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How Can You Be a Good 4-H Club Member?

- Know the 4-H Pledge and Motto
- Do your part in the program, as assigned
- Attend all club meetings
- Volunteer to serve on special committees and help with special club events
- Get to meetings on time
- Talk with your parents about 4-H projects
- Complete your 4-H project records
- Invite your friends to join 4-H
- Get to know your 4-H adult and junior leaders and ask them to assist you as needed
- Get to know your county 4-H staff
- Do your best with your 4-H projects
- Participate in county events and 4-H Fair
- Take your role as an officer seriously
- Read the Focal Point
The Meaning of the 4-H Pledge

Too often our minds wander as we repeat the 4-H pledge because we know it by heart. But the next time you repeat the words, focus your undivided attention on what your lips are saying. There is a deep commitment in the 4-H pledge. Perhaps the following verses will point out the true meaning of the words you are saying.

My head and heart, my health and hands, what can I find that they can do? For home and neighborhood and land, as I the road of life pursue.

The Head “H”

My head I’ll train to think things out, so I’ll know what it’s all about; I’ll try to choose the wisest plan and reach my goal as best I can.

The Heart “H”

My heart will see another’s need. With comfort, aid and helpful deeds; a little more of kindly care and more of love with others share.

The Hand “H”

My hands may serve so many ways, myself and others all my days; to do each task the best I can, and help each passing fellow human.

The Health “H”

My body I must guard from harm. Try to protect its grace and charm. Eat proper food, get lots, of rest, and in sunshine and fresh air invest.

The 4 H’s

Head, heart, hands, health—the 4-H way to better grow with everyday, will help me gain through joy and strife, a fuller, better, happier life.
Character Traits of Good Leaders

“Leadership is action, not position.” —Donald H. McGannon

They serve others. Among the greatest leaders in the world are those who serve the people. They care about others and work to help them. They care about animals, the environment, and other important issues.

They develop leadership in others. They trust and believe in the people who follow them. They share. They delegate. They give credit to others for their ideas and contributions, rather than hogging all the glory for themselves.

They listen to others and communicate well. They accept advice and criticism without exploding or wilting.

They are good planners and decision makers. They work with their followers to set and achieve goals.

They inspire others. Good leaders encourage others to walk farther than they think they can, to be better than they ever imagined they could be.

They learn and grow. They are constantly learning better ways to do their jobs.

They have positive attitudes. They are often cheerful, enthusiastic, hopeful, alert, energetic and resilient.

They have integrity. They are true to what they say. They set a good example of honesty and trustworthiness.

They take responsibility for their own actions and decisions. As leaders, they also take responsibility for the actions and decisions made by the followers.

They take risks. This doesn’t mean that they balance one foot at the edge of a cliff. It means that they are willing to try new ideas and to experiment.

They take good care of themselves. They balance work with play. They jog, play basketball, swim, or walk. They eat healthy foods so their bodies have the right fuel. They take time to think and relax.

They are good followers. They look for people who are good examples. They realize that they don’t know everything, and they still have a lot to learn. They seek out mentors.
Types of Leaders

Commanding

These leaders take charge, direct others and focus on control. If your house is on fire, you want a commanding leader who can make quick decisions and give directions.

Logical

These leaders formulate plans to solve complex problems; they are analytical, and they persuade others by reasoning through the issue. If you are organizing a conference, logical leaders are great to have as part of the group; they help to see how all the smaller pieces (housing, transportation, speakers, etc) fit together into a whole.

Inspirational

These leaders envision new opportunities for the group, and successfully empower group members by creating an environment of trust. If you and your friends decide you want to see youth positions on the local school board, you would probably want to make sure an inspiring leader is part of your group.

Supportive

These leaders encourage openness within groups and try for consensus in decision-making. They maximize participation by creating an environment where everyone can be involved. Supportive leaders are especially effective when changes are happening that make people feel uncomfortable.
Ways to Be a Good Communicator

1. Speak clearly. Look at the person you’re speaking to.

2. Really *listen* to what the other person says, and respond accordingly. Look at the person when he or she is speaking.

3. Maintain eye contact at a mutually comfortable level. Try to pick up on cues that tell you what’s comfortable for the other person.

4. Take turns speaking.

5. Do your best to understand what the other person is saying. If there is something you don’t understand, ask about it.

6. Be alert to body language and verbal cues—yours and the other person’s. Look alert and interested. Watch for signs that the other person is losing interest, wants to change the subject, or needs to end the conversation.

7. Give feedback when it’s asked for. Ask for feedback, too.

8. Give examples to support what you’re saying.

9. Give your opinion if it’s asked for.

10. Match the level and language of the person you’re speaking to. For example, you’ll speak differently to a young child than to an adult. (Use simpler words and sentences, not baby talk.)

11. Listen for requests. (These won’t always come in the form of questions or direct statements.)

12. Use your intuition. Sometimes words aren’t necessary and you can communicate with feelings, expressions, and gestures.
Parts of a Meeting

Every Good 4-H Club Meeting Includes Four Parts – Inspiration, Business, Program, and Recreation. The following is the recommended and encouraged sequence of a meeting, but it is by no means the only way to run a successful meeting.

1. **Inspiration (5-10 minutes): The Opening Part**
   
   **Things You Might Include:**
   - Call to Order
   - Ice Breaker/Get Acquainted Game
   - Pledge of Allegiance
   - 4-H Motto and 4-H Pledge
   - Brief Presentation on Meaning of Citizenship
   - Introduction of Guests and New Members

2. **Business (15 minutes)**
   - Roll Call
   - Reading of Minutes
   - Financial Report
   - Committee Reports and Progress
   - Old Business
   - New Business

3. **Program (15-20 minutes)**
   
   **Possible Programs:**
   - Method demonstrations by 4-H members
   - Presentation by outside speaker
   - Tour
   - Presentation on Record Book
   - Work on Project

4. **Recreation (20-40 minutes)**
   
   **Possible Activities:**
   - Group Challenge
   - Active Game
   - Refreshments
   - Quiet game
   - Folk Game
   - Dance
   - Group Sing-A-Long
The Role of Club Officers

**The President**
- Presides at all business meetings of the 4-H club
- Carries out the meeting according to parliamentary rules
- Decides points of order fairly
- Casts the deciding vote in case of a tie vote
- Appoints committees unless otherwise instructed
- Has a definite program in mind and knows what is to be done before meeting time
- Introduces visitors to the club
- Is largely responsible for the orderly conduct of the meeting

**The Vice President**
- Learns the duties of the President
- Serves as presiding officer in the absence of the President
- May lead the pledge of allegiance to the flag
- May act as chairperson of the program committee
- May be responsible for keeping club flags
- May be responsible for meeting room assignments

**The Secretary**
- Keeps accurate minutes of all club meetings
- Takes the roll and keeps records of attendance
- Handles the club correspondence
- Makes club reports and notifies members of meetings
- Is ready to read any part of the record of any meeting when called upon to do so by the President
- Keeps a file of correspondence, committee reports, club programs, and any rules developed by the club
- Assists the president in preparing business items before the meeting
- Reads the minutes of the previous meeting for approval or information
- Brings secretary book to every meeting
- Sends monthly reports to the 4-H Office no later than the 10th day of each month

**The Treasurer**
- Has charge of all the money taken in by the club, whether from gifts, dues or club earnings
- Keeps an accurate record of all money received and its source and to whom all money is paid
- Reports at each meeting the amount of money collected, the amount of bills paid since the last meeting, and the balance in the treasury
- Must be ready to give an itemized account of funds at any time on request of members or leader
- Shall pay money out of the treasury only as voted by the club and with approval of the leader
- Is responsible for club funds until a successor is elected
- Must turn over funds and accurate records to the successor when new officers are elected

**The News Reporter**
- Writes announcements and reports of the club’s activities for the newspaper
- Collects all newspaper items that refer to the club for permanent records kept by the secretary
- Sees that news items get to the newspaper or 4-H Office when they are still fresh
- Makes a conscientious effort to keep the public informed about club affairs of general interest

**The Recreation Leader**
- Leads the club in games, singing and other recreation in social hour
- Is continually on the lookout for new games
- Works for an enthusiastic response from club members and gets support of president and leader for these activities
The President

Duties
1. Arrange for a meeting place with the assistance from the club leader.
2. Remind and encourage each person on the agenda to be prepared.
3. Preside at all club meetings.
4. Plan club meetings that include the four essential ingredients:
   *Inspiration (5 to 10 minutes) Motto, pledge, songs, etc.
   *Business (15 minutes) Roll call, minutes, committee reports etc.
   *Program (15 to 20 minutes) Talks, demonstrations, etc.
   *Recreation (30 minutes) Games, refreshments, etc.
5. Appoint committees as needed.
6. Use basic parliamentary procedure steps as a tool to conduct effective, orderly meetings. Refer to the section on Parliamentary Procedure (page 16) for details about elections and making motions.
7. Coordinate the activities of officers, leaders, and committees to ensure maximum member involvement in all club activities.
8. Serve as one of the two club delegates to county 4-H Council.
9. Serve on a program committee or nominating committee (optional).

When you Preside

Your success when you preside depends upon your ability, not merely to maintain order, but also to guide the meeting so that it moves progressively toward its goal. The meetings you preside over may be formal business meetings, a combination business and program meeting, banquets or very informal committee meetings. Procedures to follow depend on the kind of meeting, but the methods of effective leadership apply in all meetings.

You should help the members feel at ease, encourage them to take part in the discussion and stimulate their interest in the topic that is being discussed. You can inspire order through the way you conduct the meeting.

In one way or another, meetings should be used to carry out the purpose of the organization. You should know the purposes, functions and policies of the organization and conduct the meetings accordingly.

Prepare Yourself

You can preside more efficiently if you have made thorough preparations before the meeting.

As president, you need to prepare an agenda that lists the parts of the program, the amount of time needed and the persons responsible for each section. Check your club calendar for the whole year to carry through with those plans already made. Review the minutes of the club meetings to deal with the club’s decisions and to take care of unfinished business.
The following guide can be used for planning and leading your 4-H club meeting. The terms/words to use for each part of the business meeting are listed in bold directly below each business meeting part. Keep this form for club records.

Agenda for (club name) ___________________________ meeting of (date) ________________ .

Pre-Meeting Activities ________________________________________________________________

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Person In Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to order .................................................................................. President __________</td>
<td></td>
</tr>
<tr>
<td>“This meeting will now come to order.”</td>
<td></td>
</tr>
<tr>
<td>Pledge of Allegiance ......................................................................... led by _______________</td>
<td></td>
</tr>
<tr>
<td>“Please stand for the Pledge of Allegiance led by ________.”</td>
<td></td>
</tr>
<tr>
<td>4-H Pledge ..................................................................................... led by _______________</td>
<td></td>
</tr>
<tr>
<td>“_________ will now lead us in the 4-H Pledge.”</td>
<td></td>
</tr>
<tr>
<td>Roll Call ........................................................................................ Secretary ___________</td>
<td></td>
</tr>
<tr>
<td>“The secretary will now call the roll.”</td>
<td></td>
</tr>
<tr>
<td>Introduction of Visitors .................................................................... Various members __________</td>
<td></td>
</tr>
<tr>
<td>“At this time would members please introduce their guests.”</td>
<td></td>
</tr>
<tr>
<td>Minutes from Previous Meeting .................................................. Secretary ___________</td>
<td></td>
</tr>
<tr>
<td>“The secretary will now read the minutes of the previous meeting.”</td>
<td></td>
</tr>
<tr>
<td>Approval of Minutes ........................................................................ President __________</td>
<td></td>
</tr>
<tr>
<td>“Are there any additions or corrections to these minutes? (Wait a moment.) If not they stand approved as read.” If there are corrections they are made and the president says, “Are there any further corrections to the minutes? (Wait a moment.) There being no further corrections, the minutes stand approved as corrected.”</td>
<td></td>
</tr>
<tr>
<td>Treasurer Report ............................................................................ Treasurer _______________</td>
<td></td>
</tr>
<tr>
<td>“May we have the treasurer’s report.” This report and other officer reports do not require further action.</td>
<td></td>
</tr>
<tr>
<td>Committee Reports ............................................................................ Various members __________</td>
<td></td>
</tr>
<tr>
<td>“Will the chair of the _____ committee please report.” Following the report the President says. “Does any member wish to present a motion to accept this report?” See below for proper method for making a motion.</td>
<td></td>
</tr>
<tr>
<td>Old/Unfinished Business .................................................................... “Is there any old/unfinished business?” (Use one or the other term.)</td>
<td></td>
</tr>
</tbody>
</table>

---

11
New Business

“We are now ready for new business. On the agenda is . . . .” After items on the agenda have been addressed say, “Is there any other new business?”

Announcements

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
“Are there any other announcements?”

Adjournment

“Is there a motion for adjournment?” After the motion has been made the president says, “Is there a second?” After the second has been made the president says, “It has been moved and seconded that we adjourn. All in favor say ‘aye’,” (pause for vote), all opposed ‘nay.’” The meeting is adjourned.”

Program

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Recreation/Refreshments

Steps in Making a Motion

If there is something the club members need to decide during the business meeting, it requires a motion, a second, open discussion, and a vote. The following steps are used to “entertain a motion” and to decide if club members are in favor of the item of business brought before the club.

The proper way to move a motion is to say, “I move,” not “I motion.” When an item of business is brought up for discussion these steps are used:

1. President says, “Is there a motion to _____________________?”
2. A member says, “I move _____________________.”
3. President says, “Is there a second to the motion?”
4. A different member says, “I second the motion.” If no second is made the motion dies and no further action is taken. If the motion is seconded, move on to step 5.
5. President says, “It has been moved and seconded to _____________________. Is there any discussion?”
6. President allows discussion on the motion.
7. When the discussion ends, the president says, “It has been properly moved and seconded that we (President states the motion or has the secretary read the motion). All in favor say ‘aye.’” (Pause for vote). “All opposed say ‘nay’.”
8. President says, “Motion passes.” or “Motion fails.”

NOTE: The following tool helps keep order when a member seeks the floor to make a motion or discuss business. No one should speak unless recognized by the chair and given the floor. When a person wishes to speak the president says, “The chair recognizes (name of speaker) and (name of speaker) has the floor.”

(Based on information from Ohio State Extension)
Planning the Meeting Agenda

*Use this guide to plan your 4-H meetings. Fill one out before each meeting and make copies as needed.*

Agenda for ____________________________________________________________ 4-H Meeting. ________________________________________________

Location: ______________________ Date and Time: __________________

Pre-meeting Activities: ____________________________________________

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Person in Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call to Order</td>
<td>President</td>
</tr>
<tr>
<td>Pledge of Allegiance</td>
<td>Led by</td>
</tr>
<tr>
<td>4-H Pledge</td>
<td>Led by</td>
</tr>
<tr>
<td>Roll Call</td>
<td>Secretary</td>
</tr>
<tr>
<td>Answer with</td>
<td></td>
</tr>
<tr>
<td>Introduction of Visitors</td>
<td>Various</td>
</tr>
<tr>
<td>Minutes of Previous Meeting</td>
<td>Secretary</td>
</tr>
<tr>
<td>Treasurer’s Report</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Leader and Other Officer Reports</td>
<td>Various</td>
</tr>
<tr>
<td>Committee Reports</td>
<td>Vice President</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

|                                           |                  |

Unfinished Business Item(s) for Discussion ____________________________

New Business Item(s) for Discussion ____________________________

Announcements ______________________________________________________

Adjournment _________________________________________________________

Program __________________________________________________________

Recreation/Refreshments ____________________________________________
The Vice President

Duties:

• Learns the duties of the President
• Serves as presiding officer in the absence of the President
• May lead the pledge of allegiance to the flag
• May act as chairperson of the program committee
• May serve on all committees of the club
• May be responsible for keeping club flags
• May be responsible for meeting room assignments
• May serve as the club historian and keep a record of club activities
• May welcome and introduce speakers and guests to meetings
Guest Speaker Guidelines

Follow these steps in greeting and hosting a guest speaker.

- Meet speaker at the door and extend a warm welcome.

- Find out the following:
  ~ Speaker’s name: _________________________________________________
  
  ~ Speaker’s preferred title: _________________________________________
  
  ~ Speaker’s topic: _________________________________________________
  
  ~ Speaker’s background on this topic: _________________________________
    ___________________________________________________________________
    ___________________________________________________________________
    ___________________________________________________________________
    ___________________________________________________________________

- Introduce the speaker to club leader(s).

- Discuss meeting plans and when the speaker would like to appear on the program.

- Before the presentation, introduce the speaker to club members.

- After the presentation, encourage members to discuss or ask questions.

- Thank the speaker at the conclusion of the presentation.

(Based on information from Ohio State Extension)
Organizing Committees

There are two types of committees. Standing committees usually plan activities throughout the year, such as programs or recreation. Special committees are organized to handle specific events or problems.

Committees need effective leadership and this comes in the form of a committee chairperson. A chairperson should:
- Give directions but lets the group make its own decisions.
- Understand the purpose of the committee.
- Asks for others’ ideas before giving his/her own.
- Motivates and demands effort from the group.
- Plans and delegates authority if necessary.
- Reports to the group with the decision of the committee.

Committee members should also be chosen carefully. A good chairperson is ineffective if he or she is working with a poor committee. A good committee member should:
- Know and understand the specific assignment.
- Be genuinely interested in finding the best solution.
- Seek information outside the committee and ask for other opinions.
- Cooperate with other committee members.
- Cooperate with other committees.
- Work until the job is completed or goal is reached.
- Continue to work, even if his/her own idea is not used.

Use the following three P’s for a successful committee.

Purpose
The committee should have an identifiable purpose.

Plan
Plan a committee with an effective chairperson and dedicated committee members that will get the job done.

Perseverance
Keep checking on the committee to see that they are working towards their objective. Once they develop a plan of action, push to see that it is carried out by the entire group.
Committee Planning Sheet

What do we need to do?

What do we want it to include?

How are we going to get it done?

<table>
<thead>
<tr>
<th>Task</th>
<th>Who will do it?</th>
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<tbody>
<tr>
<td>1</td>
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<td>7</td>
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DID WE ACCOMPLISH OUR GOALS?

<table>
<thead>
<tr>
<th>Why?</th>
<th>Why Not?</th>
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</tbody>
</table>
The Secretary

Duties
1. Keep accurate minutes of all club meetings.
2. Take the roll and keep a record of attendance.
3. Handle club correspondence, make club reports, and notify members of meetings.
4. Be ready to read any part of the record of any meeting when called upon to do so by the President.
5. Keep a file of correspondence, committee reports, club programs, and any rules developed by the club.
6. Assists the president in preparing business items before the meeting.
7. Read the minutes of the previous meeting for approval or information.
8. Bring the secretary’s book to every meeting.
9. Send monthly reports to the county 4-H office on time.

Suggestions for Writing Minutes
The secretary’s handbook should be kept as a record of your club’s membership and activities.

1. The minutes of the meeting should contain at least the following:
   a. Name of club, the hour, date, and place of meeting
   b. Whether the President and Secretary were present, and if not, the names of their substitutes and members present
   c. Whether the minutes of the previous meeting were approved
   d. A record of all business transactions
   e. A statement of the program, including project instruction given
2. The minutes should be neatly written in ink or typed, and a margin should be left for corrections or amendments if such are voted on.
3. The Secretary must always be impartial; the Secretary’s opinions of actions taken should not be expressed in the minutes.
4. The minutes are to remain a permanent record of your club’s activities.
Meeting Notes Worksheet
Use this form to keep notes for writing the minutes.

Opening

Pledge of Allegiance by ______________________________________________________________________

4-H Pledge by _____________________________________________________________________________

Roll was called by ___________________________________________________________________________ and answered by:

Members____ Advisors____ Number of Parents_____ and Guests_____ attending.

Minutes of last meeting approved (circle one) as is with these corrections:
________________________________________________________________________

Correspondence: ____________________________________________________________________________

Officer Reports

Treasurer: ___________________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Others: __________________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Committee Reports

Committee and speaker: ______________________________________________________________________

Motion, if any: _____________________________________________________________________________ Pass/Fail

Committee and speaker: ______________________________________________________________________

Motion, if any: _____________________________________________________________________________ Pass/Fail

Unfinished/Old Business

Topic and speaker: __________________________________________________________________________

Motion, if any: _____________________________________________________________________________ Pass/Fail
New Business

Topic and speaker: ____________________________________________________________
Motion, if any: _____________________________________________________________ Pass/Fail

Topic and speaker: ____________________________________________________________
Motion, if any: _____________________________________________________________ Pass/Fail

Topic and speaker: ____________________________________________________________
Motion, if any: _____________________________________________________________ Pass/Fail

Announcements (county dates and reminders, upcoming activities)

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Motion to adjourn by ________________________ Seconded by __________________ Time _____
Program: ________________________________________________________________________
Refreshments provided by: __________________________________________________________
Next meeting date: ___________________________________________________________________

(Based on information from Ohio State Extension)
Secretary’s Monthly Report to the County 4-H Office

This report should be filled out completely by the club secretary after the last club meeting of the month and mailed to the county 4-H office.

Month of _______________________ Date Mailed  _________________

Name of Club ______________________ Town ___________________

<table>
<thead>
<tr>
<th>Date of Meeting</th>
<th>Activity or Purpose of Meeting</th>
<th>Number in Club</th>
<th>Members Present</th>
<th>Others Present</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
The Treasurer

Your club has placed upon you the responsibility of keeping the financial records. For any club to make wise use of its money it has earned, 4-Hers need to know the financial status of their club.

- Take charge of all the money taken into the club.

- Keep an accurate record of all money received and its source and to whom all money is paid.

- Deposit all money in a checking account as soon as it is received. Cash checks within 30 days. Do not keep large sums of club money at home or on your person.

- Do not mix money belonging to the club with private funds.

- 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 when requested by members or leaders.

- Pay money out of the treasury by check only as approved by the club or as specified by the laws of your club. Pay authorized bills promptly.

- Give complete, accurate records to your successor at the end of the year.

JOIN THE REVOLUTION OF RESPONSIBILITY
# Treasurer’s Report:

The treasurer’s report informs members of the club’s financial activity since the last meeting. Complete it and present it to the club for each meeting.

---

**4-H Club Name**

<table>
<thead>
<tr>
<th>Treasurer's Report for: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Date of Meeting)</td>
</tr>
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</table>

1. State the beginning account balance: ____________ (Ending balance from last meeting)

Date of previous meeting: ____________________________

2. Money received: _________________________________

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_____________________: Total money received

3. Payments made: _________________________________

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_____________________: Total payments made

4. State the ending balance: ____________________________

5. Submitted by: ____________________________ , Treasurer

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(Based on information from Ohio State Extension)
The News Reporter

Duties

- Submit interesting reports and pictures of club activities, members, and leaders to local media - newspapers, radio and television stations.

- Become familiar with the “how to’s” of news writing. You don’t have to be an expert, but some helpful hints are included in this section.

- Report club news to the county Extension office to be included in the Focal Point.

Tips for 4-H Club Reporters

What is news?
News is a report of something literally new. News must be timely, immediate or near the present. Without timeliness, a news story is either history or prediction. News must be relevant to the audience and point of publication or broadcast. Editors prefer local or personal news.

How do you report news?
Check with your newspaper and/or broadcast stations for any special hints or requirements they have.

Structure your story using the 5W ‘s and an H.

Who - Who said it? Who is it about? Use full names.
Where - Where did it happen? Remember closeness makes it news.
When - When did it happen? Remember timeliness.
Why - Why is it important?
How - How did it happen? Was it unusual?
What is Newsworthy?

- Timeliness is the most important characteristic of news. Another way to say this is “If it isn’t new, it isn’t news.” Because of this insistence on newness, make sure that whatever is offered to the media is sent as soon as the facts are known.

- The story needs to be 100% accurate before it is offered to a reporter.

- Try to provide a new angle or twist on the story to reporters. There are many creative possibilities related to promoting 4-H. The more creative, the better chance a reporter will be interested in your story.

- Work with local newspaper and town reporters.

- People like to read about the lives of other people. Arousing emotion is an effective way to get attention and create news. 4-H is about young people. Feature stories written about individual’s achievements would be a great news story. Focus on youth, not the project—talk about what kids learn and experience.

- The community angle is one of the most important angles 4-H promoters can use to get stories covered. People will benefit from knowing 4-H stories, by finding out about opportunities and assistance they can receive from 4-H, and by learning how they can join programs and donate their time.

- Think of a photo or informational graphic to provide the reporter or suggest to their graphic department. Photos and graphics help stories get a good position in newspapers and magazines.
The Recreation Leader

You are important to your club. Recreation activities such as games, parties, and picnics help accomplish the following:

- Members learn to know and appreciate one another
- Create interest in your club
- Promote cooperation and a sense of fair play
- Put visitors and shy people at ease
- Provide recreation
- Develop talents
- Give members a chance to be creative
- Break up a long meeting
- Provide exercise

Some Helpful Tips

- Show enthusiasm
- Plan your program
- Know your games—have equipment ready
- Explain briefly—demonstrate
- Speak clearly—stand where everyone can see you. Use definite signals for starting and stopping
- Overlook mistakes—games are for fun
- Stop while all are still enjoying the activity
- Let other members help conduct the recreation
## 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 one, two, or three-star ratings are areas that need improvement.

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

A Person of Character:
- Is a good person, someone to look up to and admire
- Knows the difference between right and wrong and always tries to do what’s right
- Sets a good example
- Makes the world a better place
- Lives according to the Six Pillars of Character™

__________, as president of the __________________________ 4-H Club, you represent the pillar of TRUSTWORTHINESS. As president, you have accepted a leadership duty within your 4-H program. The members and leaders have placed trust in you to guide and direct them throughout the program year. They trust that you will do the right thing for the whole club membership, not just for you personally. You are also a representative of the youth and leaders in ______________ Club, the state of New York, and our nation.

__________, as vice-president of the __________________________ 4-H Club, you represent the pillar of CITIZENSHIP. As vice-president, you have already accepted a great citizenship opportunity. It is important that the club by-laws and constitution be followed by the ____________________ Club membership. The club’s leaders and members are looking to you to help lead the club in the area of citizenship by assuring that the club and county rules and regulations for awards, deadlines, trips, and many other areas are followed.

__________, as secretary of the __________________________ 4-H Club, you represent the pillar of CARING. As secretary, you should make sure the ____________________ 4-H Club exercises the Golden Rule: “Do unto others as you would have others do unto you.” The club should, at all times, show caring for members, parents, and leaders as well as their families. You may be called on to share this caring through correspondence and keeping accurate minutes.

__________, as treasurer of the __________________________ 4-H Club, you represent the pillar of FAIRNESS. As treasurer, you are to keep accurate records of the club’s finances. You should also keep the ____________________ 4-H Club abreast of the financial status of the club so all financial decisions can be made objectively. It is important that members of the club keep objective, open minds towards all issues brought before the club. It is important that everyone has an opportunity to be heard. It is also important that the club ensures that all rules are administered fairly.
______________, as reporter, you work with the media and public. The pillar you share with the ________________ 4-H Club is RESPONSIBILITY. You need to accurately and enthusiastically report the activities of the club, protect the club’s good name, strive to further its ideals and purposes, and see that the people of the community are aware of the work being done and the services provided. You will be largely responsible for the spirit of the organization, for its progress and faithfulness to the principles and ideals of 4-H Club Work.

______________, as recreation leader, you represent the pillar of RESPECT. As recreation leader of the ________________ 4-H Club, you are to plan and lead activities for the enjoyment and social development of its members. You are responsible for planning activities that show respect for all members. You should be respectful to all members and teach them to be respectful to each member, parent, and leader in the club, community, and beyond.
I wish you the best of luck in the coming year, and by all means, have a little fun along the way!

Used by permission and adapted from Missouri 4-H Development Show-Me Character Idea Book, Outreach and Extension, University of Missouri, Columbia, “Officer Installation” by Patty Fisher, Pike County, MO.
HEAD/Independence
Youth need to know they are able to influence people and events through decision-making and action. 4-H leadership and project opportunities help teens mature in self-discipline and responsibility and learn to understand themselves better.

HEART/Belonging
Youth need to know they are cared about by others and feel a sense of connection to others in a group. 4-H gives youth the opportunity to feel safe physically and emotionally while actively participating in a group.

HANDS/Generosity
Youth need to feel their lives have meaning and purpose. By exploring 4-H community service and citizenship activities, youth can connect to communities and learn to value and give back to others.

HEALTH/Mastery
Youth need to feel and believe that they are capable of solving problems and meeting challenges to develop their self-confidence. By exploring 4-H projects and activities, youth gain skills and are more equipped to make positive career and life choices.

Tompkins County 4-H Mission

“To unleash the power of youth”