

## Fall Organization of 4-H Club Items for Members to Discuss

- Regular meeting date \_\_\_\_\_ Meeting place \_\_\_\_\_
- Officers, duties, and how to elect and when \_\_\_\_\_
- Project enrollment (medical information/release forms, Pick a Project Papers, Projects I Have Enrolled In) \_\_\_\_\_
- What do we need to pay for as a club (4-H'ers for 4-H donation, program development fee, photo expenses, publications, historian's book, signs for livestock barns at fair, gates for fair, etc.) \_\_\_\_\_
- Goal of how much money and fund raising Ideas \_\_\_\_\_
- Ideas for community service \_\_\_\_\_ Ideas for fun activities for club \_\_\_\_\_
- Ideas on how to carry out CRAZE! \_\_\_\_\_ Ideas for family activities for club \_\_\_\_\_
- Volunteer for month to host meeting (arrange or confirm meeting place, pick up key, set up, clean up, provide refreshments, etc.):
- |          |        |           |
|----------|--------|-----------|
| January  | May    | September |
| February | June   | October   |
| March    | July   | November  |
| April    | August | December  |
- Volunteer for educational presentation or other educational idea to share with club (Name, topic, and month) \_\_\_\_\_
- Volunteers to serve on program planning committee with leaders \_\_\_\_\_
- Next meeting date, time, place \_\_\_\_\_

### Parent resource or activity volunteers needed

- Yearly Program Coordinator – Help with program planning for club year. Type roster and monthly meeting plans, and arrange for copies for each family.
- Officer Coordinator – Work with officers to prepare for club meetings (president with agenda and parliamentary procedure), vice president (calling committee), secretary, treasurer
- Educational Coordinator – Help plan educational part of meetings
- Recreation Coordinator - Work with recreation leader or members on monthly recreation
- Enrollment Coordinator – Distribute project materials to members, keep track of member's adding and dropping projects and notify Extension Office, keep a record of costs of materials and how to pay club publications bill (sent in May).
- Community Service Project Coordinator
- Record Keeping Coordinator – Distribute forms and help members with "How to" of record books (also work with historian, news reporter, and photographer)
- Fund Raiser Coordinator – Help plan and carry out fund raiser and work with club treasurer
- Project Leader – Help members with goals, learnings, resources, citizenship, communication, leadership, record books, fair entries, livestock weigh ins and identification, and exhibit experiences with projects
- Beef    Horse        Sheep        Swine        Dog    Cat    Rabbit        Poultry        Goat
- Pets    Family Consumer Science (clothing, foods, home imp., child dev.) Special interest  
(photography, woodworking, automotive, etc)    Other