

4-H Officer Training!

- 4-H Meeting Agendas
- Good Meeting Elements
- Parliamentary Procedure
- Responsibilities of 4-H Officers



4-H Business Meeting Agenda

- Call meeting to order
- Pledge of Allegiance
- Roll call
- Minutes of previous meeting
- Treasurer's report
- Report of Officers and committees
- Unfinished business
- New business
- Announcements, leader's reports
- Adjournment
- 4-H Pledge



Good Meeting Elements

Four key elements:



A pre-meeting activity (15-20 minutes)



The business meeting (15-20 minutes)



An educational program (30 minutes)



Recreational activities (20 minutes)



Each part is important to meet the needs of youth.



The Meeting

Conduct meetings using Parliamentary Procedure

- <http://connect.extension.iastate.edu/parlypro/>



4- H Officer Training: President



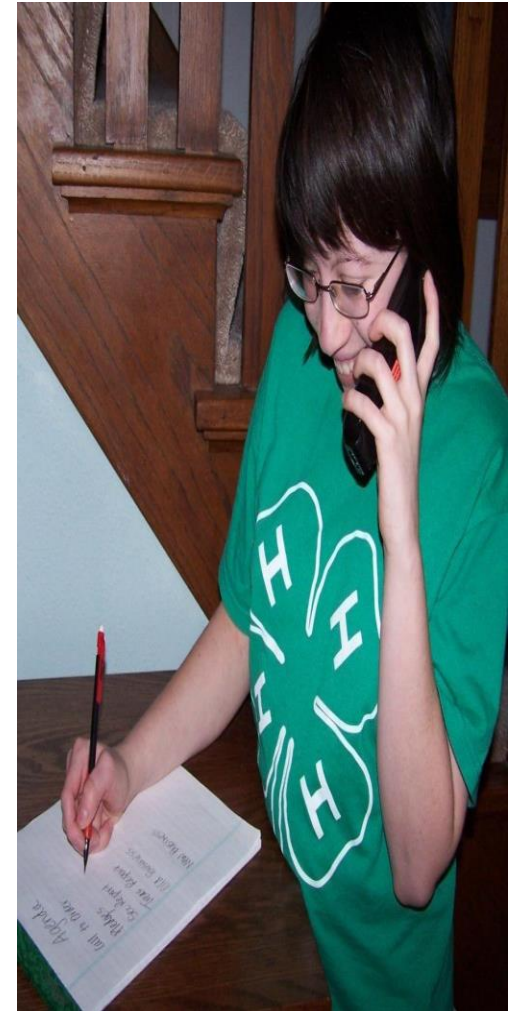
**In this presentation,
you will learn...**

- Before the meeting
- During the meeting
- Responsibilities of the President



Before the Meeting Checklist

- Prepare agenda with 4-H leader's input.
- Check with other club officers for agenda items.
- Notify club leader and Vice President in the event of absence.



At the Meeting

- Encourage everyone to participate.
- Make sure guests and members feel welcome.
- Help others carry out their duties.
- **Everyone** gets to serve on a committee at during the year.



At the Meeting

- Give others credit for the work they do



- Thank those who participate



Responsibilities of the President

- Represent my group proudly ALL the time
- Attend as many 4-H meetings and activities as possible
- Be prompt and enthusiastic



4- H Officer Training: Vice President



In this presentation you will learn,

Before the meeting

Program committee role

During the meeting

Vice President
responsibilities



Before the Meeting

- Work with the club president on agenda
- Serve as Program Chairperson by helping plan the annual club program:
 - Planning committee
 - Survey member interests
 - Plan the program
 - Share the plan for approval
 - Assign responsibilities
 - Evaluate and record



At the Meeting

- Introduce the program participants
- Preside over the meeting in the absence of the President
- Represent the club at other events in the absence of the president

Responsibilities of the Vice President

- Represent my club proudly ALL the time
- Attend as many 4-H meetings and activities as possible
- Be prompt and enthusiastic



4- H Officer Training: Club Treasurer



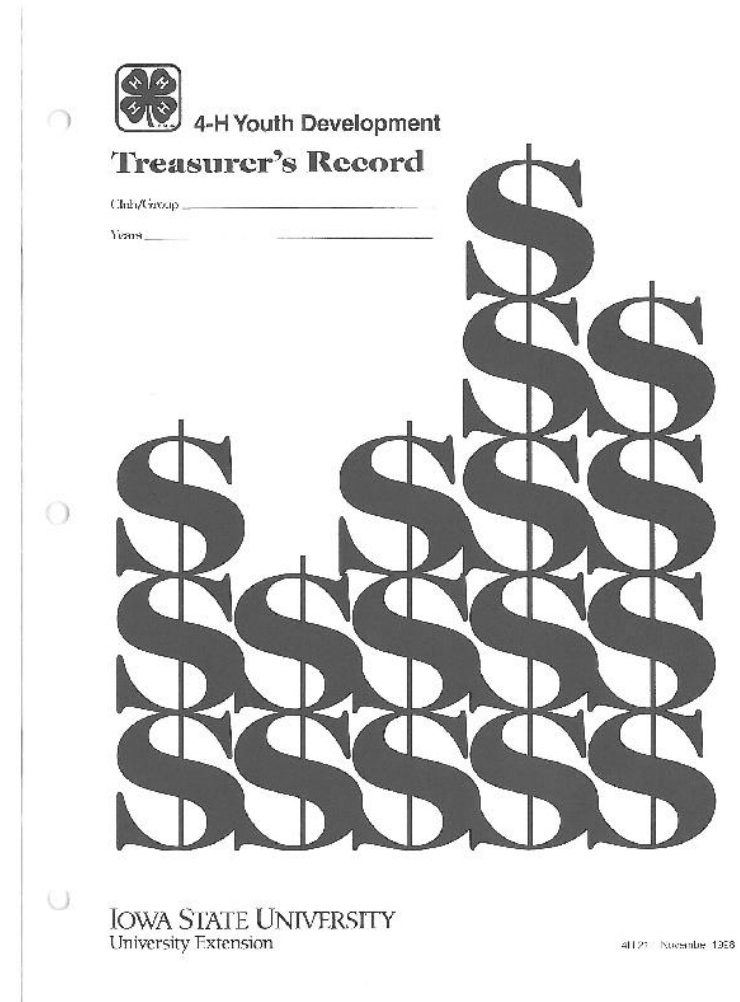
In this presentation you will learn,

1. After election
2. Before the meeting
3. During the meeting
4. After the meeting



After Election

- Inform the bank of the new treasurer
- Sign the appropriate forms
- Keep accurate records
- Deposit funds in the bank as soon as possible
- Use the 4-H Club Treasurer's book to record financial transactions.



Before the Meeting

- Pay all bills promptly
- Prepare the Treasurers report
 - Starting balance
 - Expenses or Bills
 - Income
 - Ending balance



At the Meeting

Give the Treasurer's Report



After the Meeting

- Promptly handle money matters of the group
- Complete accurate financial summary report



4-H Youth Development

**So you're the
club treasurer . . .**




IOWA STATE UNIVERSITY
University Extension

2H 711 16494C November 2005



Writing a Check

 Clover Clan 4-H Group

May 24th 05 1152

30-22,790

PAY TO THE ORDER OF Fairway Grocery \$ 10³⁴/₁₀₀

ten and ³⁴/₁₀₀ DOLLARS

Home Town
Trust & Savings Bank


PAY FOR food Sam Bates

⑆073000228⑆ 733440 804⑈ 1152



Making a Deposit

DEPOSIT TICKET

 **Clover Clan 4-H Group**

DATE May 27 2005

This deposit is accepted subject to verification and is not cash and negotiable.

Home Town
Trust & Savings Bank

LIST ITEMS BELOW

	AMOUNT	
CURRENCY	2	00
COIN	1	31
CHECKS	1	25
TOTAL FROM OTHER SIDE		
TOTAL	4	56
LESS CASH RECEIVED		
TOTAL	4	56

33-22,790

IF MORE THAN 1 TOTAL
ADD TO OTHER SIDE

TOTAL ITEMS

10730002281 73344 804 0900



4- H Officer Training: Club Secretary



In this presentation we will learn...

- Before the meeting
- During the meeting
- After the meeting
- Meeting agenda
- Guidelines for good meeting
- Responsibilities of the Secretary



Before the Meeting...

- Let the president and leaders know if you're going to be absent
- Prepare minutes of last club meeting



During the Meeting...

- Sit next to the president
- Work cooperatively with other officers
- Take roll call and keep track of attendance
- Read minutes from previous meetings and make corrections



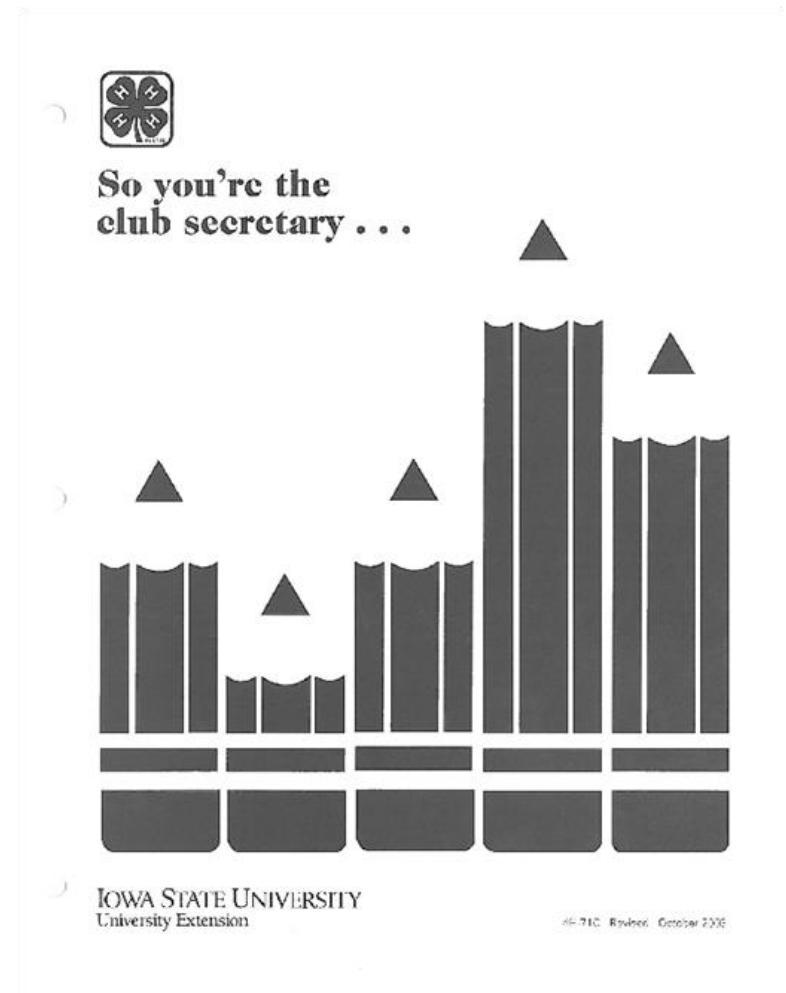
During the Meeting...

- Take notes of the meeting's events
- State unfinished business
- Write down any motions as stated



During the Meeting...

- Read and write letters for the club
- Cooperate with the reporter
- Record of all minutes in the Secretary's book



Responsibilities of the Secretary...

- Represent my group proudly ALL the time
- Attend as many 4-H meetings and activities as possible
- Be prompt and enthusiastic



4- H Officer Training: Club Reporter



Responsibilities of the Reporter

- Write news story as soon as possible after each meeting.
- Take news papers or articles to radio stations
- Add pictures and news articles in news papers.



Responsibilities for Reporters

- Write an article to invite people to meetings.
- Consult with secretary for meeting information
- Read others news articles to improve yours.



Responsibilities for Reporters

Create news stories of the group and group members.



SUBMITTED

Howard County 4-H members and their friends celebrated the New Year early at a 4-H Junior Fun Night on Dec. 30 at the Cresco Fitness Center.

Fear Factor Foods at 4-H Junior Fun Night

HOWARD COUNTY - Howard County 4-H members and their friends celebrated the New Year early at a 4-H Junior Fun Night on Dec. 30 at the Cresco Fitness Center. The evening started at 6 p.m. with registration and games. Swimming and card games were organized until 7:30 p.m. and then a light supper of pizza was served. Fear Factor foods were introduced with each youth having the challenge blindfolded to taste different foods. Youth tasted the following foods: apple pudding, prunes, olives, water

chestnuts, cherries, applesauce, and jello powder. Evening activities resumed following Fear Factor and included Krazy Kickball, Capture the Flag and Dodgeball. Youth participating in the lock-in were: Austin Hrdlicka, Trevor Trendle, Logan Johnson, Aaron Wetherington, Cooper Swensen, Bobby Sweetka, Jacob Kuhn, Billy Sweetka, Brynn Bodermann, Katelynn Burke, Kevin Pira, Blair Bodermann, Patty Johnson, Christopher Lipa, Katrina Sanders, Sawyer Beckham, Clayton Ollendick, Sissy Meinecke, Reece Meinecke, Ben Hron, Tyler Simon, Zac Gillen, Jimmy Krukow, Karissa Stika, Torie McConnell, Kennedy Rose, Renae Jensen, Chance Thronsdan and Ryan Steffen.



Guidelines for Reporters

1. 1st paragraph-most important
2. Tells Who, What, When, Where, Why and How.
3. Explain more about key points.
4. Use simple language in brief sentences.
5. Use correct spelling names.



Guidelines for Reporters

6. Report only recent news.
7. Be accurate.
8. Recopy or type the news article.
9. Include your 4-H club's name, your name (club reporter), your address and telephone number.
10. Make sure you mail or take to radio station editor as soon as possible.
11. Keep a list of the places to send the news articles.



4-H Officer Training Club Historian



In this presentation, you will learn...

- Responsibilities of the Historian
- Guidelines for Historian books



Responsibilities of the Historian

- Create a meaningful book
- Organize a scrap book
- Collect items throughout the year of group's accomplishments
- Make book complete
- Accurate Records



Accurate Records

Keep a record of all the club's activities.

- club trips
- meetings
- parties
- and more!
- community service activities
- fund raisers
- committees at work

The Howard Center Stars 4H club has fun with wash basins while visiting a local nursing home.



Collect Items Throughout the Year

- Pictures of the club and club members
- News clippings
- News stories



Organize the Club Historian Book

- Title Page
 - Year, 4 H club name, and historian's name
- List group officers, members, and leaders
- Charter statement (if your group has one)
- Pictures and clippings
- Ribbons for group
- Correspondence
- Secretary and Treasurer book



Guidelines for Historian Books

- Cover of book should be in good condition and last for many years.
- Pages should be securely fastened.
- Items need to be in good condition and fastened securely to each page.
- Tell a story about the club year.
- Always be accurate and neat.



Create a Meaningful Book



SUBMITTED

Howard County 4-H members and their friends celebrated the New Year early at a 4-H Junior Fun Night on Dec. 30 at the Cresco Fitness Center.

Fear Factor Foods at 4-H Junior Fun Night

HOWARD COUNTY - Howard County 4-H members and their friends celebrated the New Year early at a 4-H Junior Fun Night on Dec. 30 at the Cresco Fitness Center. Chaperones for the evening were Duane Bodermann, Peggy Hovey and Lynette Anderson. County 4-H Council members who helped during the evening were Carmen Dohman, Jenni Tupy, Kelsey Stika, Brianna Lipa, Cole Stika and Josh Stika.

The evening started at 6 p.m. with registration and games. Swimming and card games were organized until 7:30 p.m. and then a light supper of pizza was served. Fear Factor foods were introduced with each youth braving the challenge blindfolded to taste different foods. Youth tasted the following foods:

chestnuts, cherries, applesauce, and jello powder.

Evening activities resumed following Fear Factor and included Krazy Kickball, Capture the Flag and Dodgeball.

Youth participating in the lock-in were: Austin Hrdlicka, Trevor Trende, Logan Johnson, Aaron Wetherington, Cooper Sweeney, Bobby Swestka, Jacob Kuhn, Billy Swestka, Brynn Bodermann, Katelynn Burke, Kevin Pira, Blair Bodermann, Patty Johnson, Christofer Lipa, Katrina Sanders, Sawyer Peckham, Clayton Ollendieck, Skye Meinecke, Reece Meinecke, Ben Hron, Tyler Simon, Zac Gillen, Jimmy Krukow, Kariisa Stika, Torie McConnell, Kennedy Rose, Renae Jensen, Chance Throndsen and Ryan Steffen.

The County 4-H Junior Fun Night was held on December 31st with the theme "Fear Factor." Our junior 4-H members who attended played games, completed the Fear Factor Food Challenge, and went swimming at the Cresco Fitness Center. Attending from our club were Kate, Joey, Bethany, Kris, and Jordan.

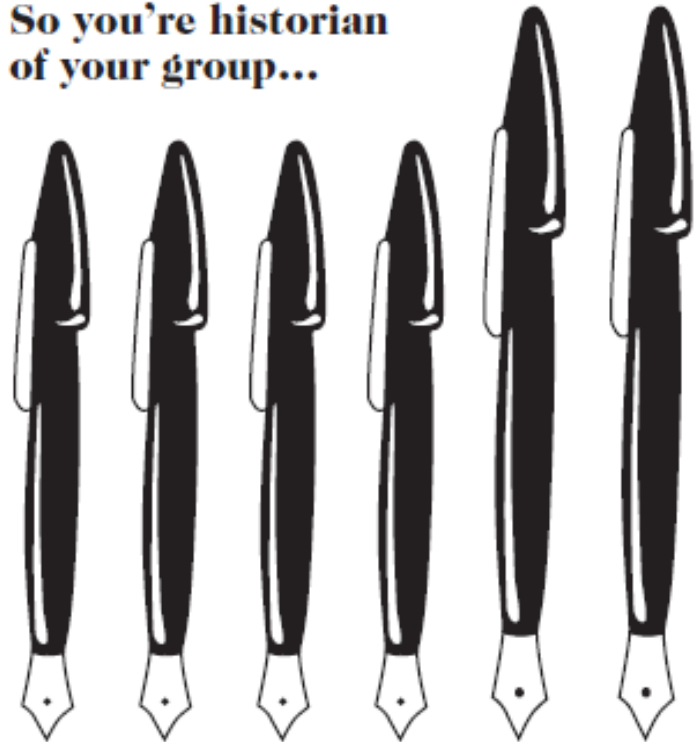


Make the Book Complete

- Keep it concise but complete
- Include all activities of the group
- Tell a story, but don't be too wordy



So you're historian
of your group...



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4- H Officer Training: Club Recreation Leader



Responsibilities of the Recreation Leader

- Make recreation part of your club meeting.
- Lead recreation when asked.
- Be prompt and enthusiastic.



Guidelines for Recreation Leaders

- Be familiar with the game you are leading.
- Prepare games that allow all ages to participate together.
- Select large group games that allow everyone to keep playing.
- Know if the location of the gathering will allow the game to be played safely in the area available.
- Provide proper equipment and supplies.
- Give clear directions.



Guidelines for Recreation Leaders

- Speak clearly and loudly.
- Demonstrate how to do game.
- Accept ideas from others.
- Encourage everyone to participate.
- Establish a start and finish time signal.



4- H Officer Training: Club Photographer



In this presentation, you will learn...

- Responsibilities of the Photographer
- Guidelines for Photographers



Responsibilities of the Photographer

- Know deadline for submitting stories and pictures to county newspapers.
- Keep a list of names, addresses, and phone numbers of news editors in county.



Guidelines for Photographers

- Understand how to operate the camera you are using.
- Always carry fresh batteries or make sure your camera battery is charged.
- Know where and how the film is processed or digital files are saved.
- Know where and how to print photos
- Send pictures to Club Reporter to add to news stories.



Guidelines for Photographers

- Work with club's Historian to provide pictures for Historian book.
- Always consider photo possibilities for the group.
- Keep track of names of people in pictures.
- Make sure names are spelled correctly.

