

MAKE A DIFFERENCE MONDAYS:

Inspiring 4-H leaders of today to make a difference for the leaders of tomorrow

Session 2:

Part 1:

- Club meetings
- Officer training
- Par Pro

Part 2:

- Emblem usage



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Slide 1

Welcome Activities



- **Materials:**
- Card Stock/or heavy Paper
- Markers or Crayons
- Clothes Pins
- Decorations



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Slide 2

What is a club meeting?

What are the parts and components of a well organized club?



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Slide 3



Essential Elements of 4-H

<p>Belonging</p> <ol style="list-style-type: none"> 1. Positive Relationship with a caring adult 2. An inclusive environment 3. A safe environment 	<p>Mastery</p> <ol style="list-style-type: none"> 4. Engagement in Learning 5. Opportunity for Mastery
<p>Independence</p> <ol style="list-style-type: none"> 6. Opportunity to see oneself as an active participant in the future 7. Opportunity for self-determination 	<p>Generosity</p> <ol style="list-style-type: none"> 8. Opportunity to value and practice service for others

Parts of a Club Meeting



- Business meeting
- Educational program
- Recreation
- Snack

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Parts of a Club Meeting

Category	Percentage
Business meeting	1/4
Recreation	1/4
Educational program	1/2

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Officer Rotation Possibilities

- Elect officers annually
- Draw for officer of day
- Rotate using chart

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5 minute business club meeting

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Business

- Brief – 15 to 20 minutes max
- Allow an opportunity for everyone to participate



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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.



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A well planned meeting

- Follow this order of business
 - Call to order
 - Pledge to the American Flag
 - Pledge to the 4-H Flag
 - Roll Call
 - Reports – Secretary, Treasurer, Committee
 - Old business
 - New business
 - Announcements
 - Adjourn



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Educational Program

- Activities chosen by club members
- Officers and members should help as much as possible



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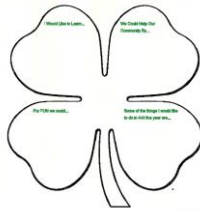


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Getting Ideas

- Design Your Own Clover

Design Your Own Clover!



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Pulling Educational Programs Together

- Starting and Maintaining a Club Program
- Program Planning Guide
- Club Meetings Guide
- Project Leader Guide



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Now what?

- Educational program plan:
 - 1 to agent
 - 1 for your records
- Start your programming



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Recreation and Snack

- Safe
- Age Appropriate
- Fun!
- Healthy snack



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What is my role as an officer in a club meeting?

Duties of the 4-H Club Officers and the Club Members



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A well planned meeting

- Follow this order of business
 - Call to order
 - Pledge to the American Flag
 - Pledge to the 4-H Flag
 - Roll Call
 - Reports – Secretary, Treasurer, Committee
 - Old business
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Responsibilities of all Officers

- Recruit new club members
- Plan a program
- Conduct & take part in the meeting
- Keep club records
- Maintain a good spirit
- Maintain contact with 4-H Agent & Club Leaders
- Attend Officers' Training



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Specific Responsibilities

- Refer to your Club Officer Duties handout



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4-H Club Officers

- Work together
- Help each other
- Are active in the club
- Set the example for club members



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Getting Ready to Lead Your Club

It's practice time!



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Making a motion

- *Anything that needs to be brought before club for a decision.*
- **Members**
 - DO: Raise hand or stand and ask to speak.
 - Any officer or member may speak or discuss items with the exception of the President, who cannot speak or discuss items because you are the meeting facilitator.
 - Wait for recognition from the Chair or President.



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Making a motion

- *The president will give you the floor.*
 - Member 1 says: "I move that we _____."
 - Member 2 says: "I second that we _____."
- The president restates: **It has been moved and seconded that _____.** The floor is now open for discussion.
 - If someone wants to agree or disagree or ask for clarification then they should be recognized by the president.
 - If there is no discussion the president would say:
Are you ready for the question?



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Making a change

- To make a change you must amend your motion.
 - DO: Stand or raise hand to be recognized.
 - SAY: "I move to amend the motion by _____."
 - Member 2 says: "I second that we amend the motion."
- The president restates: **It has been moved and seconded that...The floor is now open for discussion.**



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Making a motion trail mix

- *The president will give you the floor.*
 - Member 1 says:
 - "I move the we add ___ to our trail mix."
 - Member 2 says:
 - "I second that we add _____ to our trail mix."
- The president restates:
 - It has been moved and seconded that...The floor is now open for discussion. (pause)
 - Are you ready for the question?



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Announcements

- Anything that doesn't have to be voted on goes here...
- President:
 - SAY: "Are there any announcements?"
- Recognize club members for awards or recognition.
- Say thanks to someone
- Announce any birthdays
- Give group news



Adjourn the meeting

- President:
 - SAY: "If there is no further business, [pause] we are adjourned."
 - DO: Tap the gavel **ONE** time.

4-H Name and Emblem Usage



USDA Authority Over 4-H

- The United States Secretary of Agriculture has responsibility for the 4-H Name and Emblem at the direct request of Congress.
- Cooperative Extension and others must abide by specific rules and regulations



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What is the 4-H Name & Emblem?

Name:

4-H

Emblem:



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The 4-H Name Guidelines:

- Basic rules of thumb are as follows:
 - Avoid starting a sentence with 4-H
 - Never use FOUR spelled out
 - Try to keep the 4 and H together at the end of a line. (auto wrap)

4-H



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The 4-H Emblem Guidelines:

- Basic rules of thumb are as follows:
 - Use the Whole Emblem
 - Keep It Upright
 - Use the right color
 - Maintain Proportion
 - Use Good Style



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What About the "Protected" Code?

- Should be used on either horizontal or slant
- Locate near if too small



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Take the Quiz: 1



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Slide 36

Take the Quiz: 2



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Take the Quiz: 3



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Take the Quiz: 4



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Take the Quiz: 5



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Take the Quiz: 6



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4-H Emblem Misuse?

- Let your agent know
- They will:
 - Letter, request to cease
 - Legal processes



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Questions



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