



Missouri 4-H

University of Missouri
4-H Center for Youth Development

So You Are a 4-H Club Officer...



This publication is adapted by University of Missouri Extension from a set of officer training materials originally developed by Iowa State University Extension and later adapted by Kansas State Research and Extension.

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Take Time for a Club Checkup

Good 4-H club meetings are the result of:

- ✓ Efficient leadership. Youths and adults should be partners in leading the 4-H club meeting. Adults coach and guide youths of all ages to become leaders.
- ✓ Adequate facilities and space arrangements.
- ✓ Well-planned educational programs. Programs should provide opportunities for community service, learning by doing, and youth leadership.
- ✓ Active and involved members



Use this questionnaire for your club's annual checkup. It will help you measure the strong and weak points of your club meetings. After you determine the weak points, take steps to improve them.

Leadership

| | Always | Sometimes | Never |
|-------------------------------------------------------------------------------------------|--------|-----------|-------|
| 1. Do the officers prepare ahead of time for the meetings? | _____ | _____ | _____ |
| 2. Do the officers arrive early? | _____ | _____ | _____ |
| 3. Does the president start the meeting on time and keep the program moving? | _____ | _____ | _____ |
| 4. Are committees comfortable carrying out club business? | _____ | _____ | _____ |
| 5. Does the secretary present minutes of previous meetings and keep a record of each one? | _____ | _____ | _____ |
| 6. Does the treasurer keep accurate financial records and report at each meeting? | _____ | _____ | _____ |
| 7. Does the reporter take notes and send articles to local newspapers? | _____ | _____ | _____ |
| 8. Are the game and song leaders prepared? | _____ | _____ | _____ |

Adults

| | Always | Sometimes | Never |
|------------------------------------------------------------------------------------------|--------|-----------|-------|
| 1. Do club leaders consult with officers prior to each meeting? | _____ | _____ | _____ |
| 2. Do adult leaders offer guidance in club decisions, but allow youths to take the lead? | _____ | _____ | _____ |
| 3. Do project leaders help prepare members for demonstrations, exhibits and contests? | _____ | _____ | _____ |
| 4. Do adults help youths lead club activities without taking over? | _____ | _____ | _____ |

Committees

| Always | Sometimes | Never | |
|--------|-----------|-------|------------------------------------------------------------------|
| _____ | _____ | _____ | 1. Do members lead committees with adults in helping roles? |
| _____ | _____ | _____ | 2. Do committees meet early to plan for programs and activities? |
| _____ | _____ | _____ | 3. Do committees take action on plans and report on progress? |
| _____ | _____ | _____ | 4. Does the program committee follow up by: |
| | | | Notifying participants of their part in the program? |
| _____ | _____ | _____ | Reminding members of events? |
| _____ | _____ | _____ | 5. Do members introduce speakers? |
| _____ | _____ | _____ | 6. Are thank-you notes sent? |

Programs

| Always | Sometimes | Never | |
|--------|-----------|-------|------------------------------------------------------------------------------------------|
| _____ | _____ | _____ | 1. Was the program planned for the entire year and given to members by January 1? |
| _____ | _____ | _____ | 2. Were members' interests considered in planning the program? |
| _____ | _____ | _____ | 3. Do club programs address issues that are important to members and their families? |
| _____ | _____ | _____ | 4. Do club programs help members serve their community? |
| _____ | _____ | _____ | 5. Are the programs planned to help the club achieve its goals? |
| _____ | _____ | _____ | 6. Was the program planned by members with adults in helping roles? |
| _____ | _____ | _____ | 7. Are the programs interesting and hands-on? |
| _____ | _____ | _____ | 8. Do all members have a chance to participate in the program sometime during the year? |
| _____ | _____ | _____ | 9. Does the program provide time for members to have fun and enjoy each other's company? |
| _____ | _____ | _____ | 10. Is there planned recreation at every meeting? |

Members

| | Always | Sometimes | Never |
|---------------------------------------------------------------------------------------|--------|-----------|-------|
| 1. Do most members attend regularly? | _____ | _____ | _____ |
| 2. Are absent members contacted and encouraged to come? | _____ | _____ | _____ |
| 3. Do members arrive on time? | _____ | _____ | _____ |
| 4. Is every member appointed to a committee? | _____ | _____ | _____ |
| 5. Do members participate in club activities when scheduled to do so? | _____ | _____ | _____ |
| 6. Does every member have a job that allows them to contribute to the club's success? | _____ | _____ | _____ |
| 7. Are members friendly, especially to new members and visitors? | _____ | _____ | _____ |
| 8. Are get-acquainted activities planned early in the club year? | _____ | _____ | _____ |
| 9. Do all members take part in the business meeting? | _____ | _____ | _____ |
| 10. Do members have an opportunity to help set club goals and achieve them? | _____ | _____ | _____ |

Arrangements

| | Always | Sometimes | Never |
|-------------------------------------------------------------------------------------------------------------------------------|--------|-----------|-------|
| 1. Is the space adequate for the meeting? | _____ | _____ | _____ |
| 2. Are lighting, heating and ventilation good? | _____ | _____ | _____ |
| 3. Is the seating arrangement satisfactory? (Everyone should easily be able to see the president and members in the program?) | _____ | _____ | _____ |
| 4. Is the room arranged and set up before members arrive for the meeting? | _____ | _____ | _____ |
| 5. Is the meeting room clean? | _____ | _____ | _____ |
| 6. Are all the necessary equipment and supplies on hand? | _____ | _____ | _____ |
| 7. Is the meeting room cleaned after the meeting? | _____ | _____ | _____ |

Improve Your Club Meetings

Findings from the Club Checkup

| What needs improvement | How it can be improved | Who will help do it |
|------------------------|------------------------|---------------------|
| | | |



So You Are a 4-H Club Officer...

Every successful 4-H club has a good team of officers. A club's officer team fosters teamwork and cooperation among members through leadership and organization. Each officer has an important job to help make the 4-H club a success and each member successful. The *So You Are a Club Officer* series outlines the duties and responsibilities of officers both as a team and as individual officer holders.

The size of a club determines the number of officers needed. Clubs work best with a minimum of a president, vice president, secretary, treasurer and recreation leader. The recreation leader position may be divided into two positions: a song leader and game leader. Smaller clubs may find it necessary to combine offices, but be cautious not to burden any one officer with too many duties.

It is an honor to be a 4-H club officer and like all honors, it carries responsibilities. The success of a 4-H club depends on the officer's ability to work with all other club members. Officers work together and use parliamentary procedure to guide members through organized meetings. Each officer has general responsibilities to the group and specific duties of his or her elected office. An officer is to:

- **Represent a large and respected organization**

4-H club officers represent their local clubs and the 4-H program throughout the state. Officers' skills and abilities, standards and ideals, and even their smiles represent other 4-H members. This responsibility exists at all times, not just at 4-H meetings. Remember, people who are not familiar with 4-H may judge it by its officers!

- **Help plan and carry out club activities**

4-H members and officers plan and carry out activities. Officers must take initiative to work closely with leaders to plan and carry out club activities. Your leader is your adviser.

- **Help every member find a place in the club**

A 4-H club does well and grows when every member participates. Officers need to make sure every member has a chance to contribute.

- **Set standards**

Officers can set high standards by performing their duties well. Officers, together with club leaders, should set club goals at the beginning of the year. It is important to post the club's goals and then report on the progress and accomplishments throughout the year. Every officer should know the club goals of 4-H and be able to talk with others about the 4-H program.

The success of a 4-H club depends on an officer's ability to work with all other club members.

Leaders don't create followers, they create more leaders.

— Tom Peters

My grandfather once told me that there were two kinds of people: those who do the work and those who take the credit. He told me to try to be in the first group; there was much less competition.

— Indira Gandhi
(1917 - 1984)

In addition to performing the specific duties of each office, 4-H club officers are to:

- Recruit new members and organize the club.
- Plan the annual program, month by month.
- Arrange for a meeting place and care for it properly.
- Conduct and participate in the meetings.
- Keep club records and share them with club leaders and county extension as required.
- Be enthusiastic and interested in the club.
- Help every member find a place in the club and an opportunity to participate.
- Maintain good relationships with all members and other groups.
- Keep in contact with the local University of Missouri Extension center.
- Attend 4-H officers' training.
- Keep the community informed about the club.
- Serve on committees.

Members also have a responsibility to the club and its officers. Unless members and officers work together, the club will not be an effective group. Members need to respect their officers and support them in becoming strong leaders. A 4-H club needs officers who:

- Serve their club well and plan to make the club a success.
- Help members decide what the club will do.
- Give everyone a chance to participate.
- Work with all club officers, committees and leaders.
- Help plan programs that give every member each a chance to participate.
- Share leadership with others and give everyone a chance to grow as leaders.
- Are dependable and get things finished on time.
- Represent the club in the community and county.

Checklist for officers

Officers should have personal goals that will help them become good leaders. Use the following checklist to help evaluate your personal progress as an officer.

- ☐ I understand and willingly accept the duties and responsibilities of my office.
- ☐ I am willing to improve myself in order to be a better officer.
- ☐ I am friendly to all members of the club and include everyone in club meetings and activities.
- ☐ I enjoy doing more than just what is required of me.
- ☐ I give credit to others for work well done.
- ☐ I am on time to meetings.



- ☐ My appearance inspires confidence and respect.
- ☐ I am kind, tactful and courteous. I use “please” and “thank you” when I should.
- ☐ I ask for suggestions.
- ☐ I show appreciation to leaders and parents for their time, effort and devotion to the club.

My notes:

Checklist for a club meeting

Use the following checklist to evaluate several club meetings to determine if improvements can be made.

- ☐ Meeting was well planned.
- ☐ Each officer did his or her job well.
- ☐ Meeting started and ended on time.
- ☐ Business was completed. Discussion and decision-making didn’t take too much time.
- ☐ Meeting place was comfortable.
- ☐ Members participated in discussion.
- ☐ Program was interesting.
- ☐ Recreation was included and well planned.

Election of officers

First, nominations are in order! There are three ways to nominate members for an office.

1. During a meeting, present members may nominate candidates. When nominating a candidate, it is important to explain why the nominee would make a good officer. The candidate then accepts or declines the nomination. Members are encouraged to serve as an officer at some point during their 4-H club experience. This process is known as “nomination from the floor.”
2. Before an election, an appointed nominating committee can suggest a “slate” of candidates for each office. During a 4-H club meeting, the nominating committee submits the slate to present members, and they have the opportunity to make additional nominations for various offices.
3. A list of candidates can be created through informal ballot. Members may nominate candidates by writing their names on paper, which the secretary collects. The secretary makes a list of the candidates for each office. If an informal ballot is used, the secretary will need enough paper and pencils for everyone. An informal ballot is a more business-like way to conduct elections.

Once the candidates are nominated, the president announces their names and members vote for their respective officers. Members may vote by raising their right hand, standing or using a ballot. If voting is done by hand raising or standing, the candidates usually leave the room during the vote for their office. During each vote, members should take time to discuss which candidate they think is best and why. Discussion will help the group choose the most qualified officers. When the vote has been counted, the president announces the name of the person elected.

A ceremony for installation of officers is described in LG800, *Installation of Officers*.

Specific duties for each officer

In addition to general responsibilities, each officer has specific duties. Tasks within a club can be shared many different ways. If your club decides on different responsibilities for any office, be sure it is clear to all the officers and members.

Officers should attend officer training when it is held in the county. For a more detailed description of duties, see the *So You Are a Club Officer* chapters about specific offices: president, vice president, secretary, treasurer, recreation leader, historian, photographer and reporter.



President

The president has specific responsibilities to help lead the 4-H club to success. The major duties of the president include:

- ✓ Prepare an agenda prior to the meeting. A typical agenda is outlined in MU publication Y612, *Missouri 4-H Club Program Book*. Call the meeting to order and preside at the business meeting.
- ✓ Use parliamentary procedure to guide members in a smoothly run meeting.
- ✓ Appoint committees, unless otherwise decided by club action.
- ✓ Guide meetings in a courteous, tactful way. Avoid talking too much. The meeting belongs to the members. The president is only the “pilot” and should avoid giving an opinion on subjects under discussion.
- ✓ Delegate responsibilities among members so that everyone has a job in the club at one time or another.
- ✓ Arrange to have another person, usually the vice president, run the meeting and inform the club leader if you cannot attend.
- ✓ Discuss the agenda and other club business with the secretary, club leaders and other officers before the regular meeting.
- ✓ Arrange for minutes to be taken when the secretary is absent.
- ✓ Show courtesy to guests and introduce them to the club at the beginning of the meeting.
- ✓ Check on the progress of each committee and ask for a report from the chairperson frequently. It is very important that committee chairs inform the club members about upcoming events.
- ✓ Check with officers about program plans and activities individually or at officer meetings.



Vice president

The vice president also has duties that are essential to a successful club. The major duties of the vice president include:

- ✓ Serve as chairperson of the program planning committee.
- ✓ Be familiar with the president’s duties in case the president is absent.
- ✓ When asked, represent the club at local 4-H events, civic meetings, other youth organization meetings and even state and national events.

- ✓ Check on meeting arrangements, such as seating, lighting, temperature and location, and be responsible for club equipment.

As chairperson of the program planning committee, the vice president is to:

- ✓ Guide the committee who plans the program for each club meeting, including what will happen when and who will be responsible.
- ✓ Consider the interests and ideas of all club members as the committee makes plans.
- ✓ Delegate responsibility and tasks to other committees. For example, the recreation committee might be responsible for planning the songs and games of each meeting.
- ✓ Submit the committee's program recommendations to the club. Members then accept the program unchanged as submitted or with changes approved by the members.

Secretary

The secretary uses MU publication Y671, *Missouri 4-H Club Secretary Record Book*, that contains important information needed by the extension youth specialist for the county records. The secretary forms should be complete and up-to-date. At the end of the club year, the secretary works with the adult leader to complete the 4-H club form Y671B, *Year-end Report*. A copy of the report is then turned into the local University of Missouri Extension center. The major duties of the secretary include:



- ✓ Keep complete and accurate record of all meetings including membership rolls, minutes and final reports that are found in MU publication Y671, *Missouri 4-H Secretary Record Book*.
- ✓ Call roll and read the minutes of the last meeting.
- ✓ Read correspondence sent to the club and reply when appropriate.
- ✓ Call the meeting to order and preside when both president and vice president are absent.

Treasurer

The treasurer uses MU publication Y672, *Missouri 4-H Treasurer Record Book*, to keep accurate account of the club's financial records, handle club accounts in a business like way, keep the accounts up-to-date, and give frequent and accurate reports to the club. The major duties of the treasurer include:



- ✓ Keep accurate account of all money received and paid out.
- ✓ Deposit money in a bank and write checks from the account with the club's approval.
- ✓ Submit a budget early in the club year and recommend needed purchases.
- ✓ Give the treasurer's report at the meetings.
- ✓ Work with the adult leader to complete form Y672D, *4-H Annual Financial Report*, at the end of the club year. A copy of the report is turned into the local University of Missouri Extension center.
- ✓ Have an audit taken by an auditing committee each year. The committee completes form Y672E, *4-H Audit Report*. A copy of the report is turned into the local University of Missouri Extension center.



Recreation leader

The recreation leader is responsible for the games, activities and songs for the meetings. Larger clubs may choose to divide the recreation leader office into two: song leader and game leader. Be sure that recreation is included in every monthly meeting so that 4-H is a balance of “work” and “fun.” The recreation leader should be enthusiastic, confident and know the games and activities. The major duties of the recreation leader include:

- ✓ Plan more games and activities than needed for each meeting.
- ✓ Choose games that will work for the space, age and interests of the group.
- ✓ Form a recreation committee to get ideas and give other members the chance to lead.
- ✓ Plan for special recreational events such as parties, picnics or dances throughout the year.

Singing together can encourage members participate and feel more at ease. The song leader is to:

- ✓ Distribute and collect songbooks and song sheets at the meetings.
- ✓ Lead the singing and be prepared with songs at any time during the program.
- ✓ Teach new songs. You might ask another member who is good at teaching new songs to help.



Reporter

The club reporter has the opportunity to tell the community about the 4-H club. The major duties of the reporter include:

- ✓ Fill out MU publication Y676, *4-H club Meeting Report*, immediately after every meeting and send it to the local University of Missouri Extension center. The 4-H youth specialists use these reports for information about the progress of clubs in the county and may also use them for the monthly newsletter.
- ✓ Collect newspaper articles about the club for the secretary and historian records.
- ✓ Tell local newspapers about the club’s activities. Write an interesting story about the club meeting and submit it to the newspaper while it is still news! You can use MU publication Y676, *4-H Club Meeting Report* to get started. Learn local newspaper deadlines so the 4-H story gets printed the week of the meeting. Vary the stories and how they are written. Make the stories interesting — include the program title, names of participating members and something about the club activities. If a member gave a demonstration, pick out one or two important points and write about them. Short news stories are better than wordy ones.
- ✓ Look for good articles that happen outside the monthly 4-H club meeting. You can write interesting stories about:
 - Your club, including the leader’s name, the number in each project group and the year’s program plans. Be sure to send in this information early in the club year.
 - Election and installation of officers.
 - Club activities that focus on topics such as wildlife conservation, grooming, courtesy and health.

- Events such as picnics, parties, camp, tours, achievement days and 4-H Sunday.
- Members participating in county, area, state and national events.
- Members and their projects.

Historian

The historian records the club's accomplishments and activities and tells the story of the 4-H club through a meaningful historian book, or scrapbook, with photos, news clippings, stories and other memorial pieces about the club. The historian uses creativity to record memories for the group!



Photographer

The photographer is responsible for taking photos of club activities and events. Photos are important for the reporter to submit to newspapers and for the historian to include in the club's historian book. Members need to sign a photo release, which is included in the health form. Photos are a fun way for the members to remember all the activities of the 4-H year!



Additional officers

4-H clubs may add, subtract or combine offices depending on the size and needs of your club. If other officers are added, outline a specific set of responsibilities for these offices.

*Leadership and learning
are indispensable
to each other.*

— John F. Kennedy
(1917 - 1963)



So You Are President...

As president, you represent your local club and the 4-H program throughout the state. Your abilities, skills, standards, personal grooming, speech and even smiles represent Missouri 4-H members. This responsibility exists at all times, not just while you are at 4-H meetings. Remember, people not familiar with 4-H may judge it by its officers!

Checklist for presidents

- ☐ I consult with the leaders to prepare for each meeting ahead of time.
- ☐ I notify the leader and vice president several days before the meeting if I'm going to be absent.
- ☐ I conduct the business meetings according to parliamentary procedure and in a courteous and tactful manner.
- ☐ I introduce guests and ensure that they are involved in the group's activities.
- ☐ I help the other officers carry out their responsibilities.
- ☐ I encourage everyone to participate in the meeting.
- ☐ I make sure everyone has the chance to serve on a committee at some point during the year.
- ☐ I delegate responsibilities to other members rather than trying to do it all myself.
- ☐ I give others credit for the work they do.
- ☐ I thank those who participate in the program or help make arrangements.
- ☐ I do not dominate the meeting by giving an opinion on subjects under discussion.
- ☐ I represent my group proudly at other meetings and events.
- ☐ I try to attend as many 4-H meetings and activities as possible. I am on time and enthusiastic.

A well-planned 4-H meeting consists of the business meeting (when needed) and an educational program that may include discussions, presentations, special speakers, group projects, films or recreational activities.

Your responsibility to represent your local club and the 4-H program throughout the state exists at all times, not just while you are at 4-H meetings.



Meetings should be flexible. Every meeting doesn't have to include all five parts or be in the following order.

Activity for early arrival

Business meeting — 20 to 30 minutes

Program — 20 minutes to one or more hours

Recreation, entertainment or social time — 10 to 15 minutes

Recreation at club meetings allows members to create their own fun, cooperate, give and follow directions, as well as better understand themselves and others. Some clubs participate in recreational activities while waiting for all members to arrive and others prefer recreation or social time at the end of a meeting. Games are an opportunity for 4-H members to lead other members through an activity. Discussing a game or activity with members before leading it is helpful.



Refreshments

Each group may decide whether or not to include refreshments. If the meeting is right after school, starting with a snack may be a good idea. A Saturday morning meeting might end with refreshments. Some meetings may not need a snack. Members, not the leader, should provide refreshments.

Sample Schedule of a 4-H Club Business Meeting

The following order of business is standard procedure and most of the contents are used. Throughout the meeting, “please” and “thank you” and addressing members as Mr. or Ms. (Name) is strongly encouraged. Stand when addressing members and sit when reports are being given.

1. Call the meeting to order

Use the gavel. The president states: *“The meeting of the (Name) 4-H club will come to order. Please stand as we repeat the Pledge of Allegiance and the 4-H pledge.”* The pledges may be preceded or followed with a song. Announce members who will lead the pledges and songs.



2. Roll call

The president states: *“The secretary will call the roll.”* Call officers and members forward with Mr. or Ms. (Name).

Members may report on the progress of their work at this time. The secretary states if a quorum is present. A quorum is the minimal number of members needed to conduct business.

3. Reading of the previous meeting minutes and correspondence

The president states: *“The secretary will read the minutes of the last meeting.”* After the reading, the president asks: *“Are there any additions or corrections to the minutes?”* (Pause) *“If not, they stand approved as read.”*

If there are corrections to the minutes, the president informally asks for them to be made. If there is an objection, a formal vote on the new wording is necessary. If the minutes are approved and an error is found later, an amendment and vote are required.

Members should stand or raise a hand to be recognized. Seldom is Mr. or Ms. President called out.

The president asks: *“Is there any correspondence to be read?”*

My notes:

Members may choose to discuss letters that require action and a motion may be made at this time. The motions can be addressed during the new business part of the meeting if the discussion will be lengthy.

4. Treasurer's report

The president states: *"We will now hear the treasurer's report."* After the report, the president asks, *"Are there any questions about the treasurer's report?"* (Pause) *"If not, the report will be received as read."*

The treasurer reports on the balance of the previous report, receipts, bills and the present balance. The report is usually a meeting-to-meeting report of the financial status of the treasury. The report is not audited. Normally, the report is not accepted or approved by vote until an audit has been conducted and reported on at the annual meeting. Members may vote to approve or reject any bills.

5. Report of committees

The president calls on the chair or representative of each standing or special committee to make a report. Stand only when calling on each committee chair.

Standing committees are named in the bylaws and serve for a certain time. For example, a program committee that serves for one year. Special committees serve a specific, targeted goal.

The president states: *"Are there any questions about this committee report?"* (Pause) *"If not, the report will be received as read."*

Generally, committee reports do not need to be adopted or accepted unless definite action is required. Either "adopt" or "accept" can be used. If action is required, the report needs to be formally accepted with a motion, a second, a discussion and a vote.

6. Old business

The president states: *"We shall now proceed to unfinished business."* Begin by asking the secretary if there are any motions pending that were not acted on at the close of the last meeting, or if there are any motions postponed for definite action during the current meeting.

The president asks: *"Is there any other unfinished business?"* (Pause) *"If not, we shall proceed to new business."* Use the gavel.

7. New business

The president states: *"We are ready to receive any new business to bring before the club."*

Call a member's name to recognize him or her. Remind members that they are allowed to make suggestions and bring new business before the club.

Example of motion procedure

Member #1: *"I move _____."*

President: *"Is there a second?"*

Member #2: *"I second the motion."*

President: *"It has been moved and seconded that (repeat the motion). Is there any discussion?"* When discussion is over, the president will then put the motion to a vote.

After a brief discussion period, a member may call for the "Question."

The president responds: *"The question is called. We will now vote on the motion."*

For a hand vote, the president states: *"All those in favor of (repeat the motion), signify by raising their right hand."* and *"All opposed same sign."* Then: *"Motion carried"* or *"Motion fails."* For a voice vote, the president states: *"All those in favor of (repeat the motion), signify saying yeh (means yes), opposed no."*

The president may ask: *"Are you ready for the question?"* on his or her own initiative. If there is an objection, two-thirds of the members have to be in agreement to end the discussion.

8. Program

The president states: *"If there is no more business to come before the club, the vice president will announce the program."*

9. Call the meeting back to order

Use the gavel. The president states: *"The meeting will come to order. Are there any announcements?"*

10. Motion to adjourn

The president states: *"The next meeting will be _____. Is there a motion for adjournment?"*

A motion and second are needed. *"It has been moved and seconded the meeting be adjourned. If there are no objections, the meeting is adjourned."* Use the gavel.

When a Group Forms

Members will be more enthusiastic about the club if they feel involved in it. When a group forms, it is important that trust and group building (dynamics) take place. Whenever a new person joins or a person is missing, the group dynamic changes and it becomes like a new group. This may happen at each meeting, so a get-acquainted activity is helpful at the beginning of each meeting. Taking a few minutes to help the group become established will lead to a more productive and enjoyable meeting for everyone.

Seat arrangement at a meeting can also affect group dynamics. Members seated in a circle make it easier for interaction to occur whether it is verbal or non-verbal. After several weeks of sitting in a circle and making some eye contact, even the shyest person will be more likely to share. Research shows that youths' perception of a meeting's success is in direct proportion to how often they speak during a meeting.

If your group is large, breaking into groups of eight to 10 people to share ideas at some point during the meeting will give everyone an opportunity to talk. If your group has one

Nothing is particularly hard if you divide it into small jobs.

— Henry Ford (1863 - 1947)

Taking a few minutes to help the group become established will lead to a more productive and enjoyable meeting for everyone.

member who monopolizes the conversation, an exercise called “Who has the ball?” may remind everyone to speak one at a time and not interrupt.

A successful group depends on rules and procedures that guide meeting and talking together. They need to be set during the first meeting and reviewed briefly at the following two or three meetings. When everyone knows what to expect, building an enthusiastic, fun group is much easier.



Who has the ball?

The member who would like to speak holds a ball or other object. No one else talks or interrupts until the member holding the ball is finished speaking. The ball is then passed to the next person wishing to speak. Again, no one talks until that person is finished. The ball is passed until everyone has a chance to speak.

If your group has one member who monopolizes the conversation, an exercise called “Who has the ball?” may remind everyone to speak one at a time and not interrupt.

4-H Club Meeting Program — Month

Place: _____ Date: _____ Time: _____

| | Person(s) responsible |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Activity for early arrival | |
| Business meeting Call to order, opening exercise and pledges Songs Roll call Reading and approval of minutes, correspondence Treasurer report Report of committees Report of project groups Old business New business | |
| Program Educational project demonstration and illustrated talks Club activities | |
| Recreation | |
| Refreshments | |

Y612A

Worksheet for Business Meeting

1. Call to Order

Pledges, songs

Roll call

2. Reading and approval of minutes

3. Reading of correspondence

4. Committee reports

- a.
- b.
- c.
- d.

5. Old business

- a.
- b.
- c.

6. New business

(Initiation of new members, installation of officer or other ceremonies; special council members recognition and reports; announcements)

- a.
- b.
- c.
- d.
- e.

7. Adjournment



Now It's Your Turn — Practice for Presidents

A typical business meeting

Arrange these regular business meeting items in order.

- | | |
|----------------------------|-------------------------------|
| _____ Treasurer report | _____ Adjournment |
| _____ Pledge of Allegiance | _____ Roll call |
| _____ Old business | _____ 4-H pledge |
| _____ Committee reports | _____ New business |
| _____ Call or order | _____ Minutes of last meeting |

Problem: Tom is president of his 4-H group. In the past year, several members have dropped out of the club. Tom is very concerned because the group has always been very active. Tom's closest friends are the other officers and the most active 4-Hers in the group. It's usually the officers that do all the jobs. How can Tom help this 4-H group?

Solution: _____

Problem: Write a problem your group has had with meetings. How would you solve it?

Solution: _____



So You Are Vice President...

As vice president, you represent your local club and the 4-H program throughout the state. Your abilities, skills, standards, personal grooming, speech and even smiles represent Missouri 4-H members. This responsibility exists at all times, not just while you are at 4-H meetings. Remember, people not familiar with 4-H may judge it by its officers!

*Remember, people
not familiar with 4-H
may judge it by its
officers!*

Checklist for vice presidents

- ☐ I consult with the president on plans or special work to be done.
- ☐ I preside at meetings in the absence of the president.
- ☐ I represent my group at other events in the absence of the president.
- ☐ I involve all members of the club in program planning.
- ☐ I work on committees and group activities with leaders and other officers.
- ☐ I check with those responsible for the program to see if they are ready or need assistance.
- ☐ I introduce program participants.
- ☐ I remember to thank people who participate in the program.

Guidelines for vice presidents

The vice president of the group serves as program chair, introduces program participants and thanks those who present the program.

Introduce the program participants

Introduction of the participants can be very brief. Contact the speaker for background information or do some research on the speaker before the meeting. Your introduction should include:

1. The presenter's name
2. Background information about the presenter
3. Presentation title or subject matter

For example: *Lynn Oakland is our guest speaker this evening. He is one of our local city firemen and president of the county safety council. Tonight he will speak to us about*

being prepared. I present to you Mr. Oakland.

Thank the program presenters

Thank-you speeches should be brief, 30 seconds to one minute in length. Listen to the speech for something specific to say. You may want to express thanks using one or two of the following ideas.

- A thought you had about something particularly interesting in the presentation
- The amount of preparation given to the presentation
- Special news the group received from the presentation
- The distance the speaker came to present at your meeting

For example: *We would like to thank Mr. Oakland for the exciting program about being prepared. It has been especially interesting to learn about the simple things to do to be prepared in case of a fire. We appreciate the information you presented to our group.*



Help your group plan meetings

The vice president is chairman of the program planning committee.

Process outline

1. Select a planning committee
2. Find out what the members would like to accomplish together (goals)
3. Match activities to chosen goals
4. Have the group approve the plans
5. Make lists of what needs to be done for each activity to happen
6. Coordinate volunteers with responsibilities
7. Evaluate

If all members have input in the program planning, you will find that more members will be actively involved in making your programs work and will be more enthusiastic about coming to meetings.

The first step is to agree as a group about what you would like to accomplish together. These desired outcomes are the **club goals**. Youths, parents and leaders all have ideas about what they want to accomplish and need a chance to express them. Take into consideration each member's goals as you develop the club goals. Use the *4-H Club Activities and Goals* form to help you and your planning committee make the club goals for the year.

Fish bowl

First, appoint someone to record what is being said for the vice president and planning committee. A few people, one-fourth to one-third of the group depending on the size, sit in a circle of chairs in the middle of the room called the *fish bowl*. Those in the *fish bowl* talk about what they would like to do or to have done in 4-H. The rest of the members just listen. Only those in the *fish bowl* talk. Members outside the *fish bowl* who want to participate in the conversation must tap the shoulder of someone in the circle and then take that person's place.

Brainstorm

Divide members into groups of three to six depending on the size of the group. Each group will have 10 minutes to write down ideas to share with everyone. Members should not evaluate or criticize the statements of others. The purpose of this activity is to generate as many ideas as possible. Groups should be creative! It may be fun to sit on the floor and list ideas on large sheets of paper. Discuss all the possibilities and eliminate those that do not meet the group's current needs. Vote on the remaining alternatives. The ideas that receive the most votes become the group's goals. One member can record the final list of agreed-upon goals.

Sharing ideas

Tape a large piece of paper to the wall. As members arrive, ask them to write at least one thing they would like to do in their 4-H club meetings during the year. Use Magic Markers or crayons in many colors to make it a fun activity.

Rank order

This is a type of brainstorming. All members sit in a circle. One volunteer writes down all ideas. You can start the wheels turning by offering several ideas and then encouraging members to add to the list. All ideas are good ideas at this stage of the game. Once all possible ideas are written down, discuss the pros and cons of each one. Then, each member privately ranks the goals by numbering them from best (1) to worst. If there is a long list, you may ask for the top 10. Tally and record the results. The top-ranked choices become the group's goals.

After members have a chance to share their ideas, identify the best ideas as group goals for the year. Be careful not to set too many goals. The group needs just enough goals so that it is a challenge to reach them. Five yearly goals are plenty because the group will need several activities to reach each goal and there may be only 10 to 12 meetings to do so. Samples of group goals are included in the *4-H Club Activities and Goals* form. Yours may be quite different!

The next step is to decide what **activities** you will do to reach each of your goals. Collect the information the same way the club chose goals. Thinking of activities is often easier than setting goals.

The last step is to make a **list** of everything that must be done for each activity. Members can volunteer to oversee or chair an activity. The chairperson or planning committee then creates a list of things to do in order to accomplish that activity. The vice president assists the chair or planning group in getting volunteers (members, leaders, parents or resource people as appropriate) and making sure members remember their responsibilities.



*These exercises may
make planning easier
as you gather
information from
your members either
in committee, in
groups or with the
entire club.*

My ideas:

For example, one group's goal was to do community service. The group decided to make valentines for people in a care home for Valentine's Day. Their list included:

- ☐ Need someone to buy and bring paper, doilies, paste or glue, scissors, Magic Markers, etc.
- ☐ Need someone to provide valentine patterns and guidance while cards are made.
- ☐ Need someone to contact the care home for approval and a list of residents who would like to have a visitor and a valentine.
- ☐ Need someone to organize enough drivers and cars to take members to the care home.
- ☐ Need someone to find out how many members will be going and coordinate with the person organizing rides to the care home.



Ask members to volunteer for what they want to do.

Members can sign up for various activities on worksheets that are passed around at meetings or sent home with members. If no one signs up to help make the activity happen, it is a good indication that members are not interested enough to participate. Drop the activity.

Evaluate the results of the goals and activities.

If there is time at the end of each meeting, ask members if they liked participating in the activity. At the end of the year, the planning committee can look at the total program and record what worked and what didn't as well as ideas for the next year's planning committee.

My notes:

[illegible]

4-H Club Activities and Goals 20____

Different committees develop goals. Standing committees are those named in the club's bylaws such as program, recreation and health and safety. The goals are then presented to the club for approval. In a small club, the entire club may develop the goals.

Example of goals

1. Ninety percent of members have at least one dental examination during the year.
2. Have planned recreation at every club meeting.
3. Survey and correct fire safety hazards in 90 percent of member's homes.
4. All members complete every project.

| |
|---------------------------|
| *Health and safety |
| *Recreation |
| *Community service |
| Optional activity |
| Other club goals |

Optional club activities (See *4-H Clover*)
Community service
Show me character
Conserving our natural resources

Mini-society
Recreation and leisure
International understanding
Environmental stewardship

Safety
Self-determination
Healthy lifestyles

****Must achieve one or more goals in health and safety, recreation, community service and the optional activity if the club is to qualify for a Gold Seal.***

Y671A

| Program Worksheet | | | | | |
|--------------------------|------|----------------------------|------------------|-----------------------|--|
| Month/ Day | Goal | Program, event or activity | Materials needed | Person(s) responsible | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

4-H Club Meeting Program — Month _____

Place: _____ Date: _____ Time: _____

| | Person(s) responsible |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Activity for early arrival | |
| Business meeting Call to order, opening exercise and pledges Songs Roll call Reading and approval of minutes, correspondence Treasurer report Report of committees Report of project groups Old business New business | |
| Program Educational project demonstration and illustrated talks Club activities: | |
| Recreation | |
| Refreshments | |

Y612A



Now It's Your Turn — Practice for Vice Presidents

Problem: The vice president and program planning committee planned a yearly program that does not seem interesting to other group members. Some members say they are so bored that they are going to stop coming to the meetings. What action should be taken to solve this problem?

Solution: _____

Problem: The 4-H meetings never start on time because most members and the president arrive late. What can the vice president do about this problem?

Solution: _____

Problem: The Clover Clan 4-H group presented their Share-the-Fun act as part of your group program. Six of their members performed in a skit titled "Excitement at the County Fair." What would you say to thank them?

Solution: _____



So You Are Treasurer...

As treasurer, you represent your local club and the 4-H program throughout the state. Your abilities, skills, standards, personal grooming, speech and even smiles represent Missouri 4-H members. This responsibility exists at all times, not just while you are at 4-H meetings. Remember, people not familiar with 4-H may judge it by its officers!

The treasurer is responsible for keeping accurate financial records for the club.

Checklist for treasurers

- ☐ I handle all money matters for the group
- ☐ I follow the financial guidelines as outlined in MU publication Y672, *Missouri 4-H Treasurer Record Book*.
- ☐ I ensure our bank accounts have an Employee Identification Number instead of anyone's Social Security number
- ☐ I keep accurate records of how all money is used in MU publication Y672, *Missouri 4-H Treasurer Record Book*.
- ☐ I give receipts for all money received by the club.
- ☐ I pay money out of the treasury only when approved by the club.
- ☐ I deposit all money in the bank as soon as possible.
- ☐ I pay all bills promptly as approved by the club. For all bills paid by check or cash, I get a sales receipt, invoice or statement as proof of payment.
- ☐ I prepare a monthly summary report of income, expenses and current balance to present at each meeting.
- ☐ I complete the **annual financial report** at the end of the year and submit a copy to my local MU Extension center.

Record keeping

The treasurer is responsible to keep accurate financial records for the club. The forms in MU publication Y672, *Missouri 4-H Treasurer Record Book*, can be handwritten or typed on a computer. Keep all bank statements, deposit slips and receipts in manila envelopes or a plastic file box with folders to help keep records in order. Do not hesitate to ask your club leader for help in filling out the treasurer forms or in keeping the records. The following records are kept by the treasurer:

Checks

- ✓ Use ink. Never erase. If you make a mistake, write VOID on the incorrect check and record the voided check in the checkbook register. Start a new check.
- ✓ Always write the current date on the check when it is written.
- ✓ Write the name of the check recipient (person or business) as close as possible to the words "pay to the order of" followed by a line. Adding a line prevents someone from adding another name and cashing the check.
- ✓ In the box or space after the "\$" sign, write the amount of the check in numbers. Do not leave a space between the dollars and cents numerals. This prevents someone from adding numbers and changing the amount of the check. The amount can be written as 10.34 or 10 34/100. However, writing the cents amount over 100 prevents confusion between dollars and cents.
- ✓ To the very left of the dollar line, write the amount in words followed by a line. The cents can be written in numbers over 100. Examples: ten and 34/100 for \$10.34 or one hundred twenty five and 55/100 for \$125.55. Be sure the written amount agrees with the number amount on the "\$" line. Try to avoid writing checks for less than \$1.
- ✓ Sign the check with your authorized signature, the same way you signed the signature card at the bank. Another authorized person must also sign each check. If the check has only one signature line, have the second person sign below the line.

Use ink. Never erase. If you make a mistake, write VOID on the incorrect check and record the voided check in the checkbook register. Start a new check.

Sample check

Cloversall 4-H Club
1234 Lucky Clover Lane
Emerald Green, Missouri 34567

826
80-1199/815

May 24 19 03

PAY TO THE ORDER OF Fairway Grocery \$ 10.34

Ten and 34/100 DOLLARS

Cloverdale Bank
Emerald Green, Missouri 34567

MEMO Food

Jamie Davis, Treasurer
John Jones, Leader

⑆08⑆51⑆990⑆ ⑈03 725 7⑈ 0826

SAFETY PAPER

How do I...?

Bank deposits

- ✓ Date the deposit slip.
- ✓ When depositing cash, fill in the amount of currency (bills) and the amount of coins. When depositing checks, list each check and the amount. There is space on the back of the deposit slip to list additional checks. The total amount of the checks listed on the back is written in the "total from other side" line on the front of the deposit slip.
- ✓ Record the total amount of all the cash and checks on the total line. The net deposit is the total minus any cash received.
- ✓ To deposit a check, it must be endorsed (signed) on the back within 1½ inches of the top. Using a restrictive endorsement is the safest. This means that the check

must be deposited in the group's bank account and not transferred to someone else. The endorsement should be written as follows: Pay to the order of (bank name); For deposit only (name of group); Account number.

- ✓ When the group receives cash or checks, the treasurer must write receipts for all money received and provide this to the member, customer or donor. A thank-you, in addition to a receipt, should be written for any donation or gift.

Sample deposit slip

| DEPOSIT TICKET | | CASH | CURRENCY | | | |
|---------------------------------------------------------------------------------------|--|-----------------------|----------|--|--|--|
| Cloversall 4-H Club 1234 Lucky Clover Lane Emerald Green, Missouri 34567 | | | COIN | | | |
| | | LIST CHECKS SINGLY | | | | |
| | | | | | | |
| | | | | | | |
| DATE _____ 19____ | | TOTAL FROM OTHER SIDE | | | | |
| DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL | | TOTAL | | | | |
| SIGN HERE FOR CASH RECEIVED (IF REQUIRED) | | LESS CASH RECEIVED | | | | |
| | | NET DEPOSIT | | | | |

80-1199/815

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

Cloverdale Bank
Emerald Green, Missouri 34567

0815119901 03 725 71 9973

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.

Bank statements

Bank statements are usually sent once a month. It's important to match the amount on the bank statement with the amount in the checkbook. The basic steps are:

1. Begin with the bank statement balance.
2. Add any deposit amounts that are not listed on the statement to the balance.
3. Subtract from this balance, the total outstanding checks (checks not listed on the statement)
4. The final amount should be the same as the balance in your checkbook.



Some banks have a service charge for handling an account. Service charges are considered an expenditure or expense. Be sure to record and subtract any service charges in your checkbook and on the form Y672C, *4-H Record of Finances*.

For more detail on how to balance a checkbook with the bank statement, refer to the bank statement or ask your banker for instructions.

Monthly summary report

Y672A, *4-H Monthly Summary Report* form

The treasurer gives a detailed and complete report of the group's finances during the business portion at each meeting. The monthly summary report makes this process simple. The amounts for the report come from the forms Y672B, *4-H Membership Dues* and Y672C, *4-H Record of Finances*. A sample for giving the report verbally (reading it in an easy-to-understand way) is provided in MU publication Y672, *Missouri 4-H Treasurer Record Book*.

Membership dues

Y672B, *4-H Membership Dues* form

A separate record is kept of dues paid by members in addition to recording dues as receipts in the form Y672C, *4-H Record of Finances*. The form includes a column to record the date the member joined.

Record of finances

Y672C, *4-H Record of Finance* form

All receipts and expenditures are recorded on the form Y672C, *4-H Record of Finances*, which is similar to the checkbook register. Receipts (income, deposits, receipts and credits) are money deposited into the treasury. Expenditures are money paid out or spent on expenses (bills, payments and charges).

Begin with the ending balance on the form Y672D, *4-H Annual Financial Report*, from the previous year. The balance should be the same as the checkbook balance. **Record all deposits made and all checks written.** Give enough detail so that the “description of transaction” is clear to everyone. Record how the money was spent and to whom it was paid, even if more than one line is needed. For deposits, it is a good idea to write the name of each donor or member.

The **ending balance**, plus the deposits and minus the expenses, equals the current balance and should match the balance in the checkbook ledger. Previous balance + deposits – expenses = current balance.

The **actual balance** equals the outstanding bills subtracted from the current or ending balance. Current balance – outstanding bills = actual balance.

The check mark (✓) column allows you to mark when a check has cleared the bank. It will be listed on the bank statement after it has cleared.

Annual financial report

Y672D, *4-H Annual Financial Report* form

The treasurer is responsible for submitting a complete financial report at the end of the year. The forms Y672A, *Monthly Summary Report*, from each meeting may be helpful in preparing the annual report. A representative from the audit committee signs the annual financial report after the year-end audit is conducted. A copy is sent to the local extension office.

It is important each club has an Employee Identification Number on the bank account instead of a Social Security number. Read and follow the procedures in your treasurer’s book or contact your local MU Extension center for assistance.

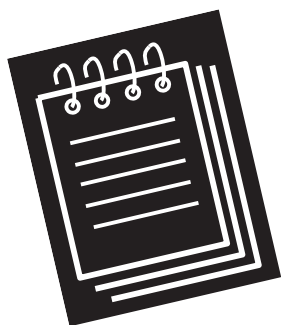
Audit report

Y672E, *4-H Audit Report* form

Each year, an audit is taken by an auditing committee to make sure the treasurer’s records are correct and in order. Before a new treasurer takes office, an audit is taken and approved. Only then, are the records are turned over and new signatures filed at the bank.

When a club disbands

When a 4-H club disbands, pay all bills and transfer the remaining money to the county 4-H council. Be sure that all bills are paid and all checks have cleared (been received by the bank). Write a final check to the county for the remaining balance and close the checking account.



SAMPLE

4-H Record of Finances 2004

Treasurer's Name - Jamie Davis

Record all charges or credits that affect your account.

| Number | Date | Description of Transaction | Payment | | ✓ | Fee (if any) | Deposit/ Credit | | Balance | |
|--------|------|--------------------------------------|---------|----|---|-----------------|--------------------|----|---------|----|
| | | | | | | | | | 346 | 15 |
| 1152 | 5/24 | Fairway Grocery (refreshments) | 10 | 34 | | | | | 335 | 81 |
| | 5/25 | Deposit (T-shirt sales) | | | | | 123 | 96 | 459 | 77 |
| 1153 | 5/29 | Dollar Mart (horse project supplies) | 8 | 37 | | | | | 451 | 50 |
| | 6/01 | Check Charge (new checks) | | | | 8.26 | | | 443 | 24 |
| 1154 | 6/03 | ABC Awards (award ribbons) | 29 | 76 | | | | | 413 | 48 |
| | 6/05 | Deposit (entry fees from horse show) | | | | | 236 | 93 | 650 | 41 |
| | | June Balance | | | | | | | 650 | 41 |
| | | | | | | | | | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |

4-H Record of Finances 20

Treasurer's Name

Record all charges or credits that affect your account.

[illegible]

4-H Annual Financial Report

Year: _____ **Submit to local University of Missouri Extension center each year.)**

| | | | |
|------------------------------------|--|--------------------------------------------------------|--|
| County | | E.I.N. (Employee Identification Number) | |
| Club/Group | | Type of Group (community/project/council/other) | |
| Report for (date) to (date) | | Date Report Given | |
| Treasurer | | Phone | |
| Co-Signer | | Phone | |

| | Amounts | Directions |
|-------------------------|---------|-----------------------------------------------------------------------|
| Previous Balance | | ending balance from the last report |
| Income | | |
| Dues | | membership dues |
| Deposits/Receipts | | money received |
| Total | | total of income |
| Expenses | | |
| Bank Fees | | bank charges |
| Payments/Bills | | money paid |
| Total | | total of expenses |
| Ending Balance | | balance + income - expenses = ending balance (checkbook balance) |
| Outstanding Bills | | money owed but not paid |
| Actual Balance | | ending balance - outstanding bills = actual balance (money available) |

| | |
|----------------------------------------------------------------|--|
| Signature of Treasurer | |
| Signature of Leader | |
| Signature of Auditor (may be parent or other leader) | |

Y672D



Now It's Your Turn — Practice for Treasurers

Problem: One of the important jobs you will do as treasurer is write checks. The club has agreed to pay a bill to the Sunshine Grocery Store for six dollars and fifty cents for materials for a bake sale. Fill out the check.

Check sample


o/o

Charles Checkwriter
1020 Bon Vie Way
Greenbacks, DC

No. 155

PAY _____, 20 _____

\$ [] Dollars

 THE BIG BANK
ANYPLACE, USA

o/o

Problem: The club collected \$52.60 last Saturday at its car wash. You will need to deposit the money in the bank. There is a \$20 bill, a \$10 bill, two \$5 bills, two checks for \$5 each, eight quarters, four dimes and four nickels. What will you need to do to deposit this money? Fill out the deposit correctly.


Deposit slip sample

DEPOSIT TICKET

Cloversall 4-H Club
1234 Lucky Clover Lane
Emerald Green, Missouri 34567

DATE _____ 19____
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR CASH RECEIVED (IF REQUIRED)

 **Cloverdale Bank**
Emerald Green, Missouri 34567

| CASH | CURRENCY | | |
|-----------------------|----------|--|--|
| | COIN | | |
| LIST CHECKS SINGLY | | | |
| | | | |
| | | | |
| TOTAL FROM OTHER SIDE | | | |
| TOTAL | | | |
| LESS CASH RECEIVED | | | |
| NET DEPOSIT | | | |

80-1199/815

USE OTHER SIDE FOR
ADDITIONAL LISTING

BE SURE EACH ITEM IS
PROPERLY ENDORSED

0815119901 03 725 7 9973

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.

Problem: Fill out the form Y672C, *4-H Record of Finances* using the following information.

On October 1, the Happy Hustlers 4-H Club had a balance of \$117.19.

On October 5, the treasurer wrote checks to pay bills approved by the club at its September meeting:

\$10 donation to Muscular Dystrophy Association

\$8.53 bill to Ace Film Rental for a film rental for the September meeting.

The club constructed and operated a ring toss booth at the county 4-H Carnival.

Most of the materials for the booth were donated by members' families. However, on Oct. 10, crepe paper was purchased for the booth from Harper's Drug Store at a cost of \$5.52. On Oct. 11, glue and staples were purchased from Morgan's Hardware for \$7.03.

The carnival was held Oct. 12, and the Happy Hustler's Ring Toss booth brought in \$55.

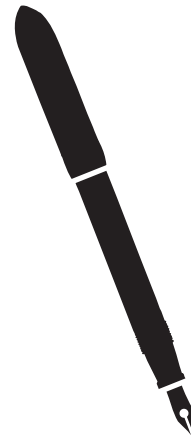
At the council meeting on Oct. 22, two 4-H T-shirts, left from the last T-shirt sale, were sold. This added \$12.06 to the club treasury.

One step further...

The treasurer received the monthly bank statement Oct. 17. The bank statement balance was \$152.67. The checks to Morgan's Hardware and Ace Film Rental had not cleared the bank at the time of the statement. The bank statement did not record the \$12.06 deposit for the T-shirts. There was a \$4 service charge for the month. Balance the checkbook — match the figures on the bank statement with the figures on the form. Use the bottom of the form to figure.

Problem: Fill out the form Y672D, *4-H Annual Financial Report* using the following financial information. You may fill out the top portion of the form for practice, if desired.

1. Previous Balance: \$193.37
2. February: received \$20 for dues, deposited \$6 from donations, paid \$1.36 check charges and paid \$6.32 for bills
3. May: deposited \$15 from a fundraiser, paid \$1.37 for a service charge and paid \$18.50 for bills
4. October: received \$16 for dues, paid \$27.50 for bills
5. There are two bills yet to be paid. The first to Custom Items for monogrammed pencils for \$2.88; the second to Bob Cooper for stamps that he purchased for the club for \$2.39.



My notes:

[illegible]



So You Are Secretary...

As secretary, you represent your local club and the 4-H program throughout the state. Your abilities, skills, standards, personal grooming, speech and even smiles represent Missouri 4-H members. This responsibility exists at all times, not just while you are at 4-H meetings. Remember, people not familiar with 4-H may judge it by its officers!

Checklist for secretaries

- ☐ I arrive ahead of time to the meeting place.
- ☐ I discuss items of business with the leaders and the president.
- ☐ I sit near the president during the business meeting.
- ☐ I inform the president and leaders if I'm going to be absent.
- ☐ I work together with other officers.
- ☐ I call roll and keep an accurate record of attendance in MU publication Y671, *Missouri 4-H Secretary Record Book*.
- ☐ I read minutes of the previous meeting and make corrections if necessary.
- ☐ I take accurate notes at each meeting.
- ☐ I use the notes taken at the meeting and rewrite a concise summary of the meeting in MU publication Y671, *Missouri 4-H Secretary Record Book*.
- ☐ When called upon by the president, I state any unfinished business from the previous meeting.
- ☐ I assist the president during the meeting by writing the motions as stated and restating the motion when asked.
- ☐ I read correspondence written to our group and write letters sent from our group.
- ☐ I keep a record on all the forms in MU publication Y671, *Missouri 4-H Secretary Record Book*.

The secretary is responsible for keeping accurate records for the club.

Responsibilities of the secretary

Before the meeting:

- ✓ Make sure the attendance record is up to date and accurate.



The secretary is responsible for keeping an accurate record of each member's attendance.



- ✓ Collect and read all correspondence (letters and cards) received since the last meeting.
- ✓ Check the last meeting's minutes for old business, such as tabled or postponed motions.
- ✓ Before the meeting, review old business with the president for the agenda.
- ✓ Keep an accurate list of chairs and duties for project and special committees and standing committees, which are those named in the club's bylaws. You may want to review the committees with the president for the agenda.
- ✓ Be sure to bring to the meeting extra paper and pencils (for notes, ballots, etc) and your Y671, *Missouri 4-H Secretary Record Book*.
- ✓ Notify the president if you cannot attend a meeting so he or she can designate a member to act as secretary to call roll and take notes for the minutes. Try to give your Y671, *Missouri 4-H Secretary Record Book* to someone to take to the meeting.

After the meeting:

- ✓ Write or type the minutes using the form Y671D, *Minutes of 4-H Club Meeting* as soon as possible after the meeting. If writing the notes, write the minutes on scratch paper first and then onto the form. Minutes should be neat, legible and written in ink.
- ✓ Sign the form at the bottom.
- ✓ Inform absent officers or committee chairs of action that concerns them.
- ✓ Notify any absent members on their appointment to committees.
- ✓ Keep all records in a place that is known and convenient to others in case of your absence.
- ✓ Write all necessary business letters and thank-you letters for the club.

Record keeping

The secretary is responsible for keeping accurate records for the club. The secretary can write or use a computer to type on forms included in MU publication Y671, *Missouri 4-H Secretary Record Book*. The following forms are maintained by the secretary:

Meeting minutes

Y671D, *Minutes of Club Meeting* form

Minutes recorded should include the following:

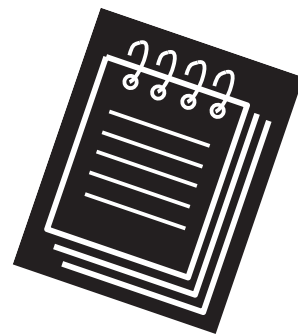
- 1. Date and place of meeting**, attendance, names of visitors and special guests.
- 2. Business** — Record of all business transacted, motions made, committees appointed, committee reports and the time and place for the next meeting.
- 3. Program** — Topics discussed, program presenters and demonstrations.
- 4. Recreation** — Description of games played and who led them.

Membership and attendance record

Y671E, 4-H Club Membership, Y671J, 4-H Club Attendance, and Y671H, 4-H Club Officers forms

The secretary is responsible for keeping an accurate record of each member's attendance. Enter all members' names and addresses at the beginning of your club year. List members alphabetically. When new members join, add their names to the end of the list. You also will record project information for each member on the attendance form. Keep a record of the club officers and the committees that meet throughout the year.

During the business meeting, the president will ask the secretary to call roll. Mark an "X" for present members and a blank box for absent members. Announce the number of present and absent and if there is a quorum present. During the roll call, each member may give a progress report on their project work.



Project meetings

Y671C, 4-H Club Project Meetings Report form

The secretary records the activities of the project groups to supplement to the minutes. The information can be obtained at the club meeting. Project leaders need to report all meetings and activities to the secretary.

Activities and goals

Y671A, 4-H Club Activities and Goals form

The planning committee, chaired by the vice president, develops the club's plans for the year and presents them to the members for approval. The secretary keeps the official record of the goals and activities.

Year-end Report

Y671B, 4-H Club Year-end Report form

The secretary assists club leaders with the final year-end report and determination of the gold, silver or bronze 4-H club seal. The standards for the club seals are in MU publication Y671, *Missouri 4-H Secretary Record Book*. The year-end report is then sent to the local University of Missouri Extension center.

My notes:

[illegible]

SAMPLE
Minutes of 4-H Club Meeting

| | | |
|------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------|
| Name of 4-H Club Cats Meow | Meeting Date (month, day, year) March 18, 2004 | Place Fort Fixby School |
| Meeting Called to Order By Gene Govell, president | Time Meeting Called to Order 7:30 p.m. | |
| Number in Attendance 29 members 7 leaders 12 others | | |
| Special Guests Avis Adams, 4-H Program Assistant and Dr. John Doe, Farm Bureau | | |

The meeting program, business transacted and special features including recreation were as follows:

Roll call was answered with "my plans for immunizations this year." The secretary read the last meeting's minutes. A motion was made, seconded and carried to approve the minutes. The treasurer reported a balance of \$27.50 with no outstanding bills. A motion was made, seconded and carried to approve the report.

Old business

Donna Fuller, chair health committee, reported that arrangements have been completed for the group immunizations at Doctor's Clinic on Sat., May 25.

Junior project chairs for Clothing Unit II, Book 2, Auto Care and Safety and Basic Woodworking reported project meetings held since last meeting as recorded on page ____.

New business

Our club leader announced 4-H camp is June 17-21 and costs \$40. Applications are due in the county office by May 1. The next meeting will be on March 25, 2004 at Harding School.

A motion was made, seconded and carried to adjourn.

Program

Dr. Fed Neocamp talked of "Immunization Needed for Good Health." He told us why they are needed and how they prevent disease and health problems. Susie Bell demonstrated "How to Cut a Skirt from a Wool Plaid."

Recreation

Three members played guitars and led the group in songs. The Govell and Bell families provided refreshments.

(Secretary Signature)

(Date Approved)

The club secretary should make the minutes available to the club reporter to complete the *4-H Club Meeting Report* (form Y676)

Y671D

Minutes of 4-H Club Meeting

| | | |
|------------------------------------------------------------------------|---------------------------------|-------|
| Name of 4-H Club | Meeting Date (month, day, year) | Place |
| Meeting Called to Order By | Time Meeting Called to Order | |
| Number in Attendance _____ members _____ leaders _____ others | | |
| Special Guests | | |

The meeting program, business transacted and special features including recreation were as follows:

(Secretary Signature)

(Date Approved)

The club secretary should make the minutes available to the club reporter to complete the *4-H Club Meeting Report* (form Y676)

Y671D



Now It's Your Turn — Practice for Secretaries

Problem: Using the “Minutes of 4-H Club Meeting” form, rewrite the following minutes correctly. Leave out all unnecessary information.

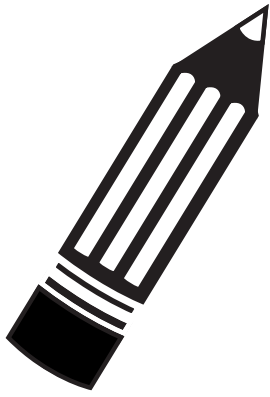
The regular meeting of the Mississippi Valley 4-H Group was held at Sally Edward's on September 31, 2001. The meeting was called to order by Bill Shaffer at 7:30 p.m. Sue Smith gave a presentation on “Care of Bees.” John Jones and Paula Potter talked about the football game they went to the night before. The treasurer's report showed a balance of \$74.97. The president really did a crummy job of conducting the meeting. There was no old business. The secretary's report was read and approved. We discussed paying for leaders to attend the leader's banquet. Our leader, Bob Miller, was unsure if he could attend so it was tabled until next month. After 30 minutes, the meeting was adjourned. There were 14 members, two leaders and one guest present. Ann Jones led us in a conservation activity.

Problem: At the November meeting, the group discussed the possibility of having a Christmas party with another group. One member remembered discussing it and making a motion to have a party at the October meeting. There was nothing in the minutes that indicated this had happened. Then someone else remembered another motion that had not been read in the minutes. There was a lot of confusion. How could this confusion have been avoided?

Solution: _____

Problem: At the regular meeting of the Mississippi Valley 4-H Group, there were only four out of 12 members present. A check with members who were absent revealed they didn't know about the meeting. What can you do as group secretary to eliminate this problem?

Solution: _____



So You Are Reporter...

As reporter, you represent your 4-H Club through the stories you submit to the newspapers and other media. You are an important 4-H officer. You help your club members feel good about themselves and the things they've done in 4-H by sharing their 4-H stories with the community.

Checklist for reporters

- ☐ I make and update a list of news story possibilities for our 4-H club.
- ☐ I submit articles to the newspaper as soon as possible since old news is usually no news.
- ☐ I work with our photographer to include photos with 4-H news stories.
- ☐ I work with our historian to provide photos and news clippings for the historian's book.
- ☐ I know the names, addresses, phone numbers, email addresses and submission deadlines of our county newspapers and 4-H newsletters.
- ☐ I know how to write a caption, or cutline, for a photo that's included with my news stories.
- ☐ I make sure that names are spelled correctly and people are identified correctly for all news stories.
- ☐ I make sure to have a signed photo release for every person shown in a photo that I'm going to submit for public use. Member photo releases are included in the health form. Check with your local University of Missouri Extension center.
- ☐ I keep a record book (string book) containing my work and contact information from the year.

Guidelines for reporters

While the secretary takes detailed notes on everything that happens in meetings, you only report the interesting things that 4-H'ers are doing — inside and outside the meeting. Your job is to be a little nosy and know everything that's going on in your club

You help your club members feel good about themselves and the things they've done in 4-H by sharing their 4-H stories with the community.

My notes:

- ✓ When did it, or will it, take place?
- ✓ Where did it, or will it, take place?
- ✓ Why did it, or will it, happen?
- ✓ How did it, or will it, happen?

Test your sentences to make sure there are no unanswered questions. If after the sentence you have to ask another question such as why, how or when, your sentence is unanswered. Here are some examples.

Sue Ness said that storm data is vital.

Unanswered question is **who** is Sue Ness and **why** can I believe what she says?

Meteors will arrive this summer.

Unanswered question is **when** will the meteors arrive?

The only fee is the cost of lunch.

Unanswered question is **how much** will the lunch cost?

Weather data is vital," said Sue Ness, the state of Texas climatologist.

The question is answered by **who** is Sue Ness. She is the state of Texas climatologist.

No mistakes!

Make sure names, addresses, times, dates, costs, rules, titles, ages, offices held, ingredients and quoted words are correct! **Always double check your spelling!**

Third person only

Write stories in the third person, not in first or second person. News is not personal. As you write your stories, it is important to remember this grammar rule.

- Use: Third person is he, she, it, they, him, her or them.
- Never use: First person is I, we, me or us.
- Never use: Second person is you.

Keep it simple

- Include all needed facts. No less. No more.
- Don't use a long word when a short one will do. For example, use the word said instead of commented, the word tiny instead of miniscule.
- Include quotes to make stories more interesting.
- Explain or define any unfamiliar term that you may use. For example, he's in the triathlon – a long distance race combining swimming, bicycling and running.
- Write sentences that are easy to read. (Breath Test: If you read a sentence aloud and run out of breath, it's too long!)
- Keep paragraphs short. In news, one or two sentence paragraphs are okay. Type news stories, if at all possible, in 11 or 12 point in a standard font such as Times New Roman or Arial.



*I never write
"Metropolis" for seven
cents because I can
get the same price for
"city." I never write
"policeman" because I
can get the same money
for "cop."*

— Mark Twain
(1835 - 1910)

Begin with a lead

News stories begin with a good lead. The beginning paragraph, or lead, is the most important part of the story. The lead needs to grab the reader's attention and make them want to continue reading. Here are some good examples:

A surprise gift will help 19-year-old Casey Jones take an international exchange 4-H trip next year.

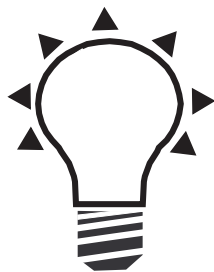
Casey Jones began baking 720 chocolate chip cookies today, so that each Kansas 4-H club member could have a dozen.

Can 60 young people, plus their parents, keep a secret for more than six months?

The body

The part of the news story that follows the lead is called the body. It explains the lead and gives more details. The body is written in the opposite order as books where each chapter builds to the exciting end. The exciting part of a news story is summed up in the lead. Each paragraph that follows contains details that are less important. This is called an inverted (upside-down) pyramid. If stories are too long to fit the space, editors may cut paragraphs off the end of the story.

1. Start with the facts that readers need most (the lead)
2. Next, put what's second in importance
3. Continue with the most important to the least important
4. Put the facts that could be deleted (without harming the story) last. When editors need space, they often delete these less important facts that appear at the end of the story.



Feature reporting

Features, also called "soft news," are more about people and less about events. A feature can describe such things as a funny mistake, a concert, how to look for termites or an unusual project. Generally, features follow the same rules as straight news except the story may not be organized in an inverted pyramid.

Depending on the topic, organize the facts in a way that makes the subject interesting and the story easy to understand and follow. For example, a feature about Doug's clowning project might begin with a description of how he puts on clown makeup and then describe a step by step of what Doug does after that. Other options with examples are:

- **Compare and contrast:** What a member learned on an exchange trip contrasted to what it is like in the member's home.
- **Option-outcome order:** Choice A and its result contrasted with choice B and its result.
- **First to last or step-by-step:** First, second, third and so forth.
- **Chronological or time:** Early, an hour after that, then as it got later...
- **Joke or "build the case" order:** Here's the situation, next details, more details, punch line!

Press releases

Most often, newspapers want your stories submitted as press releases. The press release contains the lead and body of your story, but also contains other information for the newspaper. The parts of a press release are:

(A) Organization contact information

Contact information so the newspaper knows whom to contact to confirm the story or ask questions. It is a good idea to include your organization and even the 4-H Clover.

(B) Date

The date the press release is sent to the newspaper.

(C) Headline

A short title that tells what the press release is about.

(D) Writer's name (called a byline)

The name of the person who wrote the press release.

(E) Source contact information

Contact information for those interviewed in the press release including name, phone number or e-mail.

(F) Dateline

City and state where the story took place. Write the city in CAPS and make sure to capitalize the state name.

(G) Body

Your story with a lead and the paragraphs arranged in an inverted pyramid.

(H) Story end mark

Type either -30- or ### to show the end of the story.

My notes:

Example of a press release *(Letters correspond with the press release description.)*



Missouri 4-H Club

(A) Missouri 4-H Club
880 Cole Road
Macon, MO 62999
573-888-9999
urbanl@net.com

(B) October 8, 2006

(D) By LeAnn Urban

(C) Missouri 4-H Dairy Judging Team Places 4th at National Contest

(E) Source: Karla Deaver
(555)-206-1002
deaver@missouri.edu

(F) (G) COLUMBIA, Mo. — Missouri 4-H came home with lots of hardware from the 2006 National 4-H Dairy Judging Contest held Oct. 2 in Austin, Texas, according to Karla Deaver, 4-H youth development specialist. The team placed fourth in a field of 19 teams, behind the strong dairy states of Tennessee, Arkansas and Texas.

“Only two Missouri 4-H dairy judging teams have ever placed higher at the national contest,” Deaver said. “The team won two breeds, had two All-American judges, and was mentioned in the top of several judging categories, finishing just 85 points behind a Tennessee team.”

The team of Billy Bob, Gary Quail, Jimmy LeVox and Keith Buffett won the Brown Swiss and Guernsey breeds. “According to our records, this is the first time a Missouri 4-H team has won two breeds at the national contest,” Deaver said. The team also placed fifth in Jerseys.

Buffett, son of Brad and Sara Buffett of Mt. Vernon, and Quail, son of Frank and Susie Quail of Paris, earned All-American honors. Buffett was the fifth high individual in the contest, four points behind the first place individual. He placed first in Brown Swiss, first in Guernseys, and 60th in reasons in a field of 232 contestants. Quail was the 20th high individual in the contest, and was 60th in Guernseys, and 21st in Brown Swiss. Bob, son of Randy Bob and Ashley Erwin of Hartville, was 10 points away from All-American status. He was 26th in Brown Swiss, 20th in Guernseys, and 60th in Jerseys. LeVox, son of Michael and Alison LeVox of Ozark, was 20th in Brown Swiss and 50th in Holsteins.

Contestants placed one cow and one heifer class in Ayrshires, Brown Swiss, Guernseys, Holsteins and Jerseys and gave five sets of reasons. The team coaches are Ted Probert, University of Missouri dairy specialist, and Karla Deaver, University of Missouri Extension 4-H youth development specialist, headquartered in Wright and Lawrence counties, respectively.

The team receives funding from several Missouri dairy organizations to assist with judging trip expenses. They thank all their sponsors for their support. For more information about the Missouri 4-H dairy judging team, contact Ted Probert at (555) 275-1505 or Karla Deaver at (555) 404-0061.

(H) ###

Additional tips

Photos

Include a photo with your news story. Photos can help tell your story and may give you a better chance of your news story being published. Include a *cutline* to help readers understand more about the photo. Be sure to identify people in your photo from left to right and spell names correctly. Work with your club photographer (if you have one).

Contact information and deadlines

Don't waste your time and talent by missing newspaper and newsletter deadlines. Work with your 4-H club reporter to submit your 4-H news and photos together and on time. Contact newspaper editors to ask for suggestions, deadlines and formatting preferences. Because digital photos are becoming more standard, ask about the best way to submit photos electronically. Contact your local University of Missouri Extension center about their guidelines for submitting stories and photos to the county 4-H newsletter.

Other media

In addition to your county newspapers and 4-H newsletters, there are other places to submit your 4-H Club stories. Learn how to submit your story as a Public Service Announcement (PSA) on your local TV and radio stations; they are free and can help promote your club or event. Just as you do for newspapers, find out the name, contact, address, phone number and email of your local TV and radio stations. Ask about deadlines, what type of news stories they look for and how to submit information to them.



Now It's Your Turn — Practice for Reporters

Test yourself

Which of the two story ideas would your newspaper be more likely to use? (Answers on the following page)



Question 1

- A. Your club leader is going to Japan on a 4-H exchange.
- B. The state 4-H leader is going to Japan on a 4-H exchange.

Question 2

- A. Your club had a car wash last month.
- B. Your club had a car wash today.

Question 3

- A. Your state governor will speak during achievement night.
- B. Your mother will speak during achievement night.

Question 4

- A. Joni Lee, who is 12, won the poultry contest award today.
- B. Joni Lee, who is blind, won the poultry contest award today.

[illegible]

B. Your club will be leading an old-timer sing-along at the nursing home.

B. That same Tim Lot, who ordered 30 chickens, got a shipment of 300.

Story 1: Your club, Tigers 4-H Club, just completed a community service project. The members worked all year to coordinate with the other 4-H clubs in the county to fill 100 suitcases with personal care items for the local battered women's shelter. Your president, Sarah Good, and representatives from the various clubs presented the suitcases to Julie Smith, director of We Care About Women, on Saturday, October 10. Afterward, group members played with some of the children who were staying at the shelter.

Story 2: It is state fair time! Several of your club members have swine projects this year and showed their hogs at the fair on Friday and Saturday, July 8-9. This year, the fair also had a parade on Saturday morning, which included a “dress the animals” contest. Your group joined the fun and “dressed-up” your hogs as a team. Your group won first place! In addition, Lisa Johnson and Carrie Clark placed first in the swine competition. You have a photo of the “dressed-up” hogs to send to the newspaper.

1. **A.** Local stories are nearly always chosen over stories that have little to do with hometown people's lives.
2. **B.** Take the letter "s" out of the word news! Unless a report is new (timely), editors are seldom interested.
3. **A.** Editors like stories about well-known or widely important things or people.
4. **B.** Things that are unusual make the news, such as people who overcome great odds.
5. **A and B.** Surprise! Both of these are news because people in your town will see them as praiseworthy.
6. **A and B.** Both are news, but because B also can be funny, it has a stronger human interest appeal.



So You Are Historian...

As historian, you represent your local club and the 4-H program throughout the state. Your abilities, skills, standards, personal grooming, speech and even smiles represent Missouri 4-H members. This responsibility exists at all times, not just while you are at 4-H meetings. Remember, people not familiar with 4-H may judge it by its officers!

Checklist for historians

- ☐ I keep a record of the group's accomplishments and activities for the year.
- ☐ I collect items such as photos and news clippings about the group and its members.
- ☐ I organize the historian's scrapbook or album to tell the story of my 4-H group for the year.
- ☐ I do my best to make the book meaningful to members and future members.
- ☐ I make the book compact and yet complete. Items are only included if they involve members of the group.

Guidelines for the historian's book

- ✓ The cover should be durable and last for many years. Archival books and pages are now available for longer and safer storage.
- ✓ Securely fasten pages and items into the book.
- ✓ Items in the book should be in good condition: clean, unmarked and unbent (if possible).
- ✓ The book should be accurate and neat.
- ✓ The book tells your group's story. The following list of items may be helpful in telling your story. The list may vary according to the requirements of your county.
 - The story of your group for the year may be written as separate paragraphs on each page of the scrapbook along with the photos, clippings and other items of each event, or it can be written as one story with supplemental pages of photos, clippings and other items. Your story can include conferences, camps, tours,

As historian, you keep a record of your club's accomplishments and activities for the year. Your records should be meaningful to members and future members.



nominees for county council or officers, award winners, presentations at the county and state, family nights and so forth.

- Title page with your 4-H group name, year and historian's name
- List of group members, officers and leaders
- A charter or constitution and bylaws, if the group has either
- Article clippings, with the photographed members identified
- Photos, labeled with the activity, date and members identified
- Ribbons for group awards
- Correspondence, including letters with special significance for the year
- Secretary and treasurer books may be included

Samples

A description of a family fun night

Our group hosted a special family fun night at the city park on May 10, 2007. All of our members invited their families to a potluck, which was followed by games. We wanted all of our family members to feel part of our Clover Clan 4-H Group.

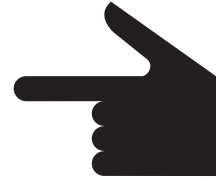
Labeled photo



(Name), (Name) and (Name) participate in the GPS tracking system activity at the National Technology Conference 2006. The members returned and demonstrated this skill to our club – and we discovered that it appeals to many of our members.

Now It's Your Turn — Practice for Historians

Which of the following would you include in the historian's book? (Answers on last page of this section)



- ☐ A picture of your group's delegates at the state 4-H conference.
- ☐ Tickets to your group's magic show.
- ☐ An invitation to the county roller-skating party.
- ☐ A news article listing county fair ribbon winners.
- ☐ The program that your group designed for the county fashion revue.
- ☐ A thank you from the city for your group's work at the baseball field.
- ☐ A napkin from your group's family fun night.

Make a list of three activities your group participated in last year. Write a short paragraph about each for a historian's book.

1. _____

2. _____

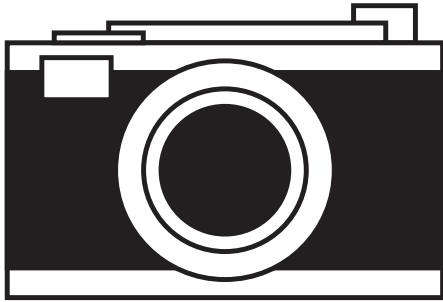
3. _____

Write a caption for the picture below. (Captions can be below or alongside a photo.)



(Answers to questions:)

- A picture of your group's delegates at the state 4-H conference.
- A news article listing county fair ribbon winners.
- The program that your group designed for the county fashion revue.
- A thank you from the city for your group's work at the baseball field.



So You Are Photographer...

As the photographer, you tell your group's story with photos. You are an important 4-H officer. Your photos help your historian keep a more interesting history of your 4-H group. When your photos appear in local newspapers, you and your group's reporter will help tell the 4-H story to the whole community.

Checklist for photographers

- ☐ I know how to operate my camera.
- ☐ If my camera or flash requires batteries, I know that they are fresh.
- ☐ I know where to have my film processed and photos printed. If using a digital camera, I know how to download my photos and prepare them for print and electronic distribution.
- ☐ I have made a list of photo possibilities for our 4-H group.
- ☐ I work with our reporter to send photos with 4-H news stories.
- ☐ I work with our historian to provide photos for the historian's book.
- ☐ I know the names, addresses and phone numbers of newspaper editors in our county.
- ☐ I know the deadlines for submitting stories and photos to our county newspapers and 4-H newsletters.
- ☐ I know how to write a caption (also called a cutline) for a photo.
- ☐ I make sure that names are spelled correctly and that people are identified correctly.
- ☐ I make sure to have a signed photo release for every person shown in a photo that I'm going to submit for public use. Member photo releases are included in the health form. Check with your local University of Missouri Extension center.

Your photos help your historian keep a more interesting history of your 4-H group, and help tell the 4-H story to the community.

Guidelines and tips for photographers

Here are several ideas for you to learn about what makes an interesting photo. Look at photos that other 4-H photographers have taken in their groups. Talk with your 4-H leaders and ask them for ideas. Look at your monthly 4-H club program for the

entire year — your program might include group events or tours that would be a great opportunity to take a photo. Your group meetings might offer additional possibilities too, such as member or guest speaker presentations or fun activities.



A few photo ideas to get you started:

- New officer installation
- New members of your 4-H group being welcomed
- Presentations, working exhibits or activities by members of your group
- 4-H group tours
- Members receiving awards at your recognition night
- Members of your 4-H group involved in a community service project
- Members of your 4-H group participating in county events
- Leaders working with 4-H members at project meetings
- Guest speaker at your 4-H group meeting
- Members preparing for their presentation or putting finishing touches on a project
- Members, parents and/or leaders working together on a group project, an activity or the 4-H record books
- Club parties

Take good photographs

Most of your photos will have people in them. They may be 4-H members of your group, other 4-H members, 4-H leaders, parents or guests. Photograph people in action. Try not to ask people to stand in a row and look at the camera because that usually makes people look stiff and uncomfortable.

Sample photo 1



Almost anything is better than having people staring stiffly at the camera. The best way to tell the story and capture people looking natural is to photograph them while they are doing something. Or, pose the people so that they are paying attention to something other than your camera. For example, to photograph your group's new officers, take a picture of the new president using the gavel to call

a meeting to order. If it's just one person, include some item in the picture that says something about what the person did with your group.

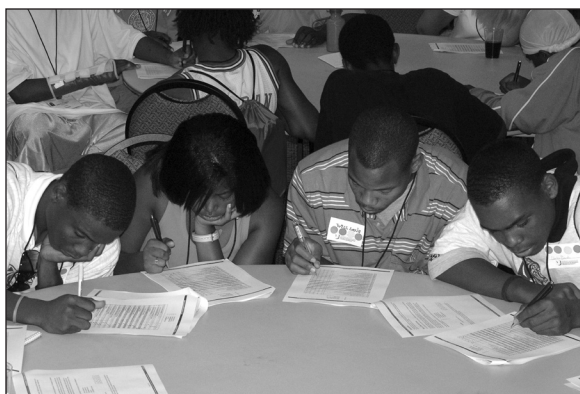
Sample photo 2



Write cutlines to describe your photographs

A cutline, or caption, gives readers information about the photo. Newspapers are more likely to use your photos if your cutlines are easy to understand. Be sure to identify people in your photo from left to right and spell names correctly. It's a good idea to write down the names and hometowns of people in your photo *before* you take the photo.

Sample photo 3



(cutline for photo)

Participants at the Youth Futures: College Within Reach conference practice filling out college applications. Seated from left are (Name), (Name), (Name) and (Name).

Submit your photographs in the newspaper or 4-H newsletter

Don't waste your time and talent by missing newspaper and newsletter deadlines. Work with your 4-H club reporter to submit your 4-H news and photos together and on time. Contact newspaper editors to ask for suggestions, deadlines and formatting preferences. Because digital photos are becoming more standard, ask about the best way to submit photos electronically. Contact your local University of Missouri Extension center about their guidelines for submitting stories and photos to the county 4-H newsletter.

Study good examples

Look for news photos in magazines, newspapers and on the Internet. You'll notice that most of them include people and it's rare to show people staring straight at the camera. Clip several photos that are good examples of "people pictures" and keep them in a notebook. Look for photos that show a small group involved in an activity or one person doing something. Think about the good examples when you plan the photos of your 4-H group.

My ideas:

Now It's Your Turn — Practice for Photographers



1. Write a *cutline* for the photo below.



2. Find the following information for each of your county newspapers. You can find it by reading the paper or calling the newsroom.

| | Newspaper 1 | Newspaper 2 | Newspaper 3 |
|----------------|-------------|-------------|-------------|
| Newspaper name | | | |
| Editor | | | |
| Address | | | |
| Phone | | | |
| E-mail | | | |
| News deadline | | | |

3. Talk with your 4-H leader and look at your 4-H club’s program for the year. Now, list some times and events that would be good opportunities to take photos.

| | |
|-----------|-------|
| September | March |
| October | April |

| | |
|-----------------|---------------|
| November | May |
| December | June |
| January | July |
| February | August |

4. Find two or three photos from a magazine or newspaper. Answer the following questions:

What makes the photo interesting? _____

What are the people doing in the photo? Are they posed? _____

Does the photo tell a story? If so, how? _____



So You Are Recreation Leader...

As recreation leader, you represent your local club and the 4-H program throughout the state. Your abilities, skills, standards, personal grooming, speech and even smiles represent Missouri 4-H members. This responsibility exists at all times, not just while you are at 4-H meetings. Remember, people not familiar with 4-H may judge it by its officers!

Checklist for recreation leader

The recreation leader is responsible for games, activities and songs for the meetings. Not all clubs may use songs. Some larger clubs may divide the office into two positions: a song leader and a game and activity leader.

- ☐ I make recreation an important part of the club's meeting.
- ☐ I prepare games, activities and songs for each meeting. I demonstrate the activity when possible.
- ☐ I plan games, activities and songs to flow logically. I consider physical activity and excitement levels and provide transitions to the next game, activity or song.
- ☐ I encourage everyone to participate, try to involve everyone and respect the feelings of each participant.
- ☐ I make sure all members have FUN, but I do not make fun of others! I stop at the top: Stop the game or activity when everyone is having the most fun.
- ☐ I practice the game, activity or songs. I know the rules and can anticipate any problems.
- ☐ I have all materials and equipment needed before the meeting.
- ☐ I call for the group's attention and then clearly and concisely explain the game, activity or song.
- ☐ I arrange for someone to lead recreation and notify the president and leaders if I am going to be absent.
- ☐ I evaluate the games, activities and songs after the meeting.

*The recreation leader
is responsible for
games, activities and
songs for the meetings.*

Guidelines for recreation leaders

At the beginning of the 4-H year, decide what games, activities and songs you want

[illegible]

A recreation leader should:

- Recreation during a meeting will:**

- ### My notes:

[illegible]

Recreational games

Your recreation can be simple or complex, depending on the amount of time you are allowed and the facility where the meeting is held. Recreation can be as simple as a relay or game of freeze tag or it can be more complex to help build teamwork. Here are a few ideas to get you started!

Blindfolded shoe shuffle

All members take off their shoes and put them into a pile in middle of the floor. Then, everyone puts on blindfolds, or you may turn off the lights if the room is very dark. One member acts as a referee and mixes the shoes and then shouts, “GO!” The first person to find his or her correct shoes and puts them on, wins.



4-H Clover relay race

Divide the group into teams and have each team stand in a line. Give two 8-inch Clovers to each player in the front of the line. The object of this game is to cross a course by stepping only on the Clovers, not on the floor. On “GO,” the first players will race to put both Clovers on the floor and step across the course. After stepping on the second Clover, a player must pick up the first Clover (while standing on one foot) and place the first Clover forward. Anyone who steps on the floor must return to the starting line and try again. Each teammate must cross the course. The first team finished wins. You may want to use different shapes during different seasons or holidays, such as snowflakes for winter or hearts for Valentine’s Day.



Board games

Board games add variety to meetings and can be a great alternative when bad weather spoils a planned outdoor activity. Ask members on the recreation committee or other club members to bring their favorite board game. This way, you will have a variety and do not have to use club funds.



Game and Activity Planning Worksheet

Use a worksheet for each game or activity, and keep it in a notebook as a record of the games or activities that members know and how well they liked each one. This notebook is for the next recreation leader, who can add more games and activities to the notebook.

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Meeting/Event Date | Theme (if any) |
| Step 1. Decide on an activity. | |
| Activity | |
| Step 2. Create teams or groups, if necessary. | |
| (The total number of members / by the number of members per team = total number of teams) | |
| Step 3. Gather necessary equipment. | |
| I need: | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Step 4. Write down the instructions or attach it to this sheet. | |
| <p>Step 5. Practice giving directions and doing the game or activity.</p> <p>Step 6. Lead the game or activity at the meeting or event.</p> <p>Step 7. Evaluate the game or activity.</p> <p>1. Did members enjoy the game? If no, why not? If yes, why?</p> <p>2. Did members understand your instructions? If no, why not?</p> <p>3. Did you stop the game or activity while everyone was still having fun?</p> <p>4. On a scale of 1 to 10, with 1 the worst and 10 the best, how would you rate the success of this game?</p> <p>5. If you could change anything to make it easier for yourself or other members, what would it be?</p> | |

Song Planning Worksheet

Use a worksheet for each meeting and keep in a notebook as a record of the songs that club members know and how well they liked each one. This notebook is for the next recreation leader, who can add more songs to the notebook.

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Meeting/Event Date | Theme (if any) |
| Step 1. Decide on the songs. | |
| Songs: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Step 2. Gather necessary music or words for songs. | |
| Step 3. Write down the song's words or attach them to this sheet (especially if it is a new song). | |
| | |
| Step 4. Practice giving directions and singing the songs. | |
| Step 5. Lead the songs at the meeting or event. | |
| Step 6. Evaluate the songs. | |
| <p>1. Did members enjoy the songs? If no, why not? If yes, why?</p> <p>2. For new songs, did members understand and follow your instructions or lead? If no, why not?</p> <p>3. Did you stop the singing when everyone was still having fun?</p> <p>4. On a scale of 1 to 10, with 1 the worst and 10 the best, how would you rate the success of each song?</p> <p>5. If you could change anything to make it easier for yourself or other members, what would it be?</p> | |

Now It's Your Turn — Practice for Recreation Leaders



Problem: Fill out the song planning worksheet using the song below. On Step 4, practice the song and then skip to Step 6 and evaluate the practice song.

Song: America

| Verse 1 | Verse 2 | Verse 3 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| My country, 'tis of thee Sweet land of liberty, Of thee I sing. Land where my father died, Land of pilgrims' pride, From ev'ry mountainside Let freedom ring. | My native country, thee, Land of the noble free, Thy name I love. I love thy rocks and rills, Thy woods and templed hills; My heart with rapture thrills Like that above. | Our fathers' God, to thee, Author of liberty, To thee we sing. Long may our land be bright With freedom's holy light; Protect us by thy might, Great God, our King! |

Problem: Fill out the game and activity planning worksheet using the game below. On Step 5, practice the game and then skip to Step 7 and evaluate the practice game.

Game: Using mailing labels, write the name of a famous person on each label. Use enough labels so each member will have one. The names should be kept a secret. Next, stick a label on every member's forehead. The object is for all members to correctly guess the famous person named on their label. Players can ask each other questions about their famous person, but the questions can only be answered with a yes or no. For example: "Am I a singer?" or "Do I play sports?" After correctly guessing, members sit down but can still be asked questions by other members who are still trying to guess.

Problem: Everyone in your club knows each other, but there are cliques. During recreation, you want each person to interact with someone they would not normally choose. Plan an activity to encourage members to get to know one another and understand the importance of teamwork.

Solution: _____

Problem: Your club is much too large for a general get-to-know-you activity. However, the agenda includes 15 minutes for such an activity. What kinds of activities could the club do to learn about each other? Do you need to split the club into groups? If so, how will you create groups that have a good mix of members?

Solution: _____
