	Date _____
Total Number of checked responses for the 20 Excellent Standards _____	

## Club Performance Standards

- \_\_\_\_\_ 1. Club/group had a planned annual program that includes group goals. *(Ex: recruit 4 new members; 75% of members will attend camp; all members will choose one county learning activity to attend )*
  
- \_\_\_\_\_ 2. Club/group members were actively involved in planning the club/group 's annual program.
  
- \_\_\_\_\_ 3. Club/group selected an area of focus for their annual program. *(Ex: health & fitness; environmental science; pet care; community service; intercultural understanding ) OR club/group is represented in the community, by serving on a committee, council or board with adult partners.*
  
- \_\_\_\_\_ 4. Club/Group members were involved in implementing the annual program/activities. *( Ex: planning and bringing snacks; leading the pledges; calling club/group members for a meeting or assignment; presenting a demonstration; organizing a tour; introducing a speaker; leading recreation; teaching others )*
  
- \_\_\_\_\_ 5. A calendar for the year was printed and distributed to members, parents, volunteers, and the local Extension Office. *(Ex: identify meetings dates, locations, educational programs; special projects; social events; county or district events )*
  
- \_\_\_\_\_ 6. All members were invited and at least 75% of club/group members were involved in at least nine club/group activities during the year. *( Ex: meetings; club/group tours; recognition event )*
  
- \_\_\_\_\_ 7. Club/Group officers were elected or appointed, and fulfilled their leadership roles.
  
- \_\_\_\_\_ 8. Club/Group completed at least one ( 1 ) community service project.



## Club Performance Standards (continued)

- \_\_\_\_\_ 9. Club/Group completed at least one ( 1 ) promotion activity that promotes 4-H visibility at the community or county level. (*Ex: participating in a community parade; radio interviews during National 4-H Week; project displays in business windows; or doing website development for County Extension office.* )
- \_\_\_\_\_ 10. Club/Group has completed at least one ( 1 ) project that promotes 4-H visibility at the county, multi-county, district, state, multi-state, national or global level.
- \_\_\_\_\_ 11. Club/Group recruited at least one ( 1 ) project volunteer for at least 75% of the member ' s project learning areas.
- \_\_\_\_\_ 12. At least 75% of the members made progress toward individual 4-H project goals.
- \_\_\_\_\_ 13. Group developed a method to communicate with families at least three ( 3 ) times per year regarding club/group activities, education, and achievements. (*Ex: newsletters; e-mails; calling tree; group activity that includes families*)
- \_\_\_\_\_ 14. Club/Group planned at least one ( 1 ) activity to include parents and families in club/group activities. (*Ex: project showcase; skating party; tours; recognition event* )
- \_\_\_\_\_ 15. Members took part in a variety of non-competitive activities and/or meetings beyond the 4-H club/ group level. (*Ex: county project workshops; council meetings; interstate exchange programs* )
- \_\_\_\_\_ 16. A scheduled recognition event was held for members, volunteers and parents.
- \_\_\_\_\_ 17. Club/group planned and implemented at least one multi-club activity. (*Ex: doing multi-club community service; several clubs managing a community or county event; conducting a multi-club learning or social event* )
- \_\_\_\_\_ 18. Members participated in competitive 4-H events beyond the club/group level. (*Ex: county events; district events; state fair; project area competitions* )
- \_\_\_\_\_ 19. 4-H club/group consistently had a safety/supervision ratio of 1 adult to 10 youth.
- \_\_\_\_\_ 20. The racial/ethnic composition of the club reflects the diversity of the surrounding community. (If club does not reflect the diversity of the community, then successful efforts to contact minority citizens in person, by mail, and through mass media may be used. Work with your county 4-H agent for help achieving this goal.)

12-13 Checked of 20 questions = **BRONZE Clover Club Award**  
14-15 Checked of 20 questions = **SILVER Clover Club Award**  
16-17 Checked of 20 questions = **GOLD Clover Club Award**  
18-20 Checked of 20 questions = **EMERALD Clover Club Award**



## The 4-H Pledge

**HEAD**

*I pledge...*

*my Head*

**HEART**

*to clearer thinking*

*my Heart*

**HANDS**

*to greater loyalty*

*my Hands*

**HEALTH**

*to larger service*

*and my Health*

*to better living*

*for my club*

*my community*

*my country*

*and my world.*



The 4-H Pledge, first adopted in 1927, summarizes 4-H as the four-fold development of youth through the Head, Heart, Hands and Health.

Post a pledge banner at your meeting site. At the end of the first meeting, give everyone a card with the 4-H pledge to take home.

The **HEAD** represents:

1. Thinking, planning and reasoning.
2. Gaining new and valuable knowledge.
3. Understanding the whys.

The **HEART** represents:

1. Being concerned about the welfare of others.
2. Accepting the responsibilities of citizenship.
3. Determining the values and attitudes by which to live.
4. Learning how to live and work with others.
5. Developing positive attitudes.

The **HANDS** represent:

1. Learning new skills.
2. Improving skills already known.
3. Being useful, helpful, and skillful.
4. Developing respect for work and pride in accomplishment.

The **HEALTH** represents:

1. Practicing healthful living.
2. Enjoying life.
3. Using leisure time wisely.
4. Protecting the well being of self and others.

1. This document is 4H GCW 20 or DLN 4H 013, one of a series of the Florida 4-H Youth Development, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. November 2007. Please visit the 4-H Website at <http://florida4h.org>
2. Joy Jordan: contact person, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville, 32611.
3. This information was revised by Joy Jordan, 4-H Youth Development Specialist, Dale Pracht, Community Based Organizational Systems in 4-H Youth Development, Department of Family Youth and Community Sciences, and Judy Butterfield, Regional Specialized Agent, 4-H Youth Development, IFAS, University of Florida.

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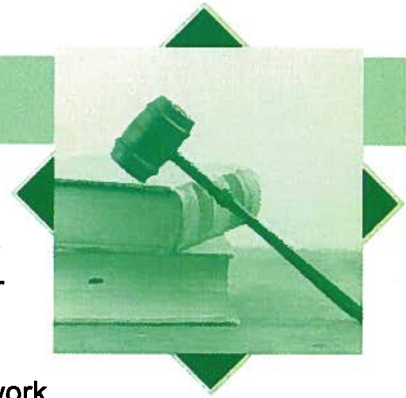




# Florida 4-H Officers' Handbook

# The President

So you're the president of your 4-H Club or Council! You have an important job. Your fellow 4-H'ers have shown their support in your leadership by electing you to the highest position in your 4-H Club or Council. The successful teamwork of the group depends upon you. You should learn how to conduct a business meeting, how to cooperate with your 4-H'ers, and how to make your club or council work together.



## Duties of the President

- Plan the business part of meeting with other leaders before meetings are held.
- Check on meeting arrangements, seating, lights, and temperature of the meeting place.
- Prepare a meeting agenda in advance.
- Know parliamentary procedure so that you can conduct an orderly meeting.
- Start and stop the meeting on time.
- Preside and call the meeting to order and direct the business meeting.
- Appoint a temporary secretary if the secretary is absent.
- Keep order. Be courteous but firm.
- Provide opportunities for all members to be heard. Encourage everyone to participate.
- Decide points of order fairly.
- Guide the meeting in a courteous, tactful way; avoid talking too much. Keep the program moving. The meeting belongs to the 4-H'ers. The president is only the "pilot" and should avoid giving opinions on motions under discussion.
- Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- Appoint committees when directed by the club or council, and define the responsibilities of the committees. Counsel with leaders if necessary.
- Work closely with your club or council advisor/volunteer to plan, practice and evaluate your work.
- Work with your elected officer team to plan, carry out and evaluate successful meetings.

## **Welcoming a Guest Speaker to Your 4-H Club Meeting**

- Meet the speaker at the door and extend a cordial welcome.
- Know the following about the speaker:
  - a) The speaker's full name and how to pronounce it properly.
  - b) The title the speaker prefers to be introduced by.
  - c) The name of the topic.
  - d) The speaker's preference about having questions or discussion after the talk.
- Introduce the speaker to some of the members and leaders who can discuss something about the 4-H organization.
- Discuss meeting plans and the time allowed for the program.
- Encourage members to be ready to start a discussion and/or ask questions after the talk.



- Check frequently on progress of committees and ask for a report from each chairman.
- Delegate responsibilities so that every 4-H'er has some job in the group at one time or another.
- Help plan a program for each month in the year.
- Arrange to have another person (usually the vice-president) preside if you cannot attend a meeting.
- Work with other officers to plan programs and carry out events.
- Keep in close touch with the local leaders and county Extension agents and state advisors.
- Attend the officers' training session.

## The Vice-President

The vice-president is next in rank to the president. You take the president's place if that officer resigns or is not present at a meeting. Probably your biggest and most important job is acting as chairman of the program committee.

### *Duties of the Vice-President*

- Know parliamentary procedure so that you can conduct an orderly meeting.
- Preside at meetings in the absence of the president.
- Know the duties of the president.
- Serve as chairman of the program committee. Prepare a calendar of events. Be responsible for following through with each monthly program for the year. Notify members who are on the program committee.
- Arrange each program to make a well-balanced one. Announce the program at each meeting.
- Work closely with the president, leaders, and other officers on all club activities.
- Consult with the president on plans or special work needed.
- As program chairman, sit near the front of the room or at the table with the president and secretary.
- Attend the officers' training session.





# The Secretary



Congratulations on being elected to one of the most important offices ! The club or council has entrusted to you the responsibility of maintaining the records. Get a copy of the *4-H Secretary's Record Book*, 4H GCR 01, to help you with this task. Much of the success of the club or council depends upon the working relationship between you and the president. This is your opportunity to help the president make the club or council work well.

## Duties of the Secretary

- Sit with the president at the desk or table in the front of the room.
- Record any officers elected, committees appointed, and other business brought before the club.
- Call the roll at the request of the president and record the attendance.
- Stand and read minutes of the last meeting when the president calls for them. Make corrections given by 4-H'ers of the club or council.
- When called upon by the president, state any unfinished business left from the previous meeting. If there is none, so state to the president.
- Read correspondence directed to the club or council when called upon by the president; write replies when necessary.
- Initiate correspondence as directed by the club or council. Keep copies of all correspondence for future reference.
- Collect and record reports of all committees and all written resolutions.
- Cooperate with the reporter in preparing articles for the newspaper.
- Call the meeting to order in the absence of the president and vice-president and have a temporary chairman elected to preside.
- Assist the president during the meeting by

writing each motion as stated. Be prepared to read the motion.

- Advise the president on matters of business to be taken up. Help to start, and to stop, on time.
- Maintain a record of all officers, standing committees, and special committees.
- Inform the president if you will be absent. The president will appoint an acting secretary for the meeting.
- Submit regular reports to the leader or to the county Extension office as requested.
- Attend the officers' training session.
- Turn over your records to the club leader at the end of the year.

### **Meeting Minutes Should Contain:**

- Name of the club or council; time and place of meeting.
- Name of the presiding officer, roll call, approval of the secretary's minutes, and the treasurer's balance.
- A summary of reports given.
- Business transacted. Each motion should be fully and accurately recorded: person making the motion, seconding it, and giving the exact wording. The result of the vote should also be given. State whether the motion was passed or failed. State time that the meeting was adjourned.
- Signature and title of person who recorded the minutes.



# The Treasurer



Your club or council has placed upon you the responsibility of keeping the financial records. For any club or council to make wise use of money it has earned, 4-H'ers need to know the financial status of their club or council. Ask your leader or advisor for a copy of the *4-H Treasurer's Manual*, 4H GCR 02, or secure your own copy at the Florida 4-H Web site: <http://www.florida4h.org>.

## Duties of the Treasurer

- Take charge of all the money taken in by the club or council.
- Keep an accurate record of:
  - a) all money received and its source.
  - b) all money paid out, showing whom the money was paid to and what it was paid for.
- Deposit in a checking account in a local bank or Extension office, all money received as soon as it is received. Do not keep large sums of club or council monies at home or on you personally.
- Do not mix money belonging to the club or council with private funds.
- Never use club or council money to pay personal bills no matter how short the time intended for the loan.
- Give a report of money received, bills paid, and amount on hand at each meeting when called upon by the President.
- Be ready to give an itemized account of funds at any time upon request of members or leaders.
- Pay money out of the treasury (by check or check request with 2 signatures) only as approved by the club or council or as specified by the bylaws of your club or council. Pay bills authorized by the club or council promptly. Canceled checks will serve as receipts.
- You are responsible for the club or council funds until your successor is elected. An auditing committee should check your records before they are turned over to your successor.
- Serve as chairman of the finance committee whose main responsibility is planning ways of raising money for the club or council.
- Give complete, accurate records to your successor at the end of the year.
- If your club or council disbands, turn over remaining funds for disposition as approved by the club or council or as specified by the county program guidelines.
- Attend the officers' training session.



# The Reporter

Reporting 4-H news can be an exciting adventure, and it could be the beginning of a new and exciting career. The 4-H reporter has the privilege and opportunity of telling others about 4-H. Newspaper editors like news stories about 4-H because their readers like to know what young people are doing.

For your club or council to obtain the support, respect, and goodwill of the people in the community, it is important for you to keep them aware of the good work done by your club or council. To do this, your reports must be factual and must answer the questions of "Who, What, When, Where, Why, and How."

To be news, a 4-H event must be one or more of the following: (1) recent, (2) important, (3) close to the place of publication, (4) unusual, and (5) interesting. It must always be accurate.

## Duties of the Reporter

- Spread the good news of 4-H and your club or council to the people.
- Write a report of each 4-H meeting immediately following the meeting and mail it or take it to the local newspaper editor as soon as possible. Send a copy to your county Extension Office as well. Remember that old news is worse than no news.
- Make a collection of clippings and news items concerning your club or council for the permanent record.
- Write articles and take photographs of special 4-H events for your local newspaper.
- Serve as chairman of the publicity committee.
- Attend the officers' training session.

## Suggestions for a Good News Story



- Type your story.
- Put your name, address, and phone number at the top of the page.
- Double space.
- Leave wide margins at the left and right.
- Write stories in the third person (he, she, they).
- Keep sentences short.
- Leave out personal opinions.
- Be sure all names are spelled correctly.
- State the most important or most interesting fact in the first paragraph. In the following paragraphs, give the information in the order of importance.
- Keep paragraphs short (not over 40 to 50 words).
- If possible, submit good pictures with your stories.
- Visit the local newspaper office and radio and TV stations to find out what news writers want and will use.
- Recognize that your story may be cut or changed (or not used at all). Remember the reporter's A-B-C's: Be Accurate! Be Brief! Be Concise!

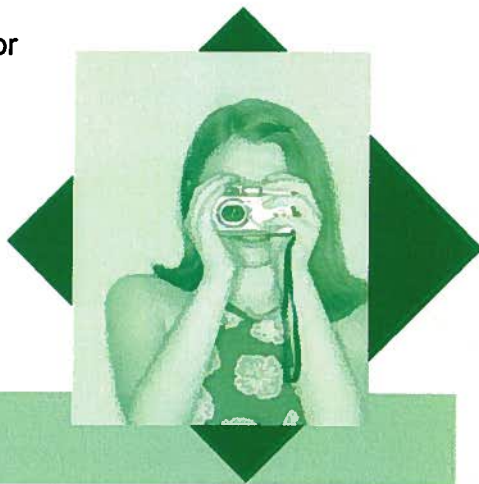




## The Sergeant-at-Arms

As sergeant-at-arms of your 4-H club or council your duties are as follows:

- Assist with room setup, flags, banners, and be on watch for potential physical risks in the room.
- Arrange for pledges and a thought for the day for each meeting of the club or council.
- Keep order, peace and let all youth know the rules of the meeting to reduce interruptions in the meeting space.
- Attend the officers' training session.



## The Historian

As historian of your 4-H club or council your duties are as follows:

- Collect memorabilia from the 4-H'ers about the events and activities of the club or council.
- Take photographs that show the events and activities of the 4-H program.
- Compile memorabilia in an orderly manner such as a scrap book.
- Arrange for display of the "scrap book" at appropriate occasions.
- Work with the club reporter to gather newspaper clippings and stories.



## The Parliamentarian

As parliamentarian of your 4-H club or council your duties are as follows:

- Be knowledgeable about parliamentary procedure and its application in a meeting.
- Carry *Robert's Rules of Order* to meetings for reference purposes.
- Make final decisions on any discrepancy in the parliamentary procedure of the club.

### **Additional Leadership Roles**

Other officer or committee chair positions can be determined for expanding the leadership roles within your club. Some others might include:

Community Service  
Volunteer Recognition  
Holiday Gatherings  
Parent/Family Recognition











# 4-H Club Meeting Checklist

	<u>Good</u>	<u>Average</u>	<u>Needs Improvement</u>
Meeting was well planned	_____	_____	_____
Each officer did his/her job	_____	_____	_____
President used an agenda	_____	_____	_____
Secretary had minutes prepared	_____	_____	_____
Treasurer had report prepared	_____	_____	_____
Business meeting moved along well	_____	_____	_____
All members took part in discussion	_____	_____	_____
Meeting room was set up when members arrived	_____	_____	_____
Meeting place was comfortable	_____	_____	_____
There was a program or activity	_____	_____	_____
The program/activity was interesting	_____	_____	_____
Recreation was included	_____	_____	_____
Recreation was well led	_____	_____	_____
Refreshments were served	_____	_____	_____
Each member spoke at least two times during the meeting	_____	_____	_____

*Use this check list to do a quick evaluation of your 4-H club's meeting.*

# Club Performance Recognition

Club recognition systems exist to recognize clubs for their performance. Clubs may strive to reach specific standards of performance just as individual club members work to achieve standards. Florida 4-H provides four levels of recognition—bronze, silver, gold, and emerald—for 4-H Club attainment. Each of the four levels of standards is available for clubs to achieve. Criteria for *Club Performance Standards* can be found on the Florida 4-H web site.



## BRONZE Clover

Club will receive a BRONZE Clover Certificate and name printed in the 4-H newsletter.

## SILVER Clover

Club will receive a SILVER Clover Certificate and name printed in the 4-H newsletter.

## GOLD Clover

Club will receive a Gold Clover Certificate and name printed in the 4-H newsletter.

## EMERALD Clover

Club will receive an EMERALD Clover Certificate, name printed in the 4-H newsletter and name in a news article submitted to the local newspaper for publication.

For further information about the Florida 4-H Program go to the Florida 4-H web site at:  
<http://www.florida4h.org>



*For more information about 4-H Club Awards and Recognition please contact your Club Leader or go to:*  
<http://florida4h.org/awards/>

**Standards of Excellence for 4-H Clubs and Groups**

Check the following Club Performance Standards completed during the 4-H year. Documents may come from meeting notes, newsletters, photos, newspaper articles, videos, etc., and should be attached to this form.

Club Group Name: \_\_\_\_\_  
 County: \_\_\_\_\_  
 Club Group President Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Organizational Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Total Number of attached responses for the 20 Excellence Standards: \_\_\_\_\_

**Club Performance Standards**

1. Club group had a planned annual program that includes group goals. (E.V. report 4 club members: 75% of members will follow; 25% of members will choose one priority learning activity to attend.)
2. Club group members were actively involved in planning the club group's annual program.
3. Club group selected an area of focus for their annual program. (E.V. report 4 focus areas: environmental/academic; post-career/employment services; educational/understanding; OR 4 categories of membership in the community; by serving in a committee, council or board; with club projects.)
4. Club group members were involved in implementing the annual program activities. (E.V. planning and budgeting activities during the planning meeting; club group members for a meeting or assigned activity; knowledge of a presentation; organizing a fair; developing a newsletter; leading a meeting; teaching a class.)
5. A calendar for the year was printed and distributed to members, parents, advisors and the local Extension Office. (E.V. identify participating clubs, locations, educational programs, special projects, special events; county or district records.)
6. All members were invited and at least 75% of club group members were involved in at least one club group activities during the year. (E.V. meetings; club group tasks; responsibilities; events.)
7. Club group officers were elected or appointed and fulfilled their leadership roles.
8. Club group consisted of at least one (1) community service project.

Starting and Maintaining 4-H Clubs Page 13

**Performance Standards (continued)**

9. Club group conducted at least one (1) service activity across 4-H ability at the community or county level. (E.V. participate in a community project; club group service during National 4-H Week; project cleanup or business activities or club website development for County Extension office.)
10. Club group demonstrated at least one (1) project that provided 4-H visibility at the county, multi-county district, state, national or global level.
11. Club group received at least one (1) project award for at least 75% of the members' project activity over the year.
12. At least 75% of the members made progress toward individual 4-H projects.
13. Club group developed a method to communicate with families at least once (2) times per year regarding club group activities, education and achievements. (E.V. newsletter or email; calling; text; group activity; and website updates.)
14. Club group planned at least one (1) activity in which parents and families participated. (E.V. project presentation; meeting; picnic; reception; event.)
15. Members took part in a variety of non-competitive activities and workshops beyond the 4-H club group level. (E.V. county project completion; annual meetings; interstate exchange programs.)
16. A scheduled recognition event was held for members, volunteers and parents.
17. Club group earned and maintained at least one multi-county activity. (E.V. group multi-county community service; annual adult emergency awareness or safety event; conducting a multi-county learning or award event.)
18. Members participated in at least one (1) activity beyond the club group level. (E.V. county award; district award; state fair project area competition.)
19. At least 75% of club group members had a self-reflective review of at least one club activity.
20. The volunteer coordinator met the club leader to discuss the club group's upcoming calendar. (A club does not reflect leadership of the coordinator; the coordinator offers to contact member contacts or parents by mail and through phone calls; club group meets with your county 4-H agent for club activity planning.)

Starting and Maintaining 4-H Clubs Page 14



# CLUB MEETING PLANS



DATE:	PROGRAM TOPIC:
JOB:	PERSON RESPONSIBLE:
<b>Business</b>	
Arrange for meeting place	
Plan business agenda	
Lead pledge to American flag and 4-H Pledge	
<b>Education</b>	
Contact program presenter	
Introduce speaker or presenter	
Present Demonstration or Illustrated Talk	
<b>Recreation</b>	
Lead recreation	
Lead singing, icebreaker, or team-building activity	
Provide refreshments	



DATE:	PROGRAM TOPIC:
JOB:	PERSON RESPONSIBLE:
<b>Business</b>	
Arrange for meeting place	
Plan business agenda	
Lead pledge to American flag and 4-H Pledge	
<b>Education</b>	
Contact program presenter	
Introduce speaker or presenter	
Present Demonstration or Illustrated Talk	
<b>Recreation</b>	
Lead recreation	
Lead singing, icebreaker, or team-building activity	
Provide refreshments	





# Standards of Excellence for 4-H Clubs and Groups



Check the following *Club Performance Standards* completed during the 4-H year. Documentation may come from meeting minutes, scrapbooks, photos, newspaper articles, letters, etc., and should be attached to this form.

Club/Group Name _____	
County _____	
Club/Group President Signature _____	Date _____
Organizational Volunteer Signature _____	Date _____
Total Number of checked responses for the 20 Excellent Standards _____	

## Club Performance Standards

- \_\_\_\_\_ 1. Club/group had a planned annual program that includes group goals. *(Ex: recruit 4 new members; 75% of members will attend camp; all members will choose one county learning activity to attend )*
  
- \_\_\_\_\_ 2. Club/group members were actively involved in planning the club/group 's annual program.
  
- \_\_\_\_\_ 3. Club/group selected an area of focus for their annual program. *(Ex: health & fitness; environmental science; pet care; community service; intercultural understanding )* OR club/group is represented in the community, by serving on a committee, council or board with adult partners.
  
- \_\_\_\_\_ 4. Club/Group members were involved in implementing the annual program/activities. *( Ex: planning and bringing snacks; leading the pledges; calling club/group members for a meeting or assignment; presenting a demonstration; organizing a tour; introducing a speaker; leading recreation; teaching others)*
  
- \_\_\_\_\_ 5. A calendar for the year was printed and distributed to members, parents, volunteers, and the local Extension Office. *(Ex: identify meetings dates, locations, educational programs; special projects; social events; county or district events )*
  
- \_\_\_\_\_ 6. All members were invited and at least 75% of club/group members were involved in at least nine club/group activities during the year. *( Ex: meetings; club/group tours; recognition event )*
  
- \_\_\_\_\_ 7. Club/Group officers were elected or appointed, and fulfilled their leadership roles.
  
- \_\_\_\_\_ 8. Club/Group completed at least one ( 1 ) community service project.



## Club Performance Standards (continued)

- \_\_\_\_\_ 9. Club/Group completed at least one ( 1 ) promotion activity that promotes 4-H visibility at the community or county level. (*Ex: participating in a community parade; radio interviews during National 4-H Week; project displays in business windows; or doing website development for County Extension office.* )
- \_\_\_\_\_ 10. Club/Group has completed at least one ( 1 ) project that promotes 4-H visibility at the county, multi-county, district, state, multi-state, national or global level.
- \_\_\_\_\_ 11. Club/Group recruited at least one ( 1 ) project volunteer for at least 75% of the member ' s project learning areas.
- \_\_\_\_\_ 12. At least 75% of the members made progress toward individual 4-H project goals.
- \_\_\_\_\_ 13. Group developed a method to communicate with families at least three ( 3 ) times per year regarding club/group activities, education, and achievements. (*Ex: newsletters; e-mails; calling tree; group activity that includes families*)
- \_\_\_\_\_ 14. Club/Group planned at least one ( 1 ) activity to include parents and families in club/group activities. (*Ex: project showcase; skating party; tours; recognition event* )
- \_\_\_\_\_ 15. Members took part in a variety of non-competitive activities and/or meetings beyond the 4-H club/ group level. (*Ex: county project workshops; council meetings; interstate exchange programs* )
- \_\_\_\_\_ 16. A scheduled recognition event was held for members, volunteers and parents.
- \_\_\_\_\_ 17. Club/group planned and implemented at least one multi-club activity. (*Ex: doing multi-club community service; several clubs managing a community or county event; conducting a multi-club learning or social event* )
- \_\_\_\_\_ 18. Members participated in competitive 4-H events beyond the club/group level. (*Ex: county events; district events; state fair; project area competitions* )
- \_\_\_\_\_ 19. 4-H club/group consistently had a safety/supervision ratio of 1 adult to 10 youth.
- \_\_\_\_\_ 20. The racial/ethnic composition of the club reflects the diversity of the surrounding community. (If club does not reflect the diversity of the community, then successful efforts to contact minority citizens in person, by mail, and through mass media may be used. Work with your county 4-H agent for help achieving this goal.)

12-13 Checked of 20 questions = **BRONZE Clover Club Award**

14-15 Checked of 20 questions = **SILVER Clover Club Award**

16-17 Checked of 20 questions = **GOLD Clover Club Award**

18-20 Checked of 20 questions = **EMERALD Clover Club Award**



# ASSISTANCE NEEDED IN CARRYING OUT OUR CLUB PLANS




Name of Club:

Meeting Location:

Meeting Date and Time:

Leader's Name:

President:	
Vice-President:	
Secretary:	
Treasurer:	
Recreation Leader:	





**HEAD**

**HEART**

**HANDS**

**HEALTH**



*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.*

The 4-H Pledge, first adopted in 1927, summarizes 4-H as the four-fold development of youth through the Head, Heart, Hands and Health.

Post a pledge banner at your meeting site. At the end of the first meeting, give everyone a card with the 4-H pledge to take home.

## The 4-H Pledge

The **HEAD** represents:

1. Thinking, planning and reasoning.
2. Gaining new and valuable knowledge.
3. Understanding the whys.

The **HEART** represents:

1. Being concerned about the welfare of others.
2. Accepting the responsibilities of citizenship.
3. Determining the values and attitudes by which to live.
4. Learning how to live and work with others.
5. Developing positive attitudes.

The **HANDS** represent:

1. Learning new skills.
2. Improving skills already known.
3. Being useful, helpful, and skillful.
4. Developing respect for work and pride in accomplishment.

The **HEALTH** represents:

1. Practicing healthful living.
2. Enjoying life.
3. Using leisure time wisely.
4. Protecting the well being of self and others.

1. This document is 4H GCM 11, (DLN 049) one of a series of the Florida 4-H Youth Development, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. July, 2009. Please visit the 4-H Website at <http://florida4H.org>
2. Joy Jordan: contact person, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville, 32611.
3. This information was revised by Joy Jordan, 4-H Youth Development Specialist, Bryan Terry, 4-H Volunteer Specialist, Dale Pracht, Community Based Organizational Systems in 4-H Youth Development, Department of Family Youth and Community Sciences, and Judy Butterfield, Regional Specialized Agent, and Adam Estes, Escambia County, 2008-09 State 4-H Sergeant-At-Arms, Florida 4-H Youth Development, IFAS, University of Florida.

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## **Ten Rules for an Enthusiastic Officer Team**

1. Help each other be right — not wrong.
2. Look for ways to make new ideas work — not for reasons they won't.
3. If in doubt — check it out!
4. Help each other win, and take pride in each other's victories.
5. Speak positively about each other and about your organization at every opportunity.
6. Maintain a positive mental attitude no matter what the circumstances.
7. Act with initiative and courage, as if it all depends on you.
8. Do everything with enthusiasm — it is contagious.
9. Whatever you want — give it away. (This may sound odd, but it works that way; i.e. power, respect, enthusiasm, compassion, recognition, etc.)
10. Don't lose faith and never give up!

Phyllis Wright, Extension Agent, Warren County, Pennsylvania



## **Tips for Being a Good Leader**

1. Be a team player
2. Be thoughtful of others
3. Be helpful
4. Be a good sport
5. Be reliable and responsible
6. Celebrate others' success
7. Be fair
8. Have fun with 4-H!

## Check Yourself as an Officer

A 4-H club needs officers who will:

- Serve the group best during the next year.
- Work with all members and give everyone a chance to participate.
- Share leadership by giving others an opportunity to accept responsibility and develop their leadership ability.
- Be dependable.
- Help to plan a program for the year that is in the best interest of all the members of the club.
- Work well with other officers, committee members, leaders and parents.
- Try to make the meetings worthwhile and interesting.

### Rate Yourself as an Officer and Club Member

Check the statements that apply to you. You should strive to have all the following checked by the time your term in the office is finished.

I try to know and understand the people with whom I am working.

I know the duties and responsibilities of my office.

I attend meetings regularly (at least  $\frac{3}{4}$  of the meetings).

I am willing to learn more in order to be a better officer.

I am on time for the meetings.

I try to spend some time at meetings with each member of the club during the course of the year.

I accept responsibilities willingly and enjoy doing more than just what is required of me

I try to work cooperatively with the leaders and other officers.

I am willing to give credit to others.

I encourage new members to join and do things with them at meetings to make them feel welcome.

I listen to ideas and suggestions from others.

I am willing to help conduct and take part in the meetings.

I am ready to try new ideas.

## Committee Worksheet

\_\_\_\_\_  
(Name of committee)

Purpose of Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Chairperson Information

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street or P. O. Box (City) (State) (Zip)

### Committee Members:

Name	E-mail	Home Phone	Cell Phone
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

### Committee Advisor:

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street or P. O. Box (City) (State) (Zip)

Reported by: \_\_\_\_\_  
Name Title Signature Date

## Committee Report

Agenda:

1. Discussion items:

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2. Decisions to make:

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Report:

1. Discussion items:

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2. Recommendations:

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\_\_\_\_\_  
Committee Chair Signature      Date



\_\_\_\_\_ 4-H Club  
**Meeting Minutes Worksheet**

Date: \_\_\_\_\_

Number present:

Members \_\_\_\_\_

Leaders \_\_\_\_\_

Parents \_\_\_\_\_

Guests \_\_\_\_\_

Total Present \_\_\_\_\_

The regular monthly meeting of the \_\_\_\_\_ 4-H Club was held on \_\_\_\_\_ at \_\_\_\_\_. President, \_\_\_\_\_, called the meeting to order at \_\_\_\_\_ a.m. / p.m. \_\_\_\_\_ led the Pledge of Allegiance and 4-H Pledge. Roll call was answered with "\_\_\_\_\_" by \_\_\_\_\_ members, \_\_\_\_\_ leader(s), \_\_\_\_\_ parent(s) and \_\_\_\_\_ guest(s), for a total of \_\_\_\_\_ present. The minutes of the previous meeting were approved as read/corrected. (If there are any corrections, write them here: \_\_\_\_\_.)

\_\_\_\_\_, treasurer, reported that the club has \$\_\_\_\_\_ in the account and \$\_\_\_\_\_ in outstanding bills for \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, (office), reported that \_\_\_\_\_ . 4-H Club Manager, \_\_\_\_\_, reported that \_\_\_\_\_.

Committee reports: \_\_\_\_\_

Unfinished business: \_\_\_\_\_

New business: \_\_\_\_\_

Announcements: \_\_\_\_\_

\_\_\_\_\_ moved to adjourn. The motion was seconded and passed/failed.

Program: \_\_\_\_\_ by: \_\_\_\_\_  
Recreation Leader, \_\_\_\_\_, led the club in \_\_\_\_\_ recreational activity.

Refreshments were \_\_\_\_\_, prepared by \_\_\_\_\_

Secretary \_\_\_\_\_ President \_\_\_\_\_

## 4-H Officer Training Evaluation

Check all that apply to you:

- I am a: \_\_\_\_\_ 4-H member  
           \_\_\_\_\_ Junior age 8-10  
           \_\_\_\_\_ Intermediate age 11-13  
           \_\_\_\_\_ Senior age 14-18  
           \_\_\_\_\_ 4-H parent  
           \_\_\_\_\_ 4-H MCE volunteer

	Not Really		Pretty Much		Definitely Yes!
	★	★★	★★★	★★★★	★★★★★
I was made to feel welcome as I arrived.	1	2	3	4	5
I enjoyed the activities and they helped me to get acquainted with others.	1	2	3	4	5
I learned how a 4-H business meeting should be conducted.	1	2	3	4	5
The mock business meeting was helpful.	1	2	3	4	5
The practice activities were helpful.	1	2	3	4	5
My questions were answered in a way that was easy to understand.	1	2	3	4	5
I feel I can now do a good job as an officer.	1	2	3	4	5

One new thing I learned was:

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One thing I would change is:

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## Points to Look for in a Good Club Meeting

This sheet can be used to evaluate all meetings. Officers should be able to give their clubs a five-star rating for most of the questions. The ones answered with a one-, two-, or three-star rating are areas that need improvement.

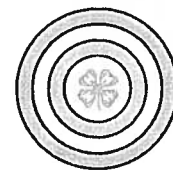
	Never		Sometimes		Always
	★	★★	★★★	★★★★	★★★★★
The officers and leaders create an agenda with one another before the meeting.	1	2	3	4	5
The president calls the meeting to order on time, keeps the meeting rolling and closes on time, according to the agenda.	1	2	3	4	5
Officers and leaders use correct parliamentary procedure.	1	2	3	4	5
The business part of the meeting is short and snappy.	1	2	3	4	5
Guests are introduced and made to feel comfortable.	1	2	3	4	5
There is a special program in addition to the business meeting and recreation.	1	2	3	4	5
The meetings have variety.	1	2	3	4	5
The program is interesting to most members.	1	2	3	4	5
There is an opportunity for members to get to know each other (if needed).	1	2	3	4	5
Announcements are short and to the point.	1	2	3	4	5
Officers and leaders avoid excess talking.	1	2	3	4	5
All members take part in discussion.	1	2	3	4	5
Recreation is fitting for the place and group.	1	2	3	4	5
Members show each other respect and cooperate with each other.	1	2	3	4	5
Each meeting has fun, learning and fellowship.	1	2	3	4	5



## 4-H LEADERSHIP & PERSONAL DEVELOPMENT PARLIAMENTARY PROCEDURE

Developed by M. Patrick Hamilton, Extension Specialist, 4-H Youth Development

### Intermediate



Life Skill  
Leadership

### Parliamentary Procedure

To run successfully, every meeting must have some basic ground rules for its participants. The same holds true for 4-H club meetings. **Parliamentary procedure** provides the rules to conduct a business meeting.

Parliamentary procedure ensures that one topic at a time is discussed in a business meeting. It also allows for both sides of an issue to be heard. When parliamentary procedure is properly used, everyone in a meeting has the right to have his/her opinion heard by the group members. In parliamentary procedure, the majority, or the largest number of people who agree on the issue, usually makes the decision for the group.

Enhancing your parliamentary procedure skills will help you in presiding over meetings and effectively facilitating group interaction. These are important skills to have as you further develop your leadership and personal development skills.

### Rules of the Main Motion

1. Requires recognition by the chair
2. Requires a second
3. Is debatable
4. Is amendable
5. Requires a majority vote
6. May be reconsidered

### Amending a Motion

By now you have had lots of practice at making motions. Now it's time to learn even more about a **main motion**. This section will help you in amending a main motion. **Amending a motion** simply means that you want to change the motion being discussed by the group.

Let's use the sample motion listed below as we talk about amending a motion.

- ◆ **SAMPLE MOTION** - "I move we send flowers and a card to our teacher who is in the hospital."

While debating a main motion, you may move to amend it in one of three ways. Note the proper wording that is used for each type of amendment.

1. **INSERTING** - To amend a motion in this manner you simply move to amend by inserting words or paragraphs. This tells the group that you think there should be additional words in the main motion. For example you would state, "I move to amend the motion by inserting the words *at a cost of no more than \$20.00* at the end of the motion."
2. **STRIKING OUT** - To amend a motion by striking out indicates that you want some part of the main motion to be deleted. For example, you would state, "I move to amend by striking out the words *and a card*." This is a message to the group that you do not want to send a card with the flowers to your teacher.
3. **STRIKING OUT AND INSERTING** - This method of amending a motion combines the two previous examples. When using this type of amendment, you are indicating that you want to delete some part of the motion and insert something different. An example using the sample motion above might be "I move to amend by striking out the words *flowers and a card* and inserting the word *balloons*." Here you are proposing a change to the main motion so that you send balloons instead of flowers and a card.

It really is that simple! Just remember that there can only be one amendment to the main motion being considered at a time.



### Remember This!

1. Only **one main motion** at a **time** may be considered.
2. The maker of the motion **may vote against** his/her motion, but **may not speak against** it in debate.
3. A motion may **not conflict** with the group's charter, constitution, bylaws, etc.
4. If a motion is **presented by a committee**, no second is required.





## 4-H LEADERSHIP & PERSONAL DEVELOPMENT

### Voting Procedures

Voting may be done in any one of four ways:

1. **Voice Vote** - "Those in favor say 'aye'; those opposed say 'nay.'"
2. **Show of Hands** - "Those in favor raise their right hand." Count the vote. "Those opposed raise their right hand." Count the vote.
3. **Standing Vote** - "Those in favor please stand." "Those opposed please stand." Note that a standing vote does not have to be counted. The chair may simply decide which group was larger and announce the result of the vote.
4. **Written** - This would be by secret ballot. Members would vote on a piece of paper and turn it in to the chair. This allows an individual to vote without other members knowing how they voted.

A **tie vote** is when both sides have an equal number of votes. If this happens in your meeting, the motion fails because there is not a majority of members supporting the motion.



### Does the Chairman Vote?

The chairman (president) of a group must generally not show favoritism in a meeting. Therefore, the chairman typically does not vote. However, sometimes the chairman will have the opportunity to cast his/her vote. **A chairman may vote ONLY to make or break a tie.** For example, if a vote is exactly 50-50, the motion fails unless the chairman chooses to vote 'yes' and pass the motion.

If a vote is 50 'yes' to 49 'no,' the motion would pass unless the chairman chooses to vote 'no' and make a tie, thus causing the motion to fail.

Remember, **a chairman is never required to vote unless he/she chooses to do so.**

### Practice! Practice! Practice!

The best way to keep enhancing your parliamentary procedure and leadership skills is to practice! Here are some ideas.

- ◆ Mentor younger 4-H members in your county who are interested in leadership and parliamentary procedure.
- ◆ Help your 4-H leader plan a 4-H officer training workshop.
- ◆ Make a list of careers that use parliamentary procedure skills. Interview at least two people in these fields. Share what you learn with others in your 4-H group.



### Serve Up Some Knowledge

Now that you are on your way to further developing your parliamentary procedure skills, it is time to share them with younger 4-H members! Visit a 4-H meeting of younger 4-H members and conduct a demonstration about parliamentary procedure. Try this fun way of teaching these skills or develop your own lesson plans.

#### Let's make "Meeting Trail Mix."

**Needed:** Large bowl, spoon, ingredients for trail mix (Honey Nut Cheerios®, raisins, peanuts, M&M's®, others as desired), plates, napkins.

#### Steps:

1. Display the ingredients and talk about the importance of parliamentary procedure to the smooth operation of a meeting.
2. Tell your audience that you are going to make trail mix and that they will learn how to correctly make a motion in a meeting.
3. Explain that all of the ingredients will be added to the bowl as motions are made. The 4-H'ers must say "I move that we add..." Ask for a second, discuss and vote on each ingredient. If the 4-H'er says "I make a motion" or "I motion," ask them to restate it correctly!
4. Be sure to have at least one ingredient that the members would NOT want in the trail mix, such as pickles. If someone moves to add this ingredient, the members can practice defeating a motion.
5. As soon as all of the ingredients are added, the members can eat the trail mix as a snack.



*Adapted from Wisconsin 4-H, 2001*

**For more ideas contact your 4-H office or visit the 4-H leadership and personal development**

**Web site:**

**[www.utextension.utk.edu/4h/projects/leadership.htm](http://www.utextension.utk.edu/4h/projects/leadership.htm)**

*Reviewed by Michelle Stumbo, Graduate Assistant, and members of the state 4-H Youth Development staff  
Edited by Lori Jean Mantooth, Extension Assistant and Wanda Russell, Publications Editor*

President



Member 1 Adjournment



Vice-President



Member 2 Adjournment



Parliamentarian



American Pledge Leader



Reporter



4-H Pledge Leader



Recreation Leader



Secretary



Historian



Treasurer



Sergeant-at-arms



Additional Members



## Parent Interest Survey

Please check the things you are willing to do to help the club leaders provide a positive 4-H learning experience for your child. Please return to your club's Organizational Leader.

### HELPING AT HOME

- \_\_\_\_\_ 1. Encourage my son or daughter to start and complete projects on time. I will encourage pride in his/her accomplishments.
- \_\_\_\_\_ 2. Encourage my child to participate in workshops, exhibiting, demonstrating, and other 4-H learning activities to enhance the education of my child.
- \_\_\_\_\_ 3. Urge my son or daughter to actively participate in club meetings and to contribute to them. We will also attend the club meeting whenever possible.

### HELPING AT CLUB AS A PARENT VOLUNTEER

- \_\_\_\_\_ 1. Lend kitchen, backyard, living room, or garage for an occasional meeting.
- \_\_\_\_\_ 2. Help provide light refreshments for a 4-H meeting.
- \_\_\_\_\_ 3. Share a special interest or hobby with the club. Name the hobby or interest.
- \_\_\_\_\_ 4. Help transport members to 4-H activities.
- \_\_\_\_\_ 5. Chaperone club activities.
- \_\_\_\_\_ 6. Attend club meetings to help out as needed
- \_\_\_\_\_ 7. Other interests I have as a volunteer (things I can do in my club)

- |                               |   |
|-------------------------------|---|
| _____ club recreation/singing | _____ demonstrations (teach and help members) |
| _____ clerical                | _____ Community Service Projects              |
| _____ club program planning   | _____ organize field trips                    |
| _____ help with club projects | _____ teach educational program               |
| _____ other (_____)           |   |

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_