



OCTOBER 2026

4-H Family News

GRAND TRAVERSE COUNTY



Who is Leading Your 4-H Club?

Dear 4-H Families,

Giving 4-H youth the opportunity to serve as club officers—such as president, vice president, secretary, treasurer, and other leadership positions your 4-H club chooses—is an important part of the 4-H experience. These roles allow young people to move beyond simply participating in activities. Youth gain skills to help them become Beyond Ready active contributors to the success of their club, community, country and their world. By leading meetings, keeping records, managing finances, communicating with members, and helping organize activities, youth gain practical experience in responsibility, organization, communication, and teamwork. The club becomes a place where young people can practice leadership in a supportive environment while learning from both their successes and their mistakes.

Serving as a 4-H officer also helps youth develop skills that extend well beyond their time in the club. These experiences can build confidence and help young people recognize that their ideas, efforts, and voices have value. Importantly, leadership opportunities should be shared among members so that youth with different strengths and levels of experience have opportunities to grow.

Perhaps one of the greatest benefits of youth-led 4-H clubs is young people are at the center of their own learning and development. Adult volunteers provide guidance, encouragement, and appropriate supervision, but youth officers are given meaningful responsibilities and the opportunity to take ownership of their club. When young people are trusted with real jobs and supported as they learn, they develop a stronger sense of belonging, purpose, and responsibility. The result is more than a well-run club—it is a group of engaged leaders in their schools and communities who are Beyond Ready.

Enjoy a new club year,
Sarah Bye

CONTACT US

Sarah Bye

4-H Program
Coordinator



520 W. Front St.

Suite A

Traverse City, Michigan

49684

PHONE & EMAIL:

(231) 922 - 4825

- msue.grandtrvrse@msu.edu
- byesarah@msu.edu

WEBSITE:

https://www.canr.msu.edu/grand_traverse/grand_traverse_county_4_h/index

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IMPORTANT DATES

- NATIONAL 4-H WEEK | 10/4-10/10
- NWMI LIVESTOCK COUNCIL MEETING | 10/5 | 6:30PM | REDEEMER LUTHERAN CHURCH, GRAWN
- TSC PAPER CLOVER CAMPAIGN | 11/27-12/13



COUNTY 4-H NEWS



Top 10 benefits of Michigan 4-H Membership

1. Access to statewide 4-H events and experiences
2. Eligibility for 4-H scholarships
3. National travel and leadership opportunities
4. Connection to [Michigan State University](https://www.msu.edu)
5. Liability and accident coverage during approved 4-H activities
6. Opportunities to exhibit, [showcase](#) and [receive recognition](#)
7. Access to trained adult mentors and project [experts](#)
8. Opportunities to serve in youth governance and decision-making roles
9. Access to specialized program areas and resources
10. Membership in the nation's largest youth development organization



So You Are an Officer in Your 4-H Club Series

Congratulations! You have been elected to lead your club! This comes with great responsibilities to not only represent your club, but also your county and the entire 4-H Youth Development program in Michigan. Every successful 4-H club has a good team of officers. A good officer displays teamwork and cooperation among members through leadership and organization. Each officer is a piece of the puzzle and has an important role to play for the overall success of the club. This set of guides will help your club officers with the roles and responsibilities of their position.

Officer Roles:

- **President:** <https://www.canr.msu.edu/resources/4-h-club-president>
- **Vice President:** <https://www.canr.msu.edu/resources/4-h-club-vice-president>
- **Secretary:** <https://www.canr.msu.edu/resources/4-h-club-secretary>
- **Treasurer:** <https://www.canr.msu.edu/resources/4-h-club-treasurer>
- **Reporter:** <https://www.canr.msu.edu/resources/4-h-club-reporter>

https://www.canr.msu.edu/leadership_citizenship/so-you-are-an-officer-in-your-4-h-club-series

Tractor Supply Paper Clover Campaign

The bi-annual **Tractor Supply Paper Clover Campaign** is coming back **November 27 through December 13!**

Since 2010, Tractor Supply has partnered with 4-H to prepare youth to be ready for work and life. The success of the Paper Clover campaign has raised more than \$24 million to impact local youth with the technical skills and life skills that prepare them for whatever comes their way.

100 percent of funds raised through the bi-annual Paper Clover campaign directly benefits 4-H youth. 90 percent of donations directly support 4-H youth in the state where the funds were raised, and the remaining 10 percent supports the overall mission and growth of 4-H nationally.





COUNTY 4-H NEWS

East Bay Farmers Market & MSU Extension Open House





STATEWIDE CALENDAR OF EVENTS

*Preparing youth to
be Beyond Ready:
Building leadership
skills through 4-H*



**Beyond
Ready**

4-H provides youth with opportunities to develop leadership skills in meaningful and age-appropriate ways. Whether leading a club activity, serving as an officer, mentoring younger members, or helping plan an event, youth practice communication, teamwork, decision-making and responsibility.

Volunteers can support leadership development by encouraging youth voice, sharing responsibilities and creating opportunities for members to take ownership of their learning. Every leadership experience helps young people build confidence and prepares them to contribute in school, work and their communities.

How are you helping youth grow as leaders this year?

#BeyondReady

October 3: MSU Tollgate Pumpkinfest

Tollgate Farm, Novi

Pumpkinfest is a family-friendly event at MSU Tollgate Farm. Enjoy a harvest celebration of wagon rides, u-pick pumpkin patch, cider, donuts, food, music and activities on the farm.

www.canr.msu.edu/events/pumpkinfest-2026

October 4-10: National 4-H Week

Nationwide

For over 100 years, 4-H has inspired families, shaped careers, and impacted communities. During this week, celebrate the impact of 4-H in various ways including Go Green Monday, Wheels Up Wednesday, Thankful Thursday and Stay Connected Saturday!

www.canr.msu.edu/events/national-4-h-week

October 7: Adulting 101—Mental Health Toolkit: Everyday Skills and Resources to Help Care for Your Mental Health

Online

This Adulting 101 session will equip participants with practical tools to support their mental health and emotional wellbeing.

www.canr.msu.edu/events/msu-extension-adulting-101-mental-health-toolkit-everyday-skills-and-resources-to-help-care-for-your-mental-health

October 27: 4-H Volunteer Webinar – Infusing Positive Youth Development into Your 4-H club

Online

Explore simple strategies that foster belonging, build developmental relationships, encourage youth voice, and create engaging experiences where young people can develop confidence, competence, character and caring.

www.canr.msu.edu/events/michigan-4-h-volunteer-webinar-infusing-positive-youth-development-into-your-4-h-club

October 31: 4-H Animal Science Fall Fest

Anthony Hall, East Lansing

Youth will have the chance to learn about a variety of animal science topics, disciplines and careers from industry experts and Department of Animal Science staff. Open to youth ages 12-19. **Register by October 15!**

www.canr.msu.edu/events/4-h-animal-science-fall-fest-2026





STATEWIDE 4-H NEWS

Nominate a deserving 4-H'er for Michigan 4-H Animal Science Sportsperson of the Year!

Do you know someone who displayed extraordinary sportsmanship at a recent 4-H animal science program? Perhaps at a club meeting, clinic or the county fair? Nominate them for the 2026 Michigan 4-H Animal Science Sportsperson of the Year Award!

This annual award recognizes one youth member and one adult 4-H leader who exemplify the definition of sportsmanship and have gone above and beyond to lend a helping hand to those around them during animal science programs. Nominations are due **October 15**. You can find full details, including the nomination form, at: www.canr.msu.edu/resources/competitive_event_resources.



Join the 4-H Future Squad!

Ready to level up your future? Youth ages age 12–19 are invited to join the 4-H Future Squad, a virtual 4-H club focused on life skills, career readiness, financial literacy, Adulging 101 topics and more.

4-H Future Squad was inspired by Generation Z youth seeking life skill development for a better future for themselves and their peers. This will be the sixth year of the program, which is designed to help youth feel prepared and ready to take on the future and adulthood.

The club will meet twice a month October 2026 through May 2027, virtually through Zoom. Meetings will involve team-building and will cover areas such as money management, career readiness, stress management, goal setting, time management,

communication, politics, food safety and basic household tasks.

Meeting dates will take place on a variety of days of the week; dates and times will be communicated via email and on the program website. Youth can attend as many of these dates as they wish. 4-H Future Squad can be a primary or secondary club. Learn more and complete the interest form at: www.canr.msu.edu/4-h-future-squad/.

4-H scholarships available!

Outstanding Michigan 4-H members who are involved at county, regional, state, national or international levels are eligible to apply for Michigan 4-H scholarships to help fund their college experience.

A number of scholarship opportunities exist, ranging in value from \$500 to \$10,000 (over the course of four years). Each scholarship has specific eligibility, be sure to read the requirements to see if you qualify. All applications are due by November 1.

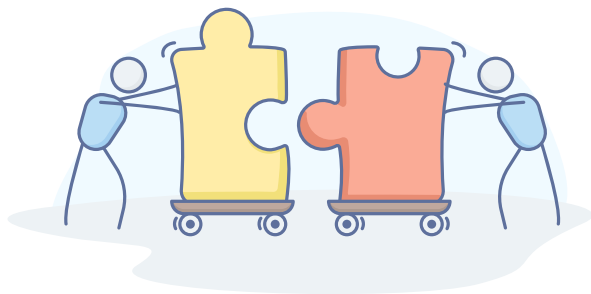
Learn more and access applications materials at: www.canr.msu.edu/4_h_scholarships_and_recognition_program/4_h_scholarships.





Congratulations!

You Are President of Your 4-H Club



Congratulations! You have been elected to lead your club! This comes with great responsibilities to not only represent your club, but also your county and the entire 4-H Youth Development program in Michigan. Every successful 4-H club has a good team of officers. A good officer displays teamwork and cooperation among members through leadership and organization. Each officer is a piece of the puzzle and has an important role to play for the overall success of the club. This guide will help you in your role and responsibility as president.



Checklist for Presidents

Responsibilities of the president always

- ☐ Represent the club proudly.
- ☐ Regularly attend events and meetings.
- ☐ Lead by example; be positive.
- ☐ Help the other officers to carry out their assignments.
- ☐ Make sure as many members as possible get to serve on a committee at some time during the year.

Responsibilities prior to the meeting

- ☐ Work cooperatively with other officers.
- ☐ Notify the leaders and the vice president several days before the meeting if you will be absent.
- ☐ Consult with the club leaders and secretary ahead of time to prepare for each meeting (for example, old business items for the agenda).
- ☐ Work with the leader to prepare a meeting agenda before the meeting.

Responsibilities during the meeting

- ☐ Sit next to or near the secretary during the business meeting.
- ☐ Conduct the meetings according to parliamentary procedure and in a courteous and tactful manner.
- ☐ Make guests feel welcome.
- ☐ Encourage everyone to participate in the meeting.
- ☐ Delegate responsibilities rather than trying to do it all yourself.
- ☐ Give others credit for jobs they do.
- ☐ Thank those who participate in the program or those who help to make arrangements.
- ☐ Remain neutral throughout the meeting.
- ☐ Keep members on topic, so meetings do not go too long.

Parliamentary Procedure Basics

When does the president vote?

A president should vote only to make or break a tie concerning motions. However, he or she may participate in ballot voting such as election of officers.

Can the president make a motion?

It is good practice that the president not make motions but he or she can ask for a motion such as "I will now entertain a motion to. . ."

Can the president enter into the debate?

The primary role of the president is to facilitate discussion, remain impartial and refrain from giving personal input.

Do the minutes need to be read before being approved?

If the minutes were not sent out in advance of the meeting, they *do* need to be read before approval.

Do you have to vote to accept the minutes?

A vote is needed to accept the minutes. However, the president should ask for corrections to the minutes before a motion is made and seconded.

Does the president have to acknowledge a person before they can speak?

Yes, the president must acknowledge a person, and only one person may have the floor at a time

Does a treasurer's report have to be approved?

The treasurer's report is a statement of indisputable numbers and cannot be contested; therefore, it is placed on file and not approved.

When is a motion necessary?

Motions are needed when the club is trying to move something forward. For example, a group may discuss their yearly fundraising ideas but until a motion is made and seconded, no action can be taken.

How does a president address someone who is talking out of turn?

When a member talks out of turn or brings forth business that is not presently being discussed, the president may call them "out of order." The president should carefully point out that there is a more appropriate item on the agenda to discuss.



A motion is in order

- Always rise when making a motion.
- A member must be recognized before making a motion.
- State the motion: "I move to . . ."
- Motions must be seconded.
- Restate the motion after it is made.
- Ask for discussion, ensuring all sides are represented.
- After discussion, a vote is taken.
- Only one motion is permitted on the floor at a time except amendments to the original motion.

To amend a motion

A motion may be amended during discussion by:

- Inserting or adding a word or phrase.
- Striking out a word or phrase.
- Substituting a word, phrase or entire statement voted upon before the original motion.

Voting on the amended motion

- Vote on the amendment.
- If the amendment passes, vote on the original motion with the amendment inserted.
- If the vote on the amendment fails, then vote on the originally stated motion.

5 ways of voting

1. By acclamation or voice (In favor, say aye; opposed, say no.)
2. By standing
3. By raising of hand
4. By secret ballot
5. By roll call (Each member answers individually.)

How to use the gavel

The gavel is used as a symbol of authority to support an orderly meeting. The number of times a president raps the gavel has meaning and the membership is to respond.



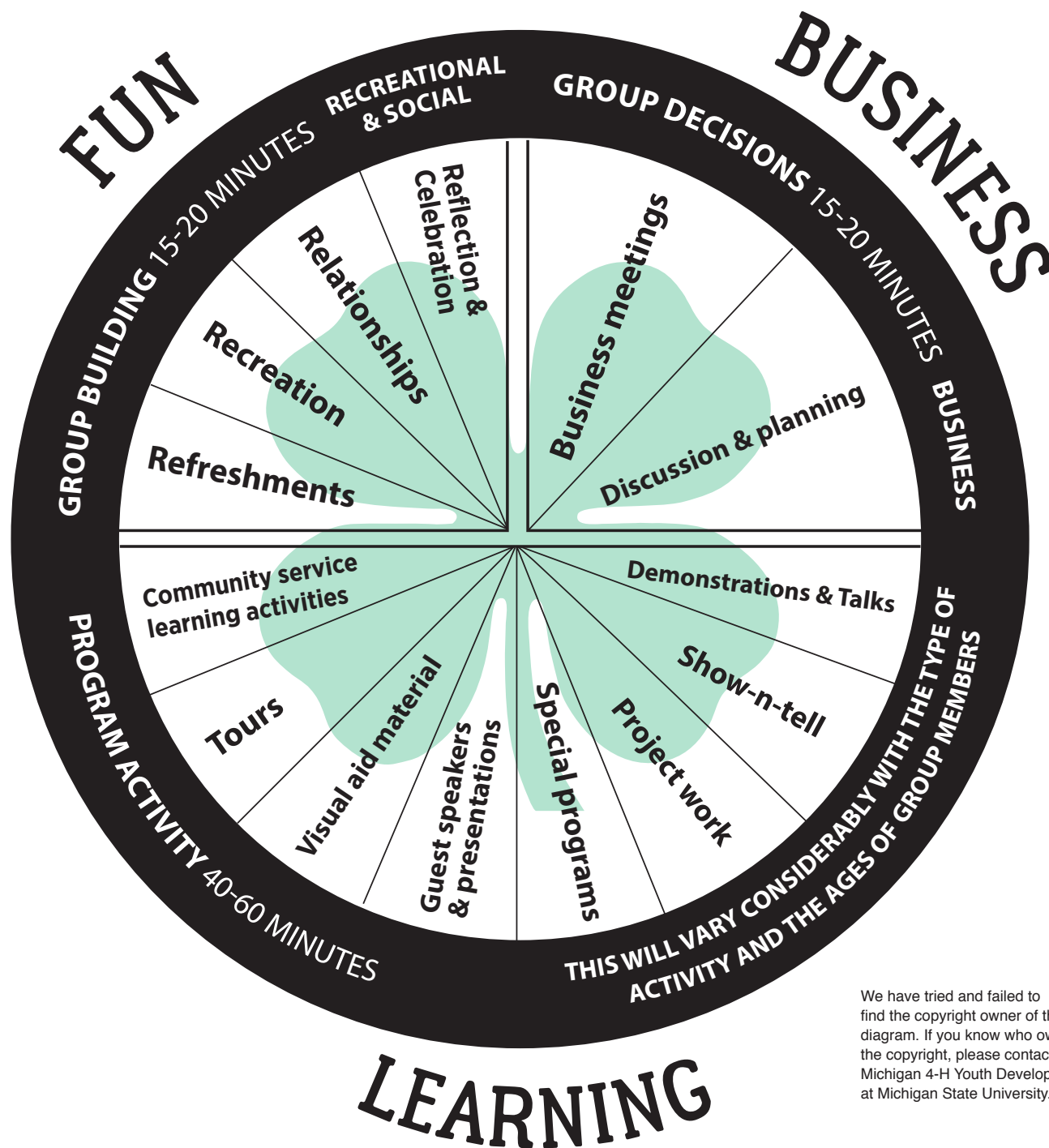
President's Use of the Gavel

Purpose	# of Raps
Calls the meeting to order	2
All stand	3
All be seated	1
Completion of business (motion, decision, etc.)	1
Adjournment announcement	1
Restores order	A series of raps



Suggested Outline for a 4-H Club Meeting

All clubs are unique but they have some things in common. To make 4-H fun and educational, meetings should include a balance between group decisions (business), program or activity (education and special activities), and group building (recreational and social). These components do not have to be sequential but can intertwine throughout the club gathering. The club's yearly plan should be a balanced blend of recreation, education and business. Use the 4-H Club Meeting Wheel to help guide your 4-H club.



We have tried and failed to find the copyright owner of this diagram. If you know who owns the copyright, please contact Michigan 4-H Youth Development at Michigan State University.



Part 1: Group building

Social (5–10 minutes)

This is often helpful to set the mood for the rest of the meeting. It should include, the Pledge of Allegiance and the 4-H pledge, and may include an icebreaker, activity and roll call.

Part 2: Group decisions

Business session (15–20 minutes) (See “Sample Agenda Template” on page 5)

This is the heart of most 4-H meetings. “Learning by doing” is one of the 4-H program’s unique strengths. Use a variety of activities to involve members in program planning, self-esteem development and decision making. Ingenuity and creativity can make this section of the meeting interesting and active.

Part 3: Program or activity

(40–60 minutes)

Examples of learning opportunities during a meeting may include:

- Guest speakers and presentations
- Visual aid material (slides, video)
- Community service activities
- Tours
- Demonstrations and talks
- Project work

Part 4: Group building

(10 minutes or more)

Recreation, refreshments, social activity

Sample Agenda Template

The president will take the lead and work with the other officers and leaders to create the agenda. This form is designed to use for planning a regular 4-H meeting and should be done at least a week prior to the meeting. The president should ensure that everyone with a part in the program is notified and prepared.

4-H club name

Date, place of meeting, time

Call to order

Pledge of Allegiance and 4-H pledge (*Reciting the pledges at the beginning of the meeting sets the tone of the meeting. Reciting the 4-H pledge allows every member to commit to abide to the vision of the 4-H program while making decisions both during the meeting and when moving forward after the meeting.*)

Roll call and introduction of visitors (*While conducting the roll call, the secretary remains seated and announces how roll call is to be answered, then calls the names of the members.*)

Secretary’s report (*The president will call for the secretary’s report from the previous meeting.*)

Treasurer’s report (*The president will call for the treasurer’s report.*)

Committee reports (*These include reports such as fair, fundraising, activities, community service and others.*)

Old business (*Use the secretary’s report when creating the agenda to determine what unfinished business needs to be on the agenda.*)

New business (*This section is for any business that has not yet come before the group.*)

Leader announcements (*Leaders can address the group on updates in their project areas or on other subjects.*)

Adjournment (*The president will call for a motion to adjourn the meeting.*)

Educational program (*Add in the educational program that you intend to do at this meeting. Having it on the agenda helps members to be prepared. Examples: demonstrations, community service, guest speakers, individual project work and other programs. This may be incorporated at the end of your meeting or within.*)

Recreation (*This may include icebreakers, refreshments, socializing or other recreation. It may be incorporated at the end of your meeting or throughout.*)



Guidelines for Running an Effective Meeting

Call to order – (President stands, strikes gavel 2 times) **“This meeting of the _____ 4-H Club will come to order. Please stand and recite the Pledge of Allegiance led by _____ and the 4-H pledge led by _____.”**

Roll call – **“The secretary will call the roll.”** (The president or secretary will announce the preferred way to answer roll call.)

Reading of the minutes – **“The secretary will read the minutes of the last meeting.”** (Secretary reads minutes.) The president asks, **“Are there any additions or corrections? If not, they stand approved as read.”** If there are corrections, the president asks them to be made, and then says, **“The minutes stand approved as corrected.”**

Treasurer’s report – **“We will now have the treasurer’s report.”** The treasurer reports on the following: money received, money spent and the present balance. The president says, **“Are there any questions about the treasurer’s report? If not, the report is received as read.”** (The treasurer’s report is approved once a year after an audit.)

Committee reports – The president asks for the committee reports (fair, fundraising, activities, community service and others). (If any of the reports calls for an action of the club, usually the person making the report makes a motion for the action to be taken, and it is usually seconded by another person on the committee. The president then repeats the motion and asks for discussion.) (See “A Motion Is in Order” on page 3)

Old business – (Something discussed but not decided at a previous meeting) **“Secretary, were there any motions postponed until this meeting?” “Is there any other unfinished business? If not, we will proceed to new business.”**

New business – (Business not previously discussed) **“Is there new business to be brought before the club?”**

Member 1: **“Mr./Madam President, I move that _____.”**

Member 2: **“I second the motion.”**

President: **“It has been moved and seconded that _____. Is there any discussion?”**

After discussion is over:

President: **“All those in favor of (repeat motion), signify by raising your hand. All those opposed, raise your hand. Motion carries (or fails).”**

If an amendment was to occur:

Member 1: **“Mr./Madam President I move to amend the motion _____.”**

Member 2: **“I second the amendment.”**

President: **“The motion has been properly amended that _____. Is there any discussion?”**

After discussion about amendment occurs, if any:

President: **“All those in favor of (repeat amendment). Signify by raising your hand. All those opposed, raise your hand. Amendment carries (or fails).”**

President: (if carries) **“We will now proceed with voting on the amended motion _____.”**

Leader announcements – **“Are there any leader announcements?”**

Always announce dates of upcoming activities and meetings.

Adjournment – The business portion of the meeting can be adjourned before the program and group building. **“Is there a motion to adjourn?”** Receive motion and second. **“It has been moved and seconded the meeting be adjourned. All in favor, say ‘Aye.’ All opposed, say ‘No.’ Meeting adjourned.”** (Use gavel.)

Program – **“We will now ask our vice president to announce the program.”** The president allows the vice president/program chairperson to take charge during this part of the meeting.

Group building – During this part of the meeting, there can be team building activities, recreation, refreshments, a celebration or all of these.



Congratulations! You Are President of Your 4-H Club (4H 1468) is a revision of *So You Are President of Your Club...* (4H1468), which was adapted with permission from materials originally developed by University of Illinois Extension, University of Illinois at Urbana-Champaign and from Iowa State University Cooperative Extension Service. It has been published separately and as part of *Helping You Help Officers and Committees* (4H1467) by Michigan State University Extension, 2007.

This 2019 revision was written by Janelle Stewart and Roxanne Turner, Michigan State University Extension Educators. It was reviewed by Ashley Frye, MSU Extension 4-H Program Coordinator, and Jan Brinn, MSU Extension Educator.

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