



IOWA STATE UNIVERSITY
Extension and Outreach



4-H..



*the **POWER** of **YOUTH***

4-H Officer Handbook

4-H

4-H is the largest youth organization in the world with 7 million youth members and 603,000 volunteer leaders. 4-H began in 1902.

4-H Offers Youth

- Membership in positive peer groups
- Year-round community clubs
- Special-interest and short-term groups
- Leadership experiences
- Events, camps and activities



“TO MAKE THE BEST BETTER”

4-H’s motto challenges every 4-H volunteer leader and 4-H member. Whether it is 4-H project work, community service, citizenship or leadership opportunities, it is important to strive, —To Make The Best Better! This 4-H Club Officer Handbook focuses on how 4-H club officers and the 4-H volunteer organizational leaders can work together to improve their clubs. Together, you are responsible for the leadership and guidance of your 4-H Club for your 4-H members. The organizational 4-H volunteer leader serves as a facilitator, counselor, resource provider and coach to the officers. Club officers plan and carry out club meetings. This 4-H motto doesn’t just happen. Intentional planning is the main ingredient to having successful experiences. By focusing on the life skills to be developed, a 4-H volunteer organizational leader is able to support officer and club-member growth. The life skill that should be increased through this experience are:

- Planning and organizing skills
- Teamwork, leadership and social skills
- Communication and public speaking skills
- Self-responsibility and decision making skills
- Record keeping and management skills

Develop the skills,
Enjoy the thrills!



H-H-H-H

The most effective club meetings last 45-90 minutes and are divided into three components: recreation, business and program. Planning is the key to developing effective club meetings. In this handbook there are many forms to assist your planning process. Club officers and 4-H organizational volunteer leaders have an important responsibility to their club, the 4-H Program, Iowa State University and to the public. Officers and 4-H Volunteer Leaders are responsible for a public, non-profit organization— a 4-H club. The club should meet goals set for its membership, service and membership for the community. The 4-H Club also has fiscal and legal responsibilities to Iowa State University. 4-H club members should make the club's decisions, with leadership provided by the club's officers. 4-H Adult Volunteer Leaders are present as advisors, project leaders, resource providers, coaches and facilitators to nurture the planning of the 4-H club as well as youth leadership.

Represent 4-H

Congratulations on being a 4-H Club Officer! This is a great opportunity for you in your 4-H club. Now that you have been elected as an officer, you, and all other officers of your 4-H club are representatives. Your skills, abilities, standards, ideals, speech and personal presentation represent all New Mexico 4-H members. Representing others is one of your most important responsibilities because it exists at all times— not just while you are at 4-H events. As an officer, you will manage the planning, leadership and carrying out of your club's programs and business. You will be a guardian and decision maker of the club's legal, financial, social and educational responsibilities. Officers are responsible for ensuring that the club is inclusive and welcomes all 4-H members and youth in your community





4-H

Officer responsibilities

- * Learn and act upon the duties of your office
 - * Be an active member of the officer team
 - * Attend an officer training if available
 - * Attend officer executive meetings
 - * Attend club meetings and activities
 - * Lead planning meetings and event
 - * Give your opinion on issues
 - * Listen to what others have to say on issues
 - * Actively represent 4-H in your community
- * Let the 4-H organizational volunteer leader know if you are not able to attend the meeting

At Your 4-H Club meetings



- ❖ Work as a team to set-up and clean-up the meeting area
- ❖ Greet guests, members and leaders as they arrive
- ❖ Offer help when needed
- ❖ Help new or younger 4-H members become acquainted with 4-H terms
- ❖ Facilitate club decision making
- ❖ Manage the club meeting so that all tasks are accomplished within the set amount of time.



Planning your 4-H year



Before the club year begins, your 4-H organizational volunteer leader and your officer team should meet and discuss:

- ❖ Review the duties of each officer
- ❖ Set annual club goals for membership, programs and community service
- ❖ Develop a year-long club program calendar
- ❖ Plan the club budget

Club Planning

Officers and 4-H organizational leaders should hold regular monthly planning meetings. These meetings will assist the club in meeting their goals, establish a calendar of events and plan program activities and agendas for the monthly club meetings. The meetings also help address club issues as well as improve communication between the 4-H officer team and the 4-H club and its families.

Planning the Club Year:

Club officers and 4-H organizational leaders should use the Annual Club Planner to organize and schedule the 4-H club's events and activities for the year. It is very important to identify and focus the club's calendar around the goals of the 4-H club for the year.

**SET
GOALS**

4-H Club's Yearly Goals:

Develop goals for your 4-H's membership, programs, community service and leadership.

Here are some examples of goals the 4-H club may have:

- ❖ This club will increase membership by 15 youth this year.
- ❖ The club will conduct three service learning projects this year.
- ❖ Every 4-H member will have the opportunity to serve on at least one club committee.
- ❖ All 4-H members will give one demonstration on one of their 4-H projects.
- ❖ Our club will have representation at every 4-H Council Meeting.

Committee Appointments

- ❖ Make sure each member has the opportunity to serve on one or more committees during the club year
- ❖ Establish Program and membership committees



Parents and Leaders

Parents and leader are very instrumental in the success, growth and retention of 4-H members. Plan parent orientations, membership events and project leader planning sessions to ensure active adult involvement and leadership in the club.

Budget

Develop a proposed budget for club consideration based on program calendar

Planning Your 4-H Meeting

Your club meetings should consist of three segments: Business Meeting, Program & Social Activities. Your meeting should take about **45-90 minutes**. A well planned and organized meeting will keep the interest of the members and minimize possible disruptive behavior. The meeting times and order of the meeting should be arranged to meet the needs of your club. There is no one size fits all for 4-H meetings. You may need to have your social activities first, then your business meeting then program or you can have the business meeting, program and conclude with social activities.

Social Activities

4-H members want to have fun! This is a great avenue for your 4-H club to get to know each other too! The song and recreation leader can organize the social activities or you can form a committee for this portion's leadership. Icebreakers, games, activities that are appropriate for all ages and that fit into the time frame allowed for them will help the members to socialize.



Business

This portion of the meeting should always begin at a promptly scheduled time. Meetings that run smoothly will keep the club member's attention. Keep to the agenda and discourage excessive discussion on individual issues. Officer, committee and project reports should be complete but brief. Larger clubs often schedule alternating reports at each meeting rather than have all project groups or committees reports at every meeting.

Program

This part of your 4-H club meeting is a great way for 4-H member to learn. This portion needs to be tailored to the interests of the membership. Outside guest speakers can be invited to address topics of interest. You don't have to have a guest speaker at every meeting. This is a perfect time for 4-H members to give 4-H demonstrations. You can invited your 4-H County Council Officers to discuss upcoming county events, public speaking skills or project information.



Agenda for a Regular Business Meeting

1. Call to Order
2. Opening Ceremonies- Opening with Pledges and Ritual
3. Roll Call or Sign In
4. Introduction of Guests
5. Minutes and Correspondence
6. Treasurer's Report
7. Reports of Officers or Club Leader
8. Committee Reports
9. Standing Committees
10. Special Committees
11. Reports of Membership
12. Unfinished Business
13. New Business—(Rule of Thumb— Unfinished and New Business are items requiring formal discussion and a vote. It is not a time for announcements or committee work.)
14. Announcements
15. Adjournment for Program, Education or Recreation



**“Before anything else,
preparation is key to success.”**

Alexander Graham Bell



Parliamentary Procedure

Officers and members need to learn the appropriate parliamentary procedure the group will use in making group decisions. Besides knowing how to make and amend motions, there are some simple rules of courtesy members need to follow in every meeting.

- Only one subject or item of business can be before the group at one time. No new item of business can be introduced or discussed until the one being discussed is voted on.
- Every member of the group has an equal right to speak and be heard.
- Every member has the same rights as any other member. Any member can introduce a motion or debate and vote on a motion
- The business and discussion need to follow rules of courtesy. Receive permission from the chair before you speak. Do not talk to other members when someone else has the floor.

Steps to making and voting on a motion:

- **Addressing the chair:** The member wishing to present an item (motion, question, share information, etc.) for business must first address the presiding officer (by position or title, not by personal name).
- **Chair recognizes speaker:** The presiding officer will recognize the person by calling their name; once recognized that person may present their item.
- **Motion is made:** —I move..., are the proper words to use in presenting a motion.
- **Motion is seconded:** All ordinary motions must be seconded (—I second the motion.). If it does not receive a second the motion is dead and cannot be acted upon by the group. The person wishing to second the motion does not have to be recognized by the presiding officer.
- **Motion is restated:** The motion is restated to make sure everyone understands what is to be voted upon.
- **Motion is discussed:** Any member of the group has the right to discuss the motion after they receive permission from the presiding officer to speak. All discussion must be about the motion or the speaker can be ruled out of order by the presiding officer.
- **Motion is voted on:** The presiding officer will say, —Is there any further discussion? In order to leave time for replies, the presiding officer needs to ask this three times before the motion is voted upon. The presiding officer will say, —All those in favor of ... (restate the motion) say “Aye’. All those opposed say ”No’.
- **Results are announced:** The presiding officer announces the results by stating if the motion is carried or defeated.

MONTHLY 4-H Meeting Planning Guide

Club Name: _____ Month _____

Meeting Date and Time: _____ Meeting Place: _____

Recreation: _____

Refreshments: (Individuals Responsible) _____

Educational Program or Activity: _____

Programs Objectives (What will the 4-H members learn?): _____

Person Responsible for Program Contact: _____

Program Presenter: _____

Materials Needed for Program: _____

County Event Preparation: (Program could be a time in the meeting for the club to prepare for a County/District/State Event) _____

Program Presenter: _____

Club Community Service Project: _____

Committee Coordinator: _____

4-H Presentation(s) by 4-H members: (demonstration/illustrated talks/displays, etc..) _____

Person Responsible for Completing: _____

Other Activities: _____

Person(s) responsible for coordinating: _____

Planning Team Members and Signatures: _____

Monthly 4-H Meeting Planning Sheet

Month _____ Date _____ Time _____ Place _____

Order of Business:

1. Call to Order
 2. Opening Ceremony
 3. Roll Call/Sign In
 4. Introduction of Guests
 5. Minutes and Correspondence – Approval/Second
 6. Treasurer's Report - New Bills to be paid – Motion to pay/Second
 7. Reports of Officers or Club Leader
 8. Reports of Committees– Standing and Special
 - A. Standing Committees
 - B. Special Committees
 - C. Project Groups
 - D. Reports of membership
 9. Unfinished business: (Taken from agenda's and secretary's minutes of previous
 10. New Business:
 - 1.
 - 2.
 - 3.
 4. Etc...
 11. Announcements:
 - 1.
 - 2.
 - 3.
 4. Etc....
 12. Adjournment for Program
- Educational Program: Program Talks/Demonstrations/Illustrated Talks:
- Club Activities:
- Recreation:
- Refreshments:

PRESIDENT

The president leads the monthly club meetings, ensures that the officers provide reports on club business, and strives to engage all members in club committee and club activities. The president should also direct the implementation process of the club meeting their goals. The president's leadership directly affects the involvement of the 4-H member in the club!

PRESIDENT'S RESPONSIBILITIES

- ❖ Lead the team of officers in identifying annual goals, activities and events
- ❖ Establish a sense of team with the officers and make all participants feel welcome
- ❖ Upon club approval, president and secretary should sign official minutes
- ❖ Guide meetings in a courteous and tactful manner as well as avoid talking too much. The meeting belongs to the members. The president is only the guide of the meeting and should avoid giving opinions on the subject under discussion.
- ❖ Meet with club officers and the 4-H organizational volunteer leader before each meeting to plan the agenda
- ❖ Ensure that officers have reports and activities prepared for the meeting
- ❖ Notify the vice president to chair the meeting if unable to attend
- ❖ Appoint a temporary secretary if the elected secretary is absent.
- ❖ Cast the tie-breaking vote when required. The president can vote only when voting by ballot, or to break a tie.
- ❖ Attend 4-H Officers' training session when it is held in the county, district or state



“A leader is one who knows the way, goes the way, and shows the way.”

John C. Maxwell

President's Responsibilities

Appoint members to participate on club program and activity committees Communicate with Vice President on committee progress. Make sure the Vice President has a written report from each committee Delegate responsibilities so that every 4-Her has some job in the club at one time or another Ask for volunteer leaders to advise and coach committee Become familiar with parliamentary procedure Have members approve, by budget approval or specific request, all funds spent by treasurer Cast deciding vote in case of a tied vote. You may vote when voting by ballot. Coordinate yearly program planning for the club by consulting with other officers or an appointed committee. Use monthly planning guide each month.

At Your 4-H Club Meetings



- ❖ Begin and end meeting on time
- ❖ Follow the planned agenda
- ❖ Check on meeting arrangements, seating, light and temperature of facility
- ❖ Preside and call meeting to order and chair the business meeting
- ❖ Fairly decide any points of order
- ❖ Appoint an alternate recording secretary if the elected one is absent
- ❖ Guide the meeting.
- ❖ During discussions, focus on leading the discussion, not sharing your own opinions
- ❖ Appoint committees as needed, encouraging participation so that each member can serve on a committee at least once during the year
- ❖ Approve payment of bills after action by the club

End of Your 4-H Year

- ❖ Thank your officers for their year of service
- ❖ Have the treasurer, yourself and 4-H volunteer leader prepare the club's treasury books for

Using the Gavel

- The President may wish to use a gavel. It is used as a symbol of authority to support self-government and an orderly meeting.
- Two taps of the gavel are usually used to call a meeting to order.
- Three taps of the gavel often signals for all members to stand (this could be used for the pledge to the flags, etc.).
- A single tap of the gavel is a signal to be seated. One tap of the gavel follows the announcement of the result of a motion being passed or defeated.
- One tap of the gavel follows the announcement that a meeting is adjourned.
- The gavel is an instrument for maintaining order during the meetings. If at any time it is necessary to return the meeting to order, a sharp tap (or series of taps) of the gavel restores order



Presidential Phrases

Call to Order	"The meeting will come to order."
Pledge to the Flags	"(Member's Name) will lead the pledges."
Roll Call	"The secretary will please call the roll."
Reading of the Minutes	"The secretary will read the minutes of the last meeting. "
Approval of the Minutes	"Are there any additions or corrections to the minutes? If not, —The minutes are approved as read. After additions and corrections, — I call for a motion to approve the minutes as corrected. "
Treasurer's Report	"The treasurer will present the treasurer's report. No motion is required to approve the report. This report is for information only."
Correspondence Report	"The secretary will read the club correspondence."
Optional Reports from: Other Officers Committees Leaders Project Groups	
Unfinished (Old Business)	Present any old business you know about, or that the secretary's minutes indicate as unfinished from the last meeting. Then ask, —Is there any more unfinished business?
New Business	Present any new business you know about. Then ask, —Is there any more new business?
To Vote	Repeat the motion and call for a vote. —It has been properly moved and seconded that... —All those in favor please say, —Aye, (Wait for response) —Those opposed, —Say Nay, (Wait for response) Then declare the motion: "Motion carried", or "Motion passed." or "Motion failed," or "Motion not passed."
Adjournment	Do I have a motion to adjourn the meeting? Motion is made and seconded. —Are there any objections? Seeing none, meeting is adjourned by general consent.

Vice President

The Vice President's role is to develop and carrying out of an club's program year, calendar and provide leadership and direction for the club's educational programs. It is also important that the Vice President works with the officer team to identify annual goals, activities and events

Vice President's Responsibilities

- ❖ Arrange club meeting programs
- ❖ Chair the program portion of club meetings
- ❖ Distribute the annual program/calendar to all club members and their families
- ❖ Learn the duties of the President and preside at meetings when the President is absent
- ❖ The Vice President should follow-up with any committees who have not reported to the club
- ❖ These committees should provide 2 copies of the committee reports. One goes to the secretary and the second to the club leader.

For Your 4-H Club Meetings

- ❖ Work with program committee to plan the program for each club meeting
- ❖ Fill out the program section of the Club Meeting Planner form
- ❖ Contact program guests, speakers immediately after plans for a program have been made
- ❖ Assist the presenter or special guest with any help for the presentation

Vice president's Responsibilities

At Your 4-H Club Meetings

- ❖ Greet program speakers and guests at the door.
- ❖ Introduce them to other club officers and leaders before the meeting as well as the club during the meeting
- ❖ After the presentation, thank the speaker for his or her time and presentation for the club
- ❖ Ask the secretary to write a thank-you note to the speaker

How to Introduce a Presenter or Special Guest

1. Say his or her Name
2. Tell a little about his or her background
3. The title or topic of the presentation



End of the Year

- ❖ Evaluate the effectiveness of club programs
- ❖ Suggest programs for the next year



How to Plan a 4-H Program

SURVEY the members' interest

PRIORITIZE ideas and select one

ESTABLISH a planning committee

PLAN the program

COORDINATE responsibilities

EVALUATE the completed program

Secretary

The secretary's responsibilities are to maintain careful and accurate minutes of each meeting and prepare minutes for each meeting, maintain correspondence and keep accurate attendance of each meeting.

Secretary's Responsibilities

- ❖ Record the happenings, or "take minutes," of each meeting
- ❖ Set-up and maintain a secretary's binder for the program year. This binder should contain: annual goals, program plans, club roster, attendance, meeting minutes, committee reports and correspondence
- ❖ Read aloud to the club members any correspondence received by the club
- ❖ Report on any letters you have written on behalf of the club since the last meeting
- ❖ Send thank-you notes to guest speakers, special guests and people who donate time, money and service to the club
- ❖ Keep a record of attendance at each meeting. Roll call can be done by calling each name, having a sign in sheet or taking attendance as members arrive
- ❖ Assist 4-H members in enrollment paperwork
- ❖ Update the member list



Minutes Should Contain:

- ✓ Type of Meeting
- ✓ Name of 4-H Club
- ✓ Date, Time and Place of Meeting
- ✓ Number in Attendance / Guests
- ✓ Name of Chairperson and Secretary
- ✓ Statement of Minutes were read and if they were approved
- ✓ Statement of Treasurer's Report
- ✓ All motions-who made them and if they carried or failed
- ✓ If Motion is important-include the count of the vote
- ✓ Members appointed to committees
- ✓ Program Presented
- ✓ Meeting Conclusion
- ✓ Date, time of next meeting



Secretary's Responsibilities At Your 4-H Club Meetings



- Sit next to the president at the club meetings
- Stand and read the minutes of the last meeting when the president calls for them to be read
- Make corrections to the minutes if the club members indicate they are needed
- Record minutes of all meetings

- Record all motions and the names of the people who make and second those motions. At the request of the president, read the motion aloud to the group as stated.
Record changes to the motion. Enter the final motion and membership vote in the minutes
 - Record names of the officers elected, committees appointed, and other business conducted during the meeting. Note the meeting's guest speakers and any demonstrations, entertainment or activities that took place during the meeting
 - Record the treasurer's report in the minutes of the meeting
 - Keep a list of topics that are discussed and require further discussion at the next meeting. These topics will be brought back up at the next meeting by you as the secretary in the unfinished business portion of the meeting.
 - Collect and file committee reports
- If you are going to miss a 4-H club meeting, let your officer team know and your 4-H Volunteer Leader. Please make sure your secretary's binder gets to the meeting



Sample of 4-H Club Meeting Minutes

The regular meeting of the Lucky Trailblazers 4-H Club was called to order by President Chris Clover at 7:00pm on January 5th, 2010 at the Clay County Extension Office. There were 33 members, 5 4-H leaders and 3 guests present.

Business (Officer Reports, Committee Reports, Old and New Business)

The minutes of the December 3rd meeting were read by secretary Susie Smith and approved with the following corrections. The correct date of the talent program is Saturday, March 22nd. The treasurer's report was read by Mike Mallory. There were no expenditures since last meeting. A deposit of \$86.04 was made from the proceeds of the club rummage sale. The current balance of \$300.04. Correspondence: A thank-you letter from the Clay County Soup Kitchen for our donation of canned foods. Reporter Gary Griffin submitted an article to the newspaper about our food drive and it was printed. Recreation officer, Tim Taylor, requested that members bring their baseball gloves, bats and other equipment to our club picnic on Saturday March 4th. 4-H Council Report: No report was given at this meeting. Committee Reports: Carrie Alexander parade committee chair reported that ten members have been working hard to finish the float for the Valentine's Day parade. There was no unfinished business. New Business: Ricky Johnson moved that all members sponsor a cleanup at the City Hall on Saturday April 20th. The motion was seconded and carried. Ricky volunteered to chair the committee and was appointed. Ben Garcia, Jackie Jensen, Ellen Kennedy and Megan Plate volunteered to be on the committee. Announcements: A baking project day will be at the Clay County Extension Office on Monday, January 30th from 5pm to 7pm. Next meeting: Clay County Extension Office on February 6th, 2010 at 7pm. Business meeting adjourned at 7:45pm.

Educational Program (Projects, Talks, Demonstrations, etc.)

Program: Carrie Plate gave a demonstration on, —How to Groom Your Horse.

Project Exhibits: Dolly Harris and Jody Lee had an exhibit on, —Duded Up Denim.

Recreation and Social Activities Recreation:

Recreation was led by Tim Taylor in a game of jumping stick relay

Signed: , _____ Secretary

_____ President

Treasurer

Duties include helping plan the club's budget for the year, maintaining all the banking records in support of the club expenditures and income and providing financial records to members, the public and the County Extension Council.



Treasurer's Responsibilities

- Meet with club officers and leaders to develop a club budget for the year
- Account fully for money that is received and spent
- Promptly pay all bills authorized for payment by the club budget or by club members
- Maintain financial records including copies of all invoices, bills and cash receipts relating to the funds and property of the club
- Keep accurate records in the treasurer's ledger or on a computer using an accounting program
- Check the monthly bank statements for 4-H accounts and balance (reconcile) the club ledger reports Provide current written ledger reports at all club meetings
- Maintain an inventory of club property and equipment
- Keep accurate, up to date records
- Present a treasurer's report at each club meeting

AT Your 4-H CLUB MEETINGS

- Report on all bills paid and all money received since the last meeting
- State the present club balance
- Ask if there are any bills to be presented by members to the treasurer for payment

End of the Year

Records to be passed onto the Auditing Committee and your 4-H Organizational Leader

- Check Register
- Monthly Reports / Reconciliation Statements
- Bank Statements
- Copies of any bills / Receipts
- Year End Net Worth Statement

4-H Treasurer

Example of Writing A Check



		101
Friendship 4-H Club	Date	<u>11/5/2016</u>
Pay to the		\$59.48
Order of	<u>Write the Name of the Person/Business</u>	
<u>Write out Total of the Check (Fifty-nine & 48/00)</u>		Dollars
Hometown Federal Band		
Memo: (What is this payment for)	_____	
073000228 733440 804 0900	_____	

Write in Dollar Amount

Need 2 Signatures

1. Your name
2. 4-H Leader signature

Example of Deposit

DEPOSIT TICKET		<i>Currency</i>		
		<i>Coins</i>		
Friendship 4-H Club				
Date _____				
Hometown Federal Band		TOTAL FROM OTHER SIDE		
073000228 733440 804 0900		TOTAL		
		LESS CASH RECEIVED		
		TOTAL		

When depositing money into your 4-H Club Account:

- List Cash under the Currency Portion
- List Change under the Coin Portion
- List every check separately
- Write your account name and number on the back of every check received.
- Keep a copy of the deposit receipt that the bank will give you
- Record all deposits in your account/s register

Account Register-The 4-H club's money should be kept extremely organized and accurately recorded. An account register is a great way to record all of the transactions. The transaction description allows for each debit or credit to be labeled. Then add or subtract the amount to the current balance. Mark each transaction as complete when it clears the account in the checkmark category. All of these forms located at: extension.iastate.edu/hamilton/4-H/

Check #	✓	Date 2016/17	To/From	WHAT FOR	Deposit Amount	Expense	BALANCE	
			Beginning Balance					\$2000.52
101		10/2/2016	4-H Fund	4-H'ers for 4-H		\$300.00	\$1700.52	
102		10/23/2016	UMD	Canned Food Drive Donation		50.30	\$1650.12	
103		11/23/2016	Party Productions	Christmas Party Supplies		34.76	\$1615.36	
		11/23/2016	8 Club Members	Development Fees	\$120.00		\$1735.36	

Receipts– When a person writes your 4-H Club a check or you pays bills, it is very important to give & keep all receipts. It will help you continue to keep accurate records!

4-H Treasurer's Report Monthly Report

Date of 4-H Meeting _____

1. Beginning Account Balance: _____ Date of Previous Meeting _____

2. Total Disbursements (Total Money Spent)

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

Total Disbursements: \$ _____

3. Total receipts (Total Money Deposited):

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

Total Receipts \$ _____

4. State the ending balance: (Previous Balance Minus Total Disbursements Plus Total Receipts:

\$ _____

5. Respectfully Submitted by: _____

Treasurer

Bank Reconciliation Worksheet

Date: _____

Closing balance shown on bank statement	1	
---	----------	--

DATE	Add deposits not credited	
TOTAL DEPOSITS NOT CREDITED		2

TOTAL BALANCE IN CHECKING ACCOUNT	add lines 1 & 2	3	
-----------------------------------	-----------------	----------	--

List outstanding checks

Check #			Amount	

TOTAL OUTSTANDING CHECKS	add	4	
--------------------------	-----	----------	--

SUBTRACT OUTSTANDING CHECKS	Subtract line 4 from 3	5	
-----------------------------	------------------------	----------	--

Adjust balance per bank statement	Record line 5 here	6	
-----------------------------------	--------------------	----------	--

Balance shown in checkbook	
----------------------------	--

DO THEY MATCH?? YES NO

If YES YOUR BOOKS ARE CORRECT....

If NO – LOOK FOR YOUR ERROR, ASK AN ADULT TO HELP YOU/HOPEFULLY YOU WILL LOCATE YOUR MISTAKE.....

Year End Net Worth Statement for Year _____

		Amount
Record final balance of "Petty Cash" account	1	
Record final balance of "Checking" account	2	
<hr/>		
Subtotal (add lines 1 and 2)	3	

List ALL unpaid bills

Item:

Amount

Total of Unpaid Bills

4

Subtract tot of unpaid bills (line 4) from subtotal (line 3)

5

List all other monetary assets such as savings accounts, bonds or stock. List year end values

Item:

Amount

Subtotal of Monetary Assets

6

Total NET WORTH (add lines 5 and 6)

7

Signature of Treasurer _____ Date _____

Audited by _____ Date _____

Audit signature must be an ADULT who is NOT associated with the club in anyway or a family member of the current club treasurer.

4-H Club Budget

A tentative budget should be set by the officers and leaders at the beginning of the 4-H year as soon as a new club year is organized. The tentative budget should be presented to the club at the first possible meeting, discussed and approved. Depending on your club's needs, you can use this form or make your own.

Income

(List fund-raising event plans, member dues and approximate date of event and estimated profit.)

Event/Subject/Date	ESTIMATED INCOME
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
Total Income:	\$ _____

Expenses

(Include items that occur every year such as: Insurance, Donations to worthy causes, meeting location rental fee, recreation equipment or project materials, refreshments for parties, material for club banner, postage, etc.)

Event/Subject/Date	ESTIMATED INCOME
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
Total Income:	\$ _____

Total Income minus Total Expenses \$ _____

Reporter

The reporter's job is to manage the 4-H club's communication with the community, county extension office, other 4-H clubs and its members. This means that the reporter must stay current in news about the club's activities as well as keep the general public informed on the happenings of the 4-H club. The reporter can write and send in news articles, announcements and press releases on a variety of 4-H club events. These articles can be published in the local newspaper, county 4-H newsletter or school newsletters

Reporter's Responsibilities Throughout the 4-H Club Year

- * Highlight and attend club activities or events that would make good news stories
- * Write and submit news releases about 4-H activities and events to newspapers and radio stations. Report immediately after event(s).
 - * Keep reports factual
 - * Give accurate information
 - * Reports who, what, when, where, why and how
 - * Uses full names and checks spelling
 - * Writes in the third person
 - * In a story, highlight a person or unusual event, and make it interesting
 - * Report at club meetings about any news items that were printed or broadcast



TEAM = Together Everyone Achieves More

Reporter's Responsibilities

Ideas on how to tell your community about 4-H:

1. Start a newsletter for your 4-H Club
2. Submit reports and articles for your county 4-H newsletter
3. Contact your local newspaper and tell them about an event or project your club is working on. You can always invite the press to an event you are doing so that they can attend it first hand.
4. Work with other 4-H reporters in your county and make a radio spot about 4-H news.
5. Develop a promotional display and display at schools, community centers or at stores.

The sky is the limit to how you can share the news about 4-H



Tips on Writing News Articles:

1. Use WHO, WHAT, WHEN, WHERE, WHY and HOW
2. Start with the most important facts first for the readers.
3. NO MISTAKES on names, addresses, times, dates, rules, costs, quotes.
4. Write in THIRD person only. (He, She, It, They, Him, Her, Them)
5. Keep it simple!
 - Write easy-to-read sentences.
 - Use a short word instead of a long word.
 - Keep paragraphs short.



Historian

It is the Historian's duty to keep a record of the 4-H club's past as well as collect and record the present to preserve it for the future. The historian maintains the club's scrapbook to document important events. Adding names, dates and short descriptions to scrapbook entries helps future members know what took place

Historian's Responsibilities

- ❖ Publish monthly or quarterly Club newsletters to report about members accomplishments
- ❖ Ask members to write stories for the newsletter about events, project and community service activities
- ❖ Provide column in the newsletter for the leader's thought
- ❖ Provide club program calendar
- ❖ If your club does NOT have a photographer, you need to photograph the 4-H members at various 4-H events



CHECKLIST FOR HISTORIAN BOOK

1. Sturdy Cover(with club name)
2. Table of Contents
3. Charter (if your club has)
4. Membership List
5. Officer & Leaders (Picture & List)
6. Historian Story – Club Activities
7. Pictures – 4-H'erAma Club Meetings
Club Presentations Parties
County Communications Family Suppers
Community Service Activities Workshops
Junior Fun Day Junior 4-H Camp
Intermediate Activities Share the Fun
State 4-H Conference Trips Tours
Fair Fashion Revue 4-H Fall Rally
Floats State Fair Winners Speakers
8. Clippings - Club Meetings
Officers Training 4-H'erAma
County Fair Results Camps
State 4-H Conference Trips
National 4-H Week Fashion Revue
County Communications Share the Fun
Community Service Other
9. Programs - Yearly Club Program
4-H'erAma County Communications
Fashion Revue / Share the Fun
Pride of Iowa Junior 4-H Camp
Fair Livestock Shows
10. Correspondence

4-H Recreation Leader

The Recreation Leader has the task of keeping the membership enthusiastic and energized at 4-H meetings. The main duty for this officer is to plan and facilitate games, ice breakers, songs and fun activities for the 4-H clubs. Social activities can be a lot of fun, but it is very important that the recreation leader is prepared and organized for their part in the 4-H meeting. A key to a successful game is to make sure it is appropriate for all ages of your membership!

Recreation Leader's Responsibilities

- ❖ Plan recreation activities for each club meeting
- ❖ Practice the games planned for presentation
- ❖ Be organized and prepared for your part in the 4-H meeting
- ❖ Involve everyone in the recreation activities.
- ❖ Serve on club committees and assist in organizing ceremonies and parties
- ❖ Keep track of club recreation supplies

“Nothing **GREAT**
was ever achieved
without
ENTHUSIASM.”

Ralph Waldo Emerson

Tips for a Successful 4-H Fun Activity

🚦 Give Loud Directions

🚦 Involve all members and visitors

🚦 SMILE

🚦 Stay on Time

Recreation Leader Responsibilities

At Your 4-H Club meetings

- ❖ Arrive early greet members and guests as they arrive.
- ❖ Begin an activity or game before the meeting
- ❖ Use games to help members get acquainted
- ❖ After the meeting help clean up any supplies used



Make
TIME for
FUN!!

Examples of Activities for 4-H Club meetings

Name Acrostics: As your guest arrive at your party, give each person a pen and a 4 x 6 index card. Instruct the guest to write their full name vertically on the paper on the left hand side. Then, as other people arrive, have them find other people whose last names start with the letters in their own name.

People Scavenger Hunt: You can have everyone mixing and talking to each other with this easy to play game. Before everyone arrives, type out a list of about 20 questions such as: Who wears a size nine shoe? Who has a birthday in December? Who has a reptile for a pet? Who speaks another language? Who plays a musical instrument? Make enough copies for each guest and as they arrive, give each person a copy and a pen. Encourage them to walk around the room to find the answers to each question on the list. This will encourage your guest to mingle and spark conversation.

Communication Challenge Give everyone a number. They have to arrange themselves in numerical order by communicating with each other without speaking or holding up fingers. They make up their own sub-language or sign-language and it often is pretty amusing. For Round Two, have people arrange themselves in order of birth or in calendar months.

Bus Stop: Group members make choices (express their opinions) in front of other people by getting on and off an imaginary bus

Group Juggle: The group stand in an inward facing circle and are asked to throw juggling balls amongst the group in a specific order. As the activity develops more juggling balls are introduced and the pressure to work well as a group increases.

Human Knot Starting in a circle, participants connect hands with two others people in the group to form the human knot. As a team they must then try to unravel the "human knot" by untying themselves without breaking the chain of hands.

Ending a meeting

When all items on the meeting's business agenda have been completed, and if no further business items are put forward for discussion, the president calls for a motion to adjourn or end the meeting as follows: A member is recognized by the president and says, —I move to adjourn the meeting. Another member says —I second the motion. Or the president can say, —Is there a motion to adjourn the meeting? A member says, —So Moved. A member seconds it and the president says, —Seeing no objections, meeting is adjourned by general consent.

Basic Parliamentary Procedure Rules

Rule 1: Only one member speaks at a time.

Rule 2: There can be only one motion before the group at a time.



The steps to pass a motion are:

1. Member is recognized and makes the motion.
 2. Another member seconds the motion.
 3. Discussion is guided by the president.
 4. President restates the motion.
 5. President calls for vote
- 

Rule 3: If a motion is amended, vote on the amendment before voting on the original motion. Then vote on the original motion as amended. Because voting on the amendment is just voting on changing the motion not voting on actually doing the motion

For example if a member said, —I move to have a 4-H open house. The motion was seconded and then a member gained recognition and said, —I move to amend the motion by adding October 1st after house. A member seconds the amendment. You must first vote on adding October 1st. If the amendment passes the motion now reads, —I move to have a 4-H open house on October 1st. After voting on the amendment, you must vote on the original motion as amended. Voting on the amendment means you are adding October 1st but it does not mean you are going to have the open house. Voting on the original motion as amended means you are voting on having a 4-H open house on October 1st.



Nominations and Elections

Nominations can be made by a committee or from the floor by a member. Even when a nominating committee is used, nominations can be made by members when the floor is open for further nominations. To offer a nomination, a member obtains the floor and states, —I nominate (name) for (office). The president then asks for further nominations. If there are none, nominations are closed and the vote is taken. Candidates are voted upon in the order in which they are nominated.

Closing Nominations

Nominations may be closed by a two-thirds vote or by general consent. The motion to close nominations requires a second, cannot be debated and can be amended as to time only.

Making Nominations and Holding Elections

A second is not required to nominate. A majority vote is required to elect. After the president has asked for further nominations for an office and none are presented, a member may obtain the floor.

Member: —I move that nominations cease.

Member: —Mr. President, I second the motion.

President: —It has been moved and seconded that nominations cease. This motion is non debatable, amendable as to time only and requires a 2/3 vote. Are you ready for the question? Those supporting the motion that we are closing nominations please rise. Those opposing please rise. There being a 2/3 majority, the motion is carried and nominations are closed. (Proceed to vote on the candidates in the same order they were nominated.)

Reopening Nominations

The motion to reopen nominations requires a majority vote. A second is required. It cannot be debated, can be amended as to time only, and only the negative note can be reconsidered.





4-H Officer Handbook References:

1. Officer Manual, Pennsylvania 4-H, Penn State Cooperative Extension Service
2. 4-H Member's Guide to Parliamentary Procedure, Texas Agricultural Extension Service
3. New Mexico 4-H Officer Manual, New Mexico State University Cooperative Extension Service
4. 4-H Club Officer's Handbook, University of Connecticut Cooperative Extension Service
5. South Dakota 4-H Officer Handbook, South Dakota State University Cooperative Extension Service



“To Make The Best Better”

