



# Fall Organization of 4-H Club

## ***Items for Members to Discuss***

- ***General:*** Set a regular meeting place, date and time
- ***Officers:*** Determine club offices and duties, when to elect officers and how to elect officers
- ***Enrollment:*** Remind returning members to re-enroll online and ensure new members have turned in the needed Enrollment Forms to the Extension Office
- ***Finances:***
  - What expenses do we anticipate having this 4-H year?
    - ***Consider:*** annual 4-H Program Development Fee for each member, 4-H'ers for 4-H donation, historian's book, signs for barns at fair, booth decorations, citizenship activities, fun club activities.
  - Set a goal of how much fundraising the club will do and how to do it
- ***Ideas:*** Brainstorm ideas for community service projects, fun club activities, Craze activities, and family club activities
- ***Volunteer:***
  - Sign up for monthly meeting hosts (set up, clean up, provide refreshments, etc.)
  - Sign up for educational presentations
  - Determine which members will serve on planning committee with adults
- ***Plan:*** Determine next meeting date, time and place

## ***Episodic Parent Volunteers Needed***

- ***Yearly Program Volunteer*** – Help with program planning for club year. Type roster and monthly meeting plans and ensure each family gets copies
- ***Officer Volunteer*** – Work with club officers – ***president:*** review agenda monthly and ensure parliamentary procedure is followed, ***vice president:*** help coordinate committees, ***secretary*** – ensure minutes are completed, ***treasurer*** – help as needed, ***historian*** – ensure books are being updated, ***news reporter/photographer*** – help ensure club is being presented to media
- ***Education and/or Craze Volunteer*** – Ensure there is an educational aspect to each meeting (consider utilizing the Craze resources) and coordinate the educational presentation schedule
- ***Recreation Volunteer*** - Work with recreation leader to plan monthly recreation activity
- ***Community Service Project Volunteer*** – Help the club develop their community service plans
- ***Record Keeping Volunteer*** – Help members complete and compile needed records.
- ***Fund Raiser Volunteer*** – Help plan and carry out club fundraisers
- ***Fair Volunteer*** – Coordinate club booth decoration, manage Foodstand shift sign up, ensure coverage of the Community Building during hosting period, help prepare an Extravaganza booth, discuss potential of having a club Share the Fun act
- ***Resource Leader for Projects*** (at least one volunteer for each of your club's largest project areas) – Help members set project goals, coordinate project educational opportunities, help develop project exhibit ideas, help members find project resources as needed, develop project citizenship, communication and leadership opportunities, remind club members of necessary project information/dates to remember (record keeping, upcoming workshops, weigh ins, identification and entry deadlines, etc.)
  - ***Potential Project Areas:*** Beef, Horse, Sheep, Swine, Dog, Cat, Rabbit, Poultry, Goat, Pets, Static (food and nutrition, sewing & needle arts, communications, woodworking, home improvement, environment and sustainability, etc.)