

# Helping You Help Officers and Committees



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4-H Youth Development  
Children, Youth and  
Family Programs

## 4-H Emblem

A four-leaf clover with the letter “H” on each leaflet. This emblem – symbolizing the four-fold development of head, heart, hands and health – is protected under federal law.

## 4-H Pledge

I pledge:



My **Head** to clearer thinking,



My **Heart** to greater loyalty,



My **Hands** to larger service and



My **Health** to better living,

For my club, my community,  
my country and my world.

## 4-H Motto

To make the best better

## 4-H Colors

4-H colors are  
green and white.

# Table of Contents

<b>Introduction</b> .....	<b>1</b>
Overview .....	1
Michigan 4-H Youth Development’s Mission Statement .....	1
Philosophical Statement (Michigan 4-H Youth Development’s Guiding Principles) .....	1
Acknowledgments .....	2
<b>Use of This Book</b> .....	<b>3</b>
Who Should Use It .....	3
How Should It Be Used .....	3
<b>The 4-H Club Meeting</b> .....	<b>3</b>
What Comprises a Club Meeting? .....	3
How Long Should a Meeting Take? .....	3
Making Group Decisions (aka “The Business Meeting”) .....	4
<b>Working With Officers</b> .....	<b>8</b>
About Being A 4-H Officer .....	8
Characteristics of Good Officers .....	8
Who Are 4-H Officers? .....	8
Election of Officers .....	9
Taking Over the Responsibilities of Office .....	9
Installation of Officers .....	9
<b>Working With Committees</b> .....	<b>10</b>
Why Have Committees? .....	10
Who Can Serve on Committees? .....	10
How Are Committees Formed? .....	10
The Executive Committee .....	10
Standing Committees .....	10
Special Committees .....	10
<b>Additional Resources</b> .....	<b>10</b>
<b>Appendices: Activities</b> .....	<b>11</b>
Appendix A: Check Yourself as an Officer .....	12
Appendix B: Do You Know Parliamentary Procedure? .....	13
Appendix C: Points to Look for in a Good 4-H Meeting .....	15
Appendix D: The President Conducts a Meeting .....	16
Appendix E: The Puzzle: Putting a Meeting Together .....	18
Appendix F: Worksheet for Planning a 4-H Club Meeting .....	20
<b>Club Officer Handouts</b> .....	<b>23</b>
So You Are President of Your Club .....	24
So You Are Vice-President of Your Club .....	29
So You Are Secretary of Your Club .....	34
So You Are Treasurer of Your Club .....	37
So You Are Reporter of Your Club .....	41
<b>Index</b> .....	<b>48</b>

# Introduction

## Overview

This publication is designed to assist the 4-H club organization leader or the person named to work with the club officers this year. It contains information that will help you guide the club members in their selection of qualified officers. It will also help you counsel and train the officers to be effective. Suggestions in this publication need to be adapted to your own club situation.

## Michigan 4-H Youth Development's Mission Statement

Our mission is to create nonformal, educational opportunities to help youth thrive in a complex and changing world.

## Philosophical Statement

*(Michigan 4-H Youth Development's Guiding Principles)*

The purpose of the 4-H Guiding Principles is to provide direction for MSU Extension 4-H Youth Development's learning materials, program planning, implementation, evaluation and priority setting so that 4-H members get from their 4-H experience the skills and opportunities they need for positive growth and development.

There are seven 4-H Guiding Principles:

### **1. Youth develop positive relationships with adults and peers.**

When put into action, this principle means that volunteers and members are available and accessible to each other for information, guidance and support. It means that both adults and youth develop relationships that help them feel like they belong and are connected. The activities and experiences of the group are shared and they serve to build trust and foster honest and open communication.

### **2. Youth are physically and emotionally safe.**

Both 4-H staff members and volunteers have responsibility to ensure that young people involved in 4-H youth development programs participate in environments that are physically safe and structured, yet flexible enough to encourage honesty, trust and respect among 4-H members and the adult volunteers working with them.

### **3. Youth are actively engaged in their own development.**

When put into action, the goal of this principle is for youth to increase their personal competence and sense of well-being. A variety of opportunities and experiences are offered that encourage youth and the adults working with them to explore, discuss and reflect on ethical values, personal interests, strengths and accomplishments. These opportunities have purpose and meaning; they foster a young person's positive sense of self and view of the future. They also provide opportunity to recognize youth for both their participation and their achievement.



## 4-H Creed

I believe in...

4-H club work for the opportunity it gives me to become a useful citizen.

I believe in...

the training of my **head** for the power it will give me to *think, plan* and *reason*.

I believe in...

the training of my **heart** for the nobleness it will give me to be *kind, sympathetic* and *true*.

I believe in...

the training of my **hands** for the dignity it will give me to be *helpful, useful* and *skillful*.

I believe in...

the training of my **health** for the strength it will give me to *enjoy life, resist disease* and *work efficiently*.

I believe in...

**my country, my state and my community** and in my responsibility for their fulfillment.

**4. Youth are considered participants rather than recipients in the learning process.**

When put into action, this principle means that youth are provided a variety of opportunities, in different contexts, that respect the way they learn and encourage their active participation in what and how they learn. Young people share the decision-making, planning and implementation of their learning experiences. Young people and adults also work together to overcome barriers to participation such as cost, scheduling and transportation.

**5. Youth develop skills that help them succeed.**

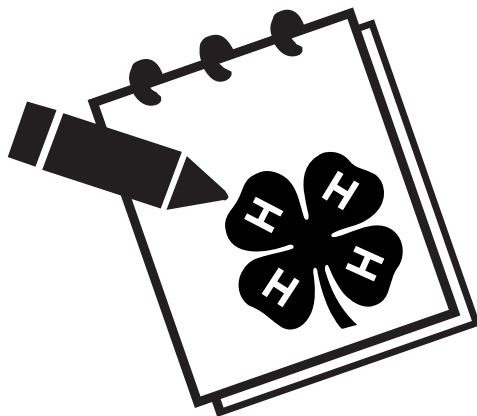
This principle ensures that young people in 4-H have hands-on opportunities to learn and develop the skills they need to be successful as adults. Youth identify, develop, practice and are able to speak about their skills. Young people develop skills by setting challenging yet realistic goals that are supported by their peers, their adult and older teen volunteers, their families and their communities.

**6. Youth recognize, understand and appreciate diversity and multiculturalism.**

It's important that young people respect differences among groups and individuals of diverse backgrounds. 4-H should help youth develop skills that help youth foster social justice in their communities. They should explore and value their own diverse abilities, skills, interests and cultural backgrounds and explore diverse people, places and ideas. It is equally important that young people and volunteers from diverse backgrounds and with diverse abilities and interests are valued and included in planning, decision-making and leadership opportunities.

**7. Youth grow and contribute as active citizens through service and leadership.**

The outcome of this principle is for young people to feel included and involved in their clubs, their communities and our world. This acknowledges that youth have significant roles to play and important contributions to make as stewards of our future. Youth are provided with experiences that help them become competent as caring leaders and citizens and recognize their role as stewards of their communities. This means that youth are informed about local and global needs, issues and opportunities. Youth are also provided meaningful opportunities to help make decisions that affect their communities and to also use their time, energy, and skills to benefit their communities and the people who live in them.



## Acknowledgments

Originally, *Helping You Help Officers and Committees* (4H1467) was adapted from *Helping You Help Officers and Committees*, a publication of the University of Illinois Extension, University of Illinois at Urbana-Champaign, and from *So You Are President of Your Group . . .*, Iowa State University Cooperative Extension Service. Parts of the section on parliamentary procedure were adapted from the "Ohio State University Fact Sheet 4-H-011-99 Parliamentary Procedure," a publication of The Ohio State University Extension.

This version of *Helping You Help Officers and Committees* revises and expands upon one that was last printed in April 1995. It was revised by Julie Chapin, 4-H Program Leader, and by Priscilla Martin, Editor, Extension 4-H Youth Development. It was designed by Marian Reiter, Graphic Artist, Extension 4-H Youth Development. We would like to express our appreciation to the many staff and volunteers who gave input about this document's content, especially the following individuals who did an in-depth review before its final printing: Dyle Henning, Lapeer County 4-H Volunteer, Angie Strait, former Jackson County 4-H Agent, Patricia Waugh, Lapeer County 4-H Agent and Janet Wendland, Saginaw County 4-H Program Associate.

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# Use of This Book

## Who Should Use It

The 4-H club organizational leader(s) or the person named to work with the club officers this year is encouraged to use this book to guide the club members in their selection of qualified officers, and to help counsel and train the officers to be effective.

## How Should It Be Used

Read through the first part of this book which contains information about working with 4-H meetings, officers and committees. Use the contents to provide guidance, support and training to your group's officers. Other ways to do this include:

- Giving each officer the appropriate copy-ready handout and reviewing it with him or her. The handouts listed below are available on pages 23 to 47 in this publication.
  - *So You Are President of Your Club* (formerly 4HI468)
  - *So You Are Vice-President of Your Club* (formerly 4HI469)
  - *So You Are Secretary of Your Club* (formerly 4HI470)

- *So You Are Treasurer of Your Club* (formerly 4HI471)
- *So You Are Reporter of Your Club* (formerly 4HI472)
- Working with officers on agenda items before each meeting.
- Helping officers see ways of including all members so they feel needed (for example, include many or all members on committees, call on different members at the meetings, discuss some topics in small groups and get feedback from all age groups).
- Giving encouragement, praise, recognition and help when appropriate.
- Using the activities found in the Appendices. When you want to conduct one of these activities, make a photocopy from the pages in the Appendices and follow the instructions given. A "So You Are..." handout is also provided on pages 23 to 47 for you to photocopy and give to each appropriate officer.

As always, if you have questions that require details not provided in this book, call your county MSU Extension 4-H staff for guidance.

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# The 4-H Club Meeting

## What Comprises a Club Meeting?

Although each 4-H club is unique, there are some things they have in common. In order to make 4-H fun and educational, meetings should include a **balance between a program** (presentations and special activities), **group decisions** (business meetings when needed or informal discussions) and **group building** (recreational and social).

## How Long Should a Meeting Take?

This depends on how much time the group spends on each of the three major parts of the meeting (mentioned above).

- **Group decisions** may take up 15 to 20 minutes. This time provides the opportunity for:

- Members to learn decision-making methods and the effect of decisions on the group.
- Business meetings (which in turn provides the opportunity to learn effective methods of conducting business).
- Members to develop the leadership skills involved in serving as an officer or committee member.
- **Programs**, presentations and special activities may last 40 to 60 minutes (depending upon the age of your group). Programs should be planned several months in advance. Try to get every member involved in a program sometime during the year. If there are inactive members, ask for their opinions during meetings, and find out their interests. Get them involved in special club projects. Program examples might include:
  - Member, leader or parent presentations by members, leaders, or parents.

## Helping You Help Officers and Committees

- Special programs by resource people in the community.
  - Doing project work together. (This can last 30 to 60 minutes.)
  - Activities such as community service projects or other activities the group has identified.
- **Group building** also may take up 15 to 20 minutes. This might include:
    - Fellowship, an informal time set aside for members and leaders to get to know each other. A get-acquainted activity at the beginning of your meeting is useful.
    - Recreation, during which time a variety of organized games and singing could be included. New games are great!
    - Refreshments which can give members a chance to serve as hosts.
    - Celebration to help members feel good about what they have done. This could be done at the end of a meeting, at the conclusion of a long-term activity or at the end of the year.

To assist participants in understanding the total picture of a 4-H club meeting, some type of visual aid should be prepared. Ideas for this might include using a drawing on a flip chart, poster or blackboard, making a flannel board presentation or putting the diagram on page 5 on an overhead transparency.

Activities that may help your officers see the big picture include Appendix E, "The Puzzle: Putting a Meeting Together," found on page 18 and Appendix F, "Worksheet for Planning a 4-H Club Meeting," found on page 20. Appendix C, "Points to Look for in a Good 4-H Meeting," found on page 15, is a good activity to evaluate all of your meetings to see if they have a balance of the three elements that comprise a 4-H meeting.

## Making Group Decisions (aka "The Business Meeting")

### The Order of Business

Just as the club meeting is normally divided into three parts, so the business portion of the meeting is divided into segments conducted in a specific order. An example of a commonly used order is:

1. Call to order
2. Opening song or pledge
3. Roll call
4. Reading and approving the minutes
5. Treasurer's report

## 4

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.

6. Committee reports and their acceptance
7. Unfinished business from the previous meeting
8. New business
9. Appointing committees (if needed) and checking on assigned individual tasks for next meeting
10. Adjourn business meeting

## Tips for Conducting Better Club Business Meetings

Smooth-running business meetings take practice. They are built on hard work, organization, teamwork and common sense. The following are some tips for conducting well-run meetings.

- Officers, committee chairpersons and organizational leaders should meet before the meeting to plan the business agenda.
- Officers, committee chairpersons, members, leaders and parents should know their roles, and leaders and parents should support the members and officers as they strive to make club decisions and reach club goals.
- Each officer should know the proper order of business.
- Simple parliamentary procedure can be used to govern the club's business.
- Only one person should speak at a time.
- Talk about issues, not personalities.
- Start and end this part of the meeting on time (in 20 minutes or less) so boredom doesn't have time to set in!

Appendix D, "The President Conducts a Meeting," found on pages 16 through 17 is a good activity to assist your officers to understand and practice the dynamics of a business meeting by conducting a mock club meeting. This can help them feel more at ease during an actual club meeting.

## Using Parliamentary Procedure to Conduct the Business Meeting\*

\*Adapted with permission from *Parliamentary Procedure* (Fact Sheet 4-H-011-99), a publication of Ohio State University Extension.

### Why Use It?

Sometimes meetings are very chaotic when making group decisions. Everyone talks at once, trying to sway others to their point of view. A basic knowledge of parliamentary procedure can make the group decision process more orderly. It is an important skill young people can use throughout life. Parliamentary procedure can be used by groups as they conduct their meetings. Parliamentary procedure is practiced

## Helping You Help Officers and Committees



# The 4-H Club Meeting

## Group Building...

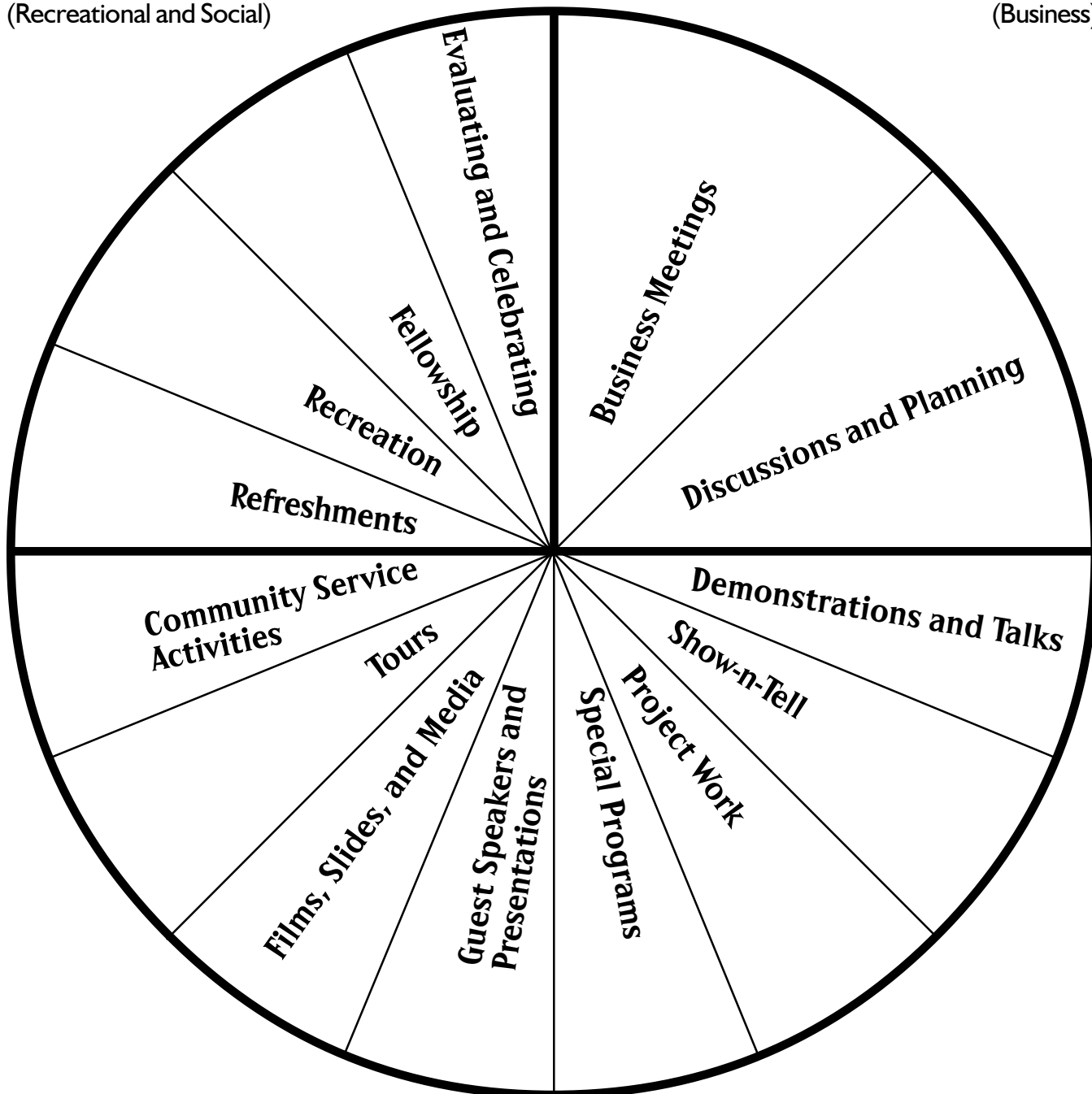
15–20 Minutes

(Recreational and Social)

## Group Decisions...

15–20 Minutes

(Business)



## Program or Activity...

40–60 Minutes

(This will vary considerably with the type of activity and the ages of group members.)

in Congress, by county commissioners, school boards, and local fair boards, to name a few groups.

## What is Parliamentary Procedure?

It is an organized method for a group to accomplish their goals in an effective, fair and efficient manner. It is:

- **Effective** by providing an orderly way to conduct the group's business and make decisions.
- **Fair** because it is a democratic process for making a decision.
- **Efficient** by keeping the group focused. One item of business is disposed of before going on to another.

Most parliamentary procedure is based on *Robert's Rules of Order*, a book that describes the procedures for conducting items of meeting business.

## The Basics

4-H meetings are often the first exposure young people will have to parliamentary procedure. There are volumes of material written on the fine points of parliamentary procedure, but only the basics are necessary for 90 percent of the business conducted at a local 4-H club meeting. Start with the basics of parliamentary procedure listed below and on the following pages, and then continue to learn by doing.

## The Motion

One of the basics of parliamentary procedure is how to move and dispose of a motion. Here are the steps to follow:

- 1. Recognition by the chair.** A member seeks permission to speak to initiate a motion by simply raising his or her hand, or standing, and saying "Mister/Madam President . . ." When the president recognizes the member, that member has the floor and may speak. In a large group, it is a good idea for members to stand when speaking.
- 2. The motion.** A member should say "I move that we buy a 4-H flag." (It is not correct to say, "I make a motion that...")
- 3. Second.** The motion must receive a **second** before any discussion begins. A member does not need to be recognized to second a motion but just states, "I second the motion" or simply "Second." Obtaining a second indicates that at least two people favor discussing the motion. If there is no second, the motion is dropped.
- 4. Discussion.** Once the motion has been moved and seconded, its merits can then be discussed. First, the

president must recognize a member of the group. The member who is recognized gives reasons – for or against the motion – to the group. Discussion on a motion may end in three ways: (a) No one says anything; (b) A member says "I call for the question" which means that the member wants the motion brought to a vote or (c) The president decides that there has been adequate discussion.

**5. Vote.** Some methods of voting include: voice vote (aye/nay), a show of hands, standing, roll call or secret ballot. The president should always call for both sides of the vote even if the vote appears to be unanimous. The president announces the result of the vote by saying "The motion passes/fails." A majority (more than half of the members who are present and voting) is needed to pass a motion.

## Amendments

There are times when members of the group will want to change the motion while it is in the discussion phase. This is called an amendment. It is recommended that only one amendment be permitted per motion. An amendment generally strikes out, adds, or substitutes words in the main motion. A motion has been moved and seconded and is being discussed. To amend a motion:

- 1.** A group member is recognized by the president to speak, then says, "I move to amend the motion to buy a 4-H flag by adding the words '3 foot by 5 foot.'"
- 2.** A second to this amendment is required.
- 3. Discussion** follows and **is only for the amendment**, not the original motion. In the example, members may discuss the merits of a 3 foot by 5 foot size 4-H flag, not if they are to purchase a flag (original motion).
- 4.** When it is time to vote, the president conducts a vote to determine if the amendment passes. A majority is needed to pass it.
- 5. If** the amendment **passes**, discussion follows on the **motion as amended**. In our example, "I move that we buy a 3 foot by 5 foot 4-H flag."
- 6.** After discussion, a vote is taken on the original motion as amended. A majority is needed.
- 7. If the amendment did not pass**, discussion on the original motion continues. In our example, this was to "buy a 4-H flag."



8. After the discussion, a vote is taken on the motion. A majority vote is needed for it to pass.

*Tip: For less formal meetings, such as 4-H club meetings, it may be best to introduce complicated ideas by discussion before a motion is made. This eliminates the need for most amendments.*

### To Lay on or Take From the Table

There are times when there is a reason to delay the decision on a motion. For example, there may not be enough information for members to make a decision. The procedure to do this is called “laying on the table.” This delays a decision until another time.

1. During discussion of a motion, a member is recognized by the president and says, “I move to lay the motion on the table.”
2. Once again, a second is required.
3. There is **no discussion permitted**. The group proceeds directly to vote whether to table the motion or not. A majority is needed for the motion to be tabled.
4. To bring back the motion, at a later time, so it can be discussed and acted upon, is called “taking from the table.” While in old business, a member says, “I move to take from the table (the motion’s name).”
5. A second is required.
6. There is **no discussion permitted**. The group proceeds to vote whether to bring the motion from the table or not. A majority is needed. Once a motion has been brought back from the table, it is the next item of business.

*Tip: Generally, a tabled motion comes back for consideration at the next regular meeting. Don’t use the motion to table as a way to “kill” a motion.*

### Adjournment

Adjournment is used to end the meeting.

1. To adjourn the meeting, a member is recognized by the president and says, “I move that we adjourn.”
2. Once again a second is required.
3. There is **no discussion permitted**. The group proceeds to vote whether to end the meeting or not. A majority is needed.

A motion to adjourn can be given at any time during a meeting. Hopefully, however, it will not be misused

### Helping You Help Officers and Committees

by club members to adjourn prematurely when there is important business yet to be addressed.



### Consensus Decision-Making:

### An Alternative Way to Make a Club Decision

Sometimes clubs have trouble reaching a decision or solving a problem. Using majority voting as part of parliamentary procedure may seem to get in the way. When decisions are made by majority votes, the minority may be dissatisfied. When this happens in your club, you may use another way to make a club decision.

### What is Consensus Decision-Making?

Consensus decision-making means having the group come to an agreement, without voting, about a problem or issue on which they have been working. It is a process that allows all club members to have control over decisions that affect them and it encourages each member to share ideas with the whole group. The initial goal is to provide an opportunity for every member to share ideas and thoughts with the group, rather than for everyone to agree on the way to solve a problem. This method results in creating lots of ideas that lead to solving the problem with a solution that everyone can agree with, rather than in one side winning. When the club reaches a final decision, it is acceptable to all members and all members take responsibility for the decision that is made.

### How Does Consensus Decision-Making Work?

The six steps for consensus decision-making are to:

1. Define or explain the problem that needs a decision.
2. Give everyone a chance to suggest solutions to the problem.
3. Discuss the suggestions. They can be changed or improved as they are discussed.
4. Decide on the best solution to the problem. Everyone does not have to agree that it is the best solution, but everyone should agree to accept the solution and help make it work.

5. Put the decision into action. In the minutes, record who will do what, by when and how.
6. After the decision has been tried, evaluate it. That is, the group should see how it is working and make some changes, if necessary.

### Will Consensus Decision-Making Always Work?

- Consensus decision-making will not work if:
- Someone in the club blocks the consensus process

- to promote his or her own ideas or the club has members who want their own way.
- The discussion moves off the topic.
- The group has little time or patience.

Discuss with your officers parliamentary procedure and consensus decision-making, what, why and when they are best used. Then use Appendix B, “Do You Know Parliamentary Procedure?” (found on pages 13 and 14) with them.

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# Working With Officers

## About Being a 4-H Officer

All 4-H officers represent their group as well as the 4-H program throughout the state. Their skills, abilities, standards, ideals, speech – even their smiles – represent Michigan 4-H Youth Development. Representing others is one of an officer’s most important responsibilities because it exists at all times, not just while they are at a 4-H meeting.

Club officers are an important part of the leadership team in the local 4-H club. Being an officer helps the member develop leadership skills as he or she performs the duties required.

## Characteristics of Good Officers

- Good 4-H club officers:
- Are dependable.
  - Work with all members and give everyone a chance to participate.
  - Work well with other officers, committee members, leaders and parents.
  - Share leadership by giving others an opportunity to accept responsibility and develop their leadership ability.
  - Help plan a program for the year that is in the best interest of all members of the group.
  - Try to make the meetings worthwhile and interesting.

The activity on page 12, “Check Yourself as an Officer,” can be photocopied and distributed to provide club officers the opportunity to rate themselves as officers **and** members.

## Who Are 4-H Officers?

The following 4-H officers are usually elected in each club:

- **President** – Presides at all meetings, manages the business of the club meeting, appoints committees and keeps order during the meeting.
- **Vice-President** – Takes charge of the meeting in the president’s absence, serves as chairperson of program committee and is responsible for the program portion of the club meeting.
- **Secretary** – Keeps written minutes of all meetings using the *Secretary’s Record Book* (4H1230) and who keeps record of the attendance of all members.
- **Treasurer** – Takes care of all club funds and keeps an accurate record of club funds using the *Treasurer’s Record Book* (4H1203).
- **Reporter** – Writes interesting and accurate reports of club meetings and special club activities, sends these to the local newspaper and helps keep local people informed of 4-H activities.

A club may elect additional officers. Some clubs, for example, elect a song leader, a historian or a recreation chairperson. In other clubs the offices of secretary and treasurer may be combined into one office. The size of the club and the age of the members may determine the number and kinds of officers to elect. It’s useful for each member to have responsibilities in the club. However, serving on a committee may be the best learning experience for many beginning members.

# Election of Officers

## Why Elect Group Officers?

Allowing 4-H club members to elect their own officers serves several purposes.

- All members learn about and participate in elections.
- Those elected learn to be responsible to their group, learn leadership skills, and practice parliamentary procedure and consensus decision-making.
- Members feel ownership in their club meetings.

Since one of the goals of 4-H is to develop leadership skills, encourage members to try different leadership roles in their club so members gain many experiences.

## When Do Elections Take Place?

Club officers are usually elected each year near the beginning of the 4-H program year. One of the organizational leaders of the club should be named to help the officers carry out their responsibilities. This leader should explain the duties of each officer and advise the members to choose officers for their ability to do the assigned task rather than for their popularity.

Since time is needed for members to become acquainted with potential officers, it may be best to elect officers at the second meeting of the year after members have had more of a chance to get to know each other. How well do members know one another? Is the club just getting started? Are there several new members? How large is the club? The answer to these questions and others can help decide how and when officers are elected.

## How Are Prospective Officers Nominated?

Officers are usually nominated in one of two ways. The first method, often used in larger, continuing clubs, employs a nominating committee. The current president usually appoints this three- to five-person committee which meets with the organizational leader prior to the club meeting when the election is to take place. It usually nominates two persons for each office. Prior to adding a nominee to the slate, each prospective officer is asked if he or she will serve. The committee presents the slate – as a committee report – at the club meeting. If a nominating committee is used, it's always in order to nominate other individuals from the floor at the election meeting.

## Helping You Help Officers and Committees

The second method of nominating officers is from the floor. In this method, the president (or in a new club the organizational leader) calls for nominations from the floor for president. To make a nomination from the floor, a member stands, addresses the chair, and after being recognized says, "Mister/Madam Chairperson, I nominate Jane Doe for \_\_\_\_\_." A second is not necessary. The nominees should be asked if they will accept the nomination. The chairperson says, "Are there further nominations?" If there are none, the chairperson may close the nominations or a member may say, "I move the nominations be closed." However, this motion is in order only after a reasonable length of time has been allowed for making nominations. Such a motion must be seconded and voted on. When only one person is nominated, the member moving to close the nominations may say, "I move that the nominations be closed and the secretary be instructed to cast a unanimous ballot for Jane Doe for \_\_\_\_\_." A majority vote in favor of this motion elects as well as nominates the person named.

## How Are Officers Elected?

Regardless of how nominations are made (by a committee or from the floor), voting may be by secret ballot as members write the name of their choice on a slip of paper or by a show of hands with eyes closed. After nominations are closed for president, the members vote for the president, before nominations are opened for vice-president. One by one, each office is filled by members elected by the majority of votes cast. Any club member defeated for one office can be nominated for another office from the floor. This ensures that individuals with appropriate skills, who are defeated for one office, can be nominated for another.

## Taking Over the Responsibilities of Office

As soon as the president is elected, he or she may take over the duties of the office and conduct the rest of the meeting, including the election of other officers. A better alternative is for the past officers to be responsible until the new officers are officially installed, usually at the next meeting.

## Installation of Officers

An installation ceremony is one way to stress the importance of officers and their contributions to the club as well as to inform the club members of the

officers' roles. Often the retiring officers, with the help of a leader or parent, will prepare an effective, original ceremony. Being chosen as a 4-H club officer

is an honor that deserves recognition. Recognition, in turn, brings pride to the office.

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# Working With Committees

## Why Have Committees?

Committees can help 4-H groups function well by making recommendations and suggesting plans for the group. Committees also let more members get involved. Some individuals who won't accept responsibility alone may be willing to work with others on a committee. Serving on a committee can give members a chance to "grow into" responsibility which will help them develop leadership skills.

## Who Can Serve on Committees?

Committee membership should not be limited to club members. Parents and club leaders also can be appointed to help plan and supervise various club activities. Each committee will probably have an advisor. This may be an adult leader or a parent who should understand what his or her role is as an advisor.

## How Are Committees Formed?

The president, with the assistance of the organizational leader, appoints committees. Either the president or the committee itself may name the committee chairperson.

## The Executive Committee

The officers and the organizational leaders(s) make up the club's executive committee. This committee

needs to meet, plan and get training soon after new officers are elected.

## Standing Committees

Standing committees are appointed each year and they serve for the entire year. Examples include the:

- **Program Committee** – Plans the program for the year, including the program for each meeting. After the plans are approved by the club members, they are written in the "Club Program for the Year" form (found in the *Secretary's Record Book* [4H1230]). The programs should also be shared with each family in the club and with the county Extension office. The vice-president serves as this committee's chairperson.
- **Recreation Committee** – Plans recreation for each club meeting and social activities for the club. The recreation leader serves as chairperson.
- **Membership Committee** – Makes plans to enroll new members in the club and talks with prospective members and their parents. This committee helps new members get acquainted in the club and participate in club programs.

## Special Committees

Special committees are appointed to study problems and recommend solutions. For example, special committees might be appointed for a group tour or trip, a local club celebration, transportation, a fundraiser or for parent appreciation.

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# Additional Resources

Avery, M., Streibel, B., & Auvine, B. (1981). *Building united judgement: A handbook for consensus decision making*. Madison, WI: Center for Conflict Resolution.

Biagi, B. (1978). *Working together: A manual for helping groups work more effectively*. Amherst: University of Massachusetts Press.

National Association of Parliamentarians. (2004). *How to use parliamentary procedure*. Retrieved June 27,

2005, from <http://www.parliamentarians.org/parlipro.htm>.

Robert, H. M., Evans, W. J., Honemann, D. H., & Balch, T. J. (2000). *Robert's rules of order: Newly revised* (10<sup>th</sup> ed.). Cambridge, MA: Da Capo Press.

Sponberg, H. (2000). *The meeting will come to order: Simplified guidelines to parliamentary procedure*. East Lansing: Michigan State University Extension. (Original work published 1990)



## Appendices: Activities

The following pages contain activities mentioned in the preceding pages. Please make photocopies of these activities as you need them, and then complete them.

The activities found here are:

- Appendix A: Check Yourself as an Officer
- Appendix B: Do You Know Parliamentary Procedure?
- Appendix C: Points to Look for in a Good 4-H Meeting
- Appendix D: The President Conducts a Meeting
- Appendix E: The Puzzle: Putting a Meeting Together
- Appendix F: Worksheet for Planning a 4-H Club Meeting





# Check Yourself as an Officer

**Instructions:** Check (✓) the ones that apply to you.

- I know that being a good leader means I need to understand myself, and I need to try to know and understand the people with whom I am working.
- I know the duties and responsibilities of my office.
- I attend meetings regularly (at least three-fourths of the meetings).
- I am willing to learn more in order to be a better officer.
- I am on time for the meetings.
- I try to spend some time at meetings with everyone in the group during the course of the year.
- I accept responsibilities willingly and enjoy doing more than just what is required of me.
- I try to work cooperatively with other officers and the leaders.
- I am willing to give credit to others.
- I encourage new members to join and I do things with them at meetings to make them feel welcome.
- I listen to ideas and suggestions from others.
- I am willing to help conduct and take part in the meeting.
- I try to keep irritations from becoming big problems.
- I am ready to try new ideas.
- I feel good enough about myself that I can admit that I don't know everything.
- I suggest constructive ideas and alternatives without criticizing other members personally.



# Do You Know Parliamentary Procedure?

Here is a little quiz to test your knowledge of parliamentary procedure. **Note:** Some of these items are not covered in the earlier section on parliamentary procedure. See the answer sheet for more learning!

**Instructions:** Mark a “T” (true) or an “F” (false) in the blank preceding each statement.

- \_\_\_ 1. The president of a group should be in charge of the business meeting.
- \_\_\_ 2. In presenting motions, members should rise and address the presiding officer.
- \_\_\_ 3. Motions should be introduced by saying, “I make a motion.”
- \_\_\_ 4. You should not second a motion unless you rise, address the “chair” and are recognized.
- \_\_\_ 5. Committee reports which include recommendations need to be approved by the group through a motion, second and a favorable vote.
- \_\_\_ 6. Nominations made from the floor should always be seconded.
- \_\_\_ 7. Seventy-five percent of the members must vote “yes” to approve a motion.
- \_\_\_ 8. The secretary doesn’t need to stand up when reading the minutes.
- \_\_\_ 9. The minutes of a meeting should be approved by a motion and vote.
- \_\_\_ 10. An amendment to a motion doesn’t need to be seconded.
- \_\_\_ 11. If the chairperson doesn’t like a motion that was properly made and seconded, he or she can ignore it and call for a new motion.
- \_\_\_ 12. To postpone a decision on a motion, a motion to lay it on the table must be passed by a majority vote of the members.

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## Answers to “Do You Know Parliamentary Procedure?”

1. **TRUE.** The president should be in charge or run the meeting. This means he or she should make certain the business is conducted in an efficient and fair manner. The vice-president conducts the meeting if the president is absent.
2. **TRUE.** In business meetings, only after a member has addressed the presiding officer as “Mister/Madam President” or “Mister/Madam Chairperson” and has been recognized, is the member privileged to speak and to present the proposal.
3. **FALSE.** The correct language is “I move that . . . .”
4. **FALSE.** Only in larger and more formal meetings is it necessary for one who seconds a motion to be “recognized.”
5. **TRUE.** All reports in which a committee makes recommendations need to be approved by the group.
6. **FALSE.** Nominations made from the floor don’t need to be seconded. When it’s moved to accept the report of a nomination committee or cease nominations or instruct the secretary to cast a unanimous ballot for those nominated, this is a main motion. These situations do require a second followed by discussion and a vote.
7. **FALSE.** One more than one-half of the members voting “aye” or “yes” passes a motion. A motion with exactly the same number of “yes” and “no” votes fails.
8. **FALSE.** The secretary does stand up while reading the minutes, unless a small club decides it is not necessary.
9. **FALSE.** After the minutes have been read, the chairperson may ask, “Are there any corrections to the minutes as read? If not, they stand approved as read.” If there is a correction, the presiding officer asks the secretary to make the change.
10. **FALSE.** An amendment to a motion should be seconded the same as the main motion to which it applies.
11. **FALSE.** A chairperson cannot ignore a motion. He or she must deal with a motion that has been made and seconded by following the process outlined in the club officer handout, *So You Are President of Your Club*, on pages 24 through 28. The president must also acknowledge points of order and appeals.
12. **TRUE.** A motion to lay an existing motion on the table also only requires one more than one-half the members voting to pass.





# Points to Look for in a Good 4-H Meeting

*This sheet can be used to evaluate all your meetings.*

**Instructions:** You should be able to answer “yes” to most of the questions. The ones you answer with a “no” are areas you will want to improve.

- \_\_\_ 1. Do the officers and organizational leaders check meeting plans with one another, and make an agenda before the meeting?
- \_\_\_ 2. Does the president call the business meeting to order on time, keep the meeting moving and close on time?
- \_\_\_ 3. Do all officers and members use correct parliamentary procedure when appropriate?
- \_\_\_ 4. Are all announcements short, to the point and loud enough for members to hear?
- \_\_\_ 5. Are new members and guests introduced and made to feel at home?
- \_\_\_ 6. Is there a special program in addition to the business meeting and recreation?
- \_\_\_ 7. Does the meeting have variety?
- \_\_\_ 8. Are the programs planned for the entire year chosen to appeal to everyone?
- \_\_\_ 9. Is there an opportunity for members to get to become better acquainted?
- \_\_\_ 10. Do officers avoid doing all the talking?
- \_\_\_ 11. Does the organizational leader avoid doing most of the talking and making club decisions?
- \_\_\_ 12. Do all or most of the members have an opportunity to talk during the meeting?
- \_\_\_ 13. Are the social recreation and refreshments suitable to the meeting place and group?
- \_\_\_ 14. Is common courtesy shown between officers and members?
- \_\_\_ 15. Are leaders and parents given a chance to voice their opinions?
- \_\_\_ 16. Are members given a chance to voice their opinions without feeling personally criticized?
- \_\_\_ 17. Is there fun, learning and fellowship at the meeting?



# The President Conducts a Meeting

On the day of the 4-H meeting, Mr. Michaels, the leader; Kerri, the president; and the officers arrived at the club room a few minutes early to talk over the business of the day and to make any last-minute arrangements.

- When the other members arrived and had been seated, Kerri rose and said:
- Call to Order** “The meeting will please come to order. Forrest will lead the 4-H pledge.”  
Forrest asked all members to rise and repeat the 4-H pledge.
- Roll Call** When the members were seated again, Kerri said, “Will the secretary call the roll?”  
“Instead of answering ‘present,’” said Petra, the secretary, “will each member stand and tell the club about the progress of his or her project since the last meeting?”
- Reading Minutes** After each member reported, Kerri rose and said, “The secretary will now read the minutes of the last meeting.”
- Approving Minutes** When Petra finished, Kerri asked, “Are there any additions or corrections to the minutes?” She paused. “If not, they stand approved as read.”  
(Had there been additions or corrections, they would have been made and Kerri would have said, “The minutes are approved as corrected.”)
- Treasurer’s Report** “We will now have the treasurer’s report.”  
George, the treasurer, announced the amount of expenditures since the last meeting and stated the balance in the treasury.
- Committee Report** Then the president said, “Will the chairperson of the community service committee now report?”  
Jim, the chairperson, rose. “Madam President.” Recognizing the committee chairperson, Kerri said, “Jim.”  
Jim began, “The community service committee wants to report that the club has begun making arrangements for the Valentine’s Day party we are going to have for the residents of the senior center.”
- Making a Motion** Jim continued, “I move that this report be accepted and that the club spend up to \$50 for the party.”
- Seconding a Motion** Mai, one of the members immediately stood up. “I second the motion,” she said.
- Discussion** “Is there any discussion of this motion?” asked Kerri.  
An enthusiastic discussion followed. Finally, one of the members, Darriel indicated that she wished the club to vote on the motion, called, “Question.”  
Then Kerri said, “Are the members ready for the question?” Since no one seemed unready to vote, she said,
- Oral Vote** “All those in favor of the motion signify so by saying ‘aye.’”  
“Aye,” chorused all the members.  
“All those opposed, by saying ‘no,’” continued Kerri.  
Since there were no opposing votes, Kerri said, “The motion is carried.”
- Unfinished Business** When the other committee reports were given, Kerri asked, “Is there any unfinished business to come before the meeting?”  
Since none was introduced, Kerri continued,
- New Business** “Is there any new business to come before the meeting?”

<b>Out of Order</b>	<p>Marissa began to speak without first addressing the president.</p> <p>“Marissa, you’re speaking out of order,” said Kerri. “You’re addressing the meeting without recognition from the chair.”</p> <p>Then, Marissa stood and said, “Madam President.”</p> <p>“Marissa,” replied Kerri.</p>
<b>The Motion</b>	<p>“I move that we have an exhibit,” said Marissa.</p>
<b>Amending the Motion</b>	<p>After the motion was seconded, Alexis rose and was recognized. “I amend the motion to read ‘that our 4-H club have an exhibit at the county fair this coming July.’”</p>
<b>Discussion</b>	<p>After the amendment was seconded, the members held a short discussion.</p>
<b>Voting on the Amendment</b>	<p>Then the president brought the amendment to vote. “All those in favor of this amendment signify so by saying ‘aye.’”</p> <p>After the large number of “ayes,” Kerri said, “All those opposed by saying no.”</p>
<b>Voting on the Motion as Amended</b>	<p>Since there were no opposing votes, Kerri said, “The amendment is carried. We’re now ready to vote on the amended motion. Is there any discussion?”</p> <p>Since there was none, Kerri said, “The motion was made, seconded and amended that our 4-H club have an exhibit at the county fair this coming July. All those in favor signify by saying ‘aye.’”</p> <p>Pausing to allow those favoring the motion to say “aye,” Kerri continued, “Those opposed, ‘no.’”</p> <p>There being no opposing votes, Kerri said, “The motion is carried.”</p>
<b>Motion</b>	<p>In case another member had any additional business to bring to the members’ attention, Kerri asked, “Is there any other business to come before the meeting?”</p> <p>Cathy stood and was recognized. She said, “I move that we have our annual Family Fun Night on May 25.”</p>
<b>Standing Vote</b>	<p>When the motion was seconded and discussed, Kerri conducted an oral vote in the usual way. Since there were many opposing votes, however, she couldn’t tell whether the motion was carried or lost. Therefore she said, “All those in favor of the motion please stand.” After counting the votes she said, “All those opposed to the motion please stand.”</p> <p>Since there were more votes for the motion than against it, she announced, “The motion is carried.”</p>
<b>Adjournment</b>	<p>When all the business was disposed of, Kerri said, “If there is no further business, a motion for adjournment is now in order.”</p> <p>“Madam President,” said Petra.</p> <p>“Petra,” replied Kerri.</p> <p>“I move that we adjourn until two o’clock next Saturday at the home of Mai Kwon.”</p> <p>When the motion was seconded, Kerri said, “All those in favor, say ‘aye.’”</p> <p>“Aye,” answered all the members.</p> <p>“Those opposed, ‘no.’ ” Kerri paused. “The motion is carried,” concluded Kerri, “and the meeting stands adjourned until two o’clock Saturday at the home of Mai Kwon.”</p>
<b>If There Is No Business</b>	<p>When there is no business to be discussed, the president can call the meeting to order and ask the secretary to read the roll. The minutes can be read and approved. Then the business meeting can be adjourned. The rest of the meeting time can be spent on the program and recreation.</p>



## The Puzzle: Putting a Meeting Together

<b>Group Building</b>	<b>Demonstrations/Talks</b>
<b>Program or Activity</b>	<b>Health Activity</b>
<b>Group Decisions</b>	<b>Project Work</b>
<b>Films, Videotape, Slides</b>	<b>Evaluating and Celebrating</b>
<b>Skating Party</b>	<b>Show-n-Tell</b>
<b>Safety Activity</b>	<b>Introduction of Guests</b>
<b>Planning</b>	<b>Community Service Activity</b>
<b>Community Service</b>	<b>Project Talks</b>
<b>Business Meeting</b>	<b>Get Acquainted</b>
<b>Recreation "New Games"</b>	_____
	<b>(Your Idea)</b>
<b>Guest Speaker</b>	_____
	<b>(Your Idea)</b>
<b>Interaction Games</b>	_____
	<b>(Your Idea)</b>



# Worksheet for Planning a 4-H Club Meeting

This is a suggested outline for a 4-H club meeting. To add variety, you may want to try other ways of organizing and conducting your meetings.

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Place** \_\_\_\_\_

## Pre-meeting Activities

\_\_\_\_\_  
(Led by)

\_\_\_\_\_  
(Activity)

## Business

Call to order

\_\_\_\_\_  
(President)

Pledge of Allegiance

\_\_\_\_\_  
(Led by)

4-H pledge

\_\_\_\_\_  
(Led by)

Roll Call (each member answers)

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Subject, if any)

Introduction of visitors and new members

\_\_\_\_\_  
(President)

Reading of minutes

\_\_\_\_\_  
(Secretary)

Approval of minutes

\_\_\_\_\_  
(President)

Treasurer's report

\_\_\_\_\_  
(Treasurer)

Committee and/or Officer Reports

\_\_\_\_\_  
(Led by)

\_\_\_\_\_  
(Subject)

\_\_\_\_\_  
(Led by)

\_\_\_\_\_  
(Subject)

\_\_\_\_\_  
(Led by)

\_\_\_\_\_  
(Subject)

Unfinished Business (if any)

\_\_\_\_\_  
(President)

Items to be discussed

\_\_\_\_\_

New Business

\_\_\_\_\_  
(President)

A. Items to be discussed

\_\_\_\_\_



B. Committees appointed \_\_\_\_\_  
 (If needed) and check of individual \_\_\_\_\_  
 assignments for next meeting \_\_\_\_\_  
 (Assignment) (Members)  
 \_\_\_\_\_  
 (Assignment) (Members)

Announcements \_\_\_\_\_  
 (President and/or club leaders)

Special activities or events (if any)...  
 Local \_\_\_\_\_  
 \_\_\_\_\_  
 County \_\_\_\_\_  
 \_\_\_\_\_  
 Area \_\_\_\_\_  
 \_\_\_\_\_  
 State \_\_\_\_\_  
 \_\_\_\_\_  
 Other \_\_\_\_\_  
 \_\_\_\_\_

Adjournment \_\_\_\_\_  
 (President)

**Program** (Vice President in charge)

A. Demonstrations, Talks, and \_\_\_\_\_  
 Other Presentations \_\_\_\_\_  
 (Subject) (Member)  
 \_\_\_\_\_  
 (Subject) (Member)  
 \_\_\_\_\_  
 (Subject) (Member)  
 \_\_\_\_\_  
 (Subject) (Member)

B. Other Program \_\_\_\_\_  
 (Subject) (Person[s] Responsible)  
 \_\_\_\_\_  
 (Subject) (Person[s] Responsible)

**Recreation**

Game or social activity \_\_\_\_\_  
 (Recreation Chairperson)

Refreshments \_\_\_\_\_  
 (Provided by)

Notes: (Other points to consider) \_\_\_\_\_

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.







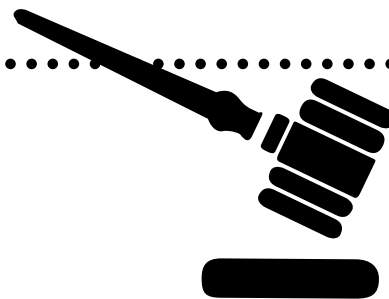
## Club Officer Handouts

The following pages contain club officer handouts mentioned in the preceding pages. Please make a photocopy of each of these and give to the appropriate officers in your club.

- *So You Are President of Your Club* (formerly 4H1468)
- *So You Are Vice-President of Your Club* (formerly 4H1469)
- *So You Are Secretary of Your Club* (formerly 4H1470)
- *So You Are Treasurer of Your Club* (formerly 4H1471)
- *So You Are Reporter of Your Club* (formerly 4H1472)



# So You Are President of Your Club...



You, and all officers of 4-H clubs, are representatives. You represent not only the local club, but the whole 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent Michigan 4-H. Representing others is one of your most important responsibilities because it exists at all times – not just while you are at the 4-H meetings. Those who are not acquainted with 4-H judge it by its officers. Being a 4-H officer also provides you with the opportunity to increase your skills through study and experience.

## 4-H Business Meeting Agenda

1. Call to order
2. Pledge of Allegiance, song or 4-H pledge
3. Roll call and introduction of visitors
4. Minutes of previous meeting
5. Treasurer's report
6. Report of officers and committees
7. Unfinished business
8. New business
9. Announcements, leader's report
10. Adjournment

## Checklist for Presidents

- \_\_\_ I consult with the club leader(s) ahead of time to prepare for each meeting.
- \_\_\_ I prepare a meeting agenda before the meeting.
- \_\_\_ I notify the leader(s) and the vice-president several days before the meeting if I'm going to be absent.
- \_\_\_ I conduct the meetings according to parliamentary procedure and in a courteous and tactful manner.
- \_\_\_ I make guests feel welcome.
- \_\_\_ I help the other officers to carry out their assignments.
- \_\_\_ I encourage everyone to participate in the meeting.
- \_\_\_ I make sure as many members as possible get to serve on a committee at some time during the year.
- \_\_\_ I delegate responsibilities rather than trying to do it all myself.
- \_\_\_ I give others credit for jobs they do.
- \_\_\_ I thank those who participate in the program or those who help to make arrangements.
- \_\_\_ I avoid dominating the meeting by giving too many personal opinions.
- \_\_\_ I keep members on topic, so our meetings do NOT go too long.
- \_\_\_ I represent my club proudly at other meetings and events.
- \_\_\_ I try to attend as many 4-H meetings and activities as possible and am prompt and enthusiastic.

# Guidelines for Conducting Good Business Meetings

A well-planned 4-H meeting consists of the business meeting; an educational program that may include talks, discussion, presentations or special speakers; and recreational and/or social activities.

Generally the club meeting follows this order:

## Call to Order

The president rises and says, **“The meeting will please come to order.”** Meetings should begin on time and end promptly.

## Pledge of Allegiance, Song or 4-H Pledge

The president or someone he or she assigns leads the group in the pledge. One or two lively songs are a good beginning for a meeting. A thought for the day or similar activity could be substituted.

## Roll Call and Introduction of Visitors

The president stands and says, **“The secretary will please call the roll.”** The secretary remains seated and announces how roll call is to be answered and then calls the names of the 4-H’ers. Then all visitors are introduced to the group.

## Minutes of Previous Meeting

The president stands and says, **“The secretary will read the minutes of the last meeting.”** The secretary rises and addresses the chair, “Mister/Madam President,” then reads the minutes and is seated.

The president asks, **“Are there any additions or corrections to these minutes? (waits a moment) If not, they stand approved as read.”** Or if there are corrections, the corrections are made and the president continues, “Are there any further corrections to the minutes? (The president waits a moment.) There being no further corrections, the minutes will stand approved as corrected.”

## Treasurer’s Report

The president asks, **“May we have the treasurer’s report?”** The treasurer rises and addresses the chair, then reads the treasurer’s report and is seated. Generally no action is required on this report.

## Report of Officers and Committees

The president may have plans or ideas he/she wishes to report. The secretary reads any correspondence that has been addressed to the group.

The president asks the chair of each committee to report. The president says, **“Will the chair of the \_\_\_\_\_ committee please report?”**

The chair rises, addresses the president and gives the report.

The president says, **“What will you 4-H’ers do with this report?”**

## Problems for Presidents

**Problem:** Wise-Acres 4-H Club has a very good recreation leader; every meeting starts with two or three games and activities and lots of fun. It’s difficult to get the business meeting started. Everyone is quiet for the pledge and roll call, but as soon as that is finished everyone wants to talk and continue to have fun. As president is there anything you can do to help the problem?

**Solution:**

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**Problem:** Tom is president of the 4-H club. In the past year several 4-H’ers have dropped out of the club. Tom is very concerned about this because the group has always been very active. The active 4-H’ers are Tom’s closest friends and also are the other officers. It’s usually the officers that do all the jobs. How can Tom help his 4-H group?

**Solution:**

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For ideas that help prevent or solve problems like these, see “Helping Your Club Plan Meetings” in the **So You Are Vice-President of Your Club** handout.

## Motion

A motion needs to be made by a 4-H'er to accept the committee report. A 4-H'er addresses the president and then says, "I move that this committee report be accepted."

The secretary records the motion with the name of the person who made the motion.

Second 4-H'er: "I second the motion."

President: **"It is moved and seconded that this committee report be accepted. Is there any discussion?"** (Discussion usually follows; every speaker addresses the president and is recognized before talking.)

President (when all discussion has ended): **"All in favor (repeat the motion) say 'Yes'; opposed 'No.'"** If the motion carried, the president says, **"The motion is carried; the report is accepted."** If more people voted 'No' than 'Yes,' the president says, **"The motion is lost."**

## Unfinished Business

Unfinished business is business not completed at earlier meetings.

President: **"Is there any unfinished business?"** If the answer is "Yes," then that business is brought before the 4-H'ers. If not, the president goes on to the next section of the meeting.

## New Business

New business allows time for 4-H'ers to submit new ideas for the club to consider.

President: **"We are now ready for any new business."**

The 4-H'ers must address the president and then explain any new business they have. Any action taken by the club must be stated as a motion ("I move we have a bake sale.") and then follow the motion process.

## Announcements, Leader's Report

President: **"Are there any announcements?"** The program for the next meeting is announced by the vice-president. The place, date and time of the next meetings and activities also are announced.

## Adjournment

The president asks, **"Is there a motion for adjournment?"**

4-H'er: "Mister/Madam President."

President: **"John."**

4-H'er: "I move that we adjourn."

Second 4-H'er: "I second the motion."

President: **"It is moved and seconded that we adjourn. All in favor say 'Yes'; opposed 'No.' The motion is carried and the meeting is adjourned."**



## Practice for Presidents

Arrange these regular meeting items in order:

\_\_\_ Treasurer's report

\_\_\_ Pledge of Allegiance

\_\_\_ Unfinished business

\_\_\_ Committee reports

\_\_\_ Call to order

\_\_\_ Roll call

\_\_\_ 4-H pledge

\_\_\_ Adjournment

\_\_\_ New business

\_\_\_ Minutes of last meeting

# Suggested Outline for a 4-H Club Meeting

Meetings should be flexible. Not every meeting has to include all five parts nor does it have to follow this order.

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## Part 1:

### Opening

*(5–10 minutes)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is often helpful to set the mood for the rest of the meeting. It may include a get-acquainted activity, the Pledge of Allegiance, the 4-H pledge, a song and roll call.

---

## Part 2:

### Business session

*(15–20 minutes)*

- Minutes of last meeting (if any)
- Committee reports (if any)
- Unfinished business (if any)
- New business (if any)
- Adjournment

A business meeting is not necessary at every meeting. Have a business session only when you have definite business to discuss.

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## Part 3:

### Program

*(40 minutes to 1 or more hours)*

This is the heart of most 4-H meetings and may include any of the activities identified by members of your club as appropriate in reaching their goals. Some possibilities are:

- 4-H presentations, demonstrations, talks, show and tell
  - Guest speaker
  - Visual aid material (film, slides, videotapes)
  - Community service activities
  - Tours
  - Supervised work on projects
- 

## Part 4:

### Recreation and/or social activity

*(15–20 minutes)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Through recreation at club meetings, members learn to create their own fun, to cooperate, to give as well as follow directions, and to better understand themselves and others. Some clubs schedule recreational activities while waiting for all members to arrive; others prefer having this at the end of the meeting. Simple action games use up excess energy and can teach information or skills. Games also provide an opportunity for 4-H members to lead others. (It is usually helpful to discuss the game or activity details with the member before he or she leads it). Social activities give members a chance to interact with each other, to learn more about others and to have purposeful fun together.

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## Part 5:

### Refreshments

Once again, it is up to your group. If your meeting is right after school, you may want to start with a snack. A Saturday morning meeting might end with refreshments. Some meetings may not need any. Refreshments should not be provided by the leader.

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# Program Plan for 4-H Meeting

This form is designed to use for planning regular 4-H meetings. The officers and leaders should plan in detail at least a week prior to the meeting date and make sure that everyone with a part on the program is notified and prepared. It will help to have faster, better business meetings and more interesting programs.

Place \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Pre-meeting Activities \_\_\_\_\_

## Meeting:

- Call to order
- Pledge of Allegiance, song or 4-H pledge
- Roll call and introduction of visitors
- Minutes of previous meeting
- Treasurer's report
- Report of officers and committees
- Unfinished business: \_\_\_\_\_

- New business: \_\_\_\_\_

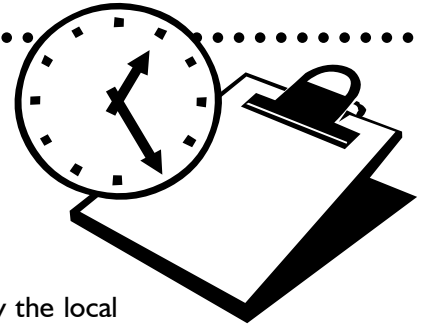
- Announcements, leader's report: \_\_\_\_\_

- Adjournment

- Program: \_\_\_\_\_

- Recreation: \_\_\_\_\_

# So You Are Vice-President of Your Club...



You, and all officers of 4-H clubs, are representatives. You represent not only the local club, but the whole 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent Michigan 4-H. Representing others is one of your most important responsibilities because it exists at all times – not just while you are at the 4-H meetings. Those who are not acquainted with 4-H judge it by its officers. Being a 4-H officer also provides you with the opportunity to increase your skills through study and experience.

## Checklist for Vice-Presidents

- \_\_\_\_\_ I consult with the president on plans or special work to be done.
- \_\_\_\_\_ I know the duties of president and can confidently preside at a meeting in the president's absence. (More information about the office of president can be found in *So You Are President of Your Club* (pages 24 through 28))
- \_\_\_\_\_ I represent my group at other events in the absence of the president.
- \_\_\_\_\_ I work with the leaders and other officers on committees and other group activities.
- \_\_\_\_\_ I serve as chair of the program committee that plans the annual group program.
- \_\_\_\_\_ I check with the 4-H'ers and guests scheduled to be on the program to see if they are ready or need assistance.
- \_\_\_\_\_ I introduce the program participants.
- \_\_\_\_\_ I remember to thank the people who are on the program.

## Guidelines for Program Chair

The vice-president of the club serves as chair of the program committee, introduces the program participants, and thanks the people who present the program.

### Introducing the Program Participants

Introduction of the participants can be very brief.

You will want to include:

1. Presenter's name
2. A little about his or her background
3. The title or subject matter of the presentation

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#### A good example –

*"Lynn Oakland is our club's guest speaker this evening. He is one of our city fire fighters and is president of the county Audubon Society. Tonight he will speak to us about purple martins. Now I present Mr. Oakland."*

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### Thanking the People Who Present the Program

Thank you speeches are to be 30 seconds to 1 minute in length. Do not write notes for the thank you speech. Listen to the speech for worthwhile qualities. Express thanks for one or two of the following:

1. Thought
2. Preparation
3. Useful information
4. Special news to the group
5. A long journey to your meeting

---

#### A good example –

*"We would like to thank Mr. Oakland for the exciting program about purple martins. It has been especially interesting to learn about the community these birds develop. I'm sure each of us wishes we had time to begin our purple martin houses tonight. We appreciate your informative talk."*

---

# Steps to Planning a Program

## 1. Select the planning committee.

The program planning committee should represent all the interests of the club. Senior, intermediate and junior 4-H'ers should help to plan the program.

The committee may be appointed by the president and leader, selected from members who volunteer, or elected from the group.

## 2. Survey the members' interests.

Members, parents and leaders need a chance to express ideas about what part they would like to provide for the program. Surveying 4-H'ers gives them a chance to share their ideas and feel like they are an important part of the group.

Surveys may be done by group discussion, suggestion boxes or roll call.

## 3. Plan the program.

Review what the club did last year. What did we do? What did we like best? What needs improvement? Was everyone involved?

Look at the situation in your club each year to provide a program that meets the needs of the people involved. Consider how many 4-H'ers, the

age range, how many leaders, and what county 4-H events are being planned.

Identify some club goals. Goals are statements of what members, leaders and parents want to accomplish as a group.

Some clubs plan their entire year's program at one time. Other clubs may plan three or four meetings at a time.

## 4. Club approves the plan.

Part of the planning committee's responsibility is to explain the program plans to your club.

## 5. Assign responsibilities.

Select members, leaders, parents or resource people to be responsible for each part of the program.

## 6. Evaluate.

Planning alone is not enough to make a successful 4-H program. To make sure of a successful program, check with people to see that plans are being carried out. At the end of the year, take a look at your total program. Record your feelings for the next year's planning committee.

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# Practice for Vice-Presidents

## Problems for Vice-Presidents

### Problem:

At the regular meeting, the club members who are to have educational presentations are either absent or never prepared. What can the vice-president do to help overcome the problem?

Solution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Problem:

The yearly program that has been planned by the vice-president and the program planning committee does not seem interesting to other club members. Some have said they are so bored they are going to

stop coming to the meetings. What action should be taken on this problem?

Solution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Problem:

The 4-H meetings never start on time because half the members and the president are late in arriving. Can you as vice-president do anything about this problem?

Solution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Thank you: \_\_\_\_\_

The Handy Hardy Healthy Helpers 4-H Club presented their Share-the-Fun act as part of your club program. Six of their members acted out a skit entitled "Excitement at the County Fair." What would you say to thank them?

.....  
**Helping Your Club Plan Meetings**

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

To do this, you must first agree as a group on some things that you would like to accomplish together. We refer to these desired outcomes as **goals**.

In identifying group goals, you must incorporate individual member's goals. Youths, parents and leaders all have ideas about what they would like to accomplish during the year, and they need a chance to express them. There are many interesting ways to survey the members of your group.

When all members have had a chance to share their ideas, you are ready to identify some goals that are common to the group that could become the club goals for the year. Some examples of goals which clubs have chosen are listed here. Yours may be quite different!

- To get to know more about each person in the club
- To provide a service to our community
- To learn something about our community
- To learn more about (safety, relationships, nutrition, health, or other topics)

Don't set too many goals. You need to concentrate on just enough goals so that it is a challenge to reach them. Setting five goals for one year would be plenty because you will need to plan several activities to use to reach your goals. Use the same methods that you used in goal-setting to get ideas from your group for activities. This will be much easier than goal-setting.

When your group has agreed upon the activities it will pursue for that year, members will need to make lists of all of the things that must be done to make each activity work. For example, one group decided to make valentines for people in a care home for

Valentine's Day. (Goal: To provide a service to the community.) Their list included:

- Need someone to buy and bring paper, doilies, paste or glue, scissors, markers, and other art supplies.
- Need someone to contact the care home to get their okay and to obtain a list of residents who would like to have a visitor and a valentine.
- Need someone to organize enough cars to transport members to the care home.
- Need someone to provide some patterns for the valentines and some direction during the time they are being made.
- Need someone to find out how many people will be attending and work with the people in charge of organizing cars to make sure everyone has a ride.

When lists are completed, ask members to sign up for the things they are willing to do. Be certain members, leaders, parents or resource people are designated to be responsible for each part of the program. Ask for volunteers; pass around activity worksheets or send them home.

Your role as program chairperson will be to coordinate all of this to be sure that members remember to take care of their responsibilities. If no one signs up for an activity, eliminate it because that is a good indication people are not very interested in doing that particular thing.

Be sure certain members, leaders, parents or resource people are designated to be responsible for each part.

Planning alone is not enough to make a successful 4-H program. To accomplish this, check with people to see that plans are being carried out. At the end of each meeting, allow some time to find out how members reacted. At the end of the year, ask your group to look at your total program and record feelings and ideas for the next year's planning committee.

# Program Plan for 4-H Meeting

This form is designed to use for planning regular 4-H meetings. The officers and leaders should plan in detail at least a week prior to the meeting date and make sure that everyone with a part on the program is notified and prepared. It will help to have faster, better business meetings and more interesting programs.

Place \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Pre-meeting Activities \_\_\_\_\_

## Meeting:

- Call to order
- Pledge of Allegiance, song or 4-H pledge
- Roll call and introduction of visitors
- Minutes of previous meeting
- Treasurer's report
- Report of officers and committees
- Unfinished business: \_\_\_\_\_

\_\_\_\_\_

- New business: \_\_\_\_\_

\_\_\_\_\_

- Announcements, leader's report: \_\_\_\_\_

\_\_\_\_\_

- Adjournment

- Program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Recreation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Club Calendar

**Club Goals for the Year:** \_\_\_\_\_

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Month	Date	Program, Event or Activity	Committee or Person(s) Responsible

# So You Are Secretary of Your Club...



You, and all officers of 4-H clubs, are representatives. You represent not only the local club but also the whole 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent Michigan 4-H. Representing others is one of your most important responsibilities because it exists at all times – not just while you are at the 4-H meetings. Those who are not acquainted with 4-H judge it by its officers. Being a 4-H officer also provides you with the opportunity to increase your skills through study and experience.

## How to Prepare for the Meeting

- Arrange all correspondence (letters, cards) received since the last meeting in convenient order and take to the meeting.
- Be sure to have an up-to-date roll of members for convenient checking of attendance. It is part of your job to keep accurate membership records.
- Have a list of standing and special committees with the duties of each.
- Check the minutes of the last meeting for old business such as tabled or postponed motions. Be prepared to call old business to the attention of the club.
- If you cannot attend a meeting of your club, notify the president who will designate a member as acting secretary. Your secretary's record book will be needed in the meeting so give it to someone who will take it to the meeting.

## Checklist for Secretaries

- \_\_\_ I sit next to or near the president during the business meeting.
- \_\_\_ I inform the president and leaders if I'm going to be absent.
- \_\_\_ I work cooperatively with other officers.
- \_\_\_ I call roll and keep an accurate record of attendance.
- \_\_\_ I read minutes of the previous meeting and make corrections if necessary.
- \_\_\_ I take accurate notes of each meeting's events.
- \_\_\_ When called upon by the president, I state any unfinished business left from the previous meeting.
- \_\_\_ I assist the president during the meeting by writing the motions as stated and restating the motion if necessary.
- \_\_\_ I read correspondence directed to our club and write letters sent from the club.
- \_\_\_ I maintain a record of all officers and committees.
- \_\_\_ I cooperate with the reporter by giving information the reporter needs to prepare articles for the newspaper.
- \_\_\_ I use the notes taken at each meeting and rewrite an accurate and precise record of all minutes of previous meetings in the secretary's book.

# Guidelines for Secretaries

## Attendance Record

It is the responsibility of the secretary to keep an accurate record of each member's attendance. During the business meeting the president will ask the secretary to take roll call.

President says: "The secretary will please call the roll."

Secretary remains seated and announces how roll call is to be answered and then calls the names of the members. Then all visitors are introduced to the group.

The secretary records names of visitors who are present. Mark an X after the name when present and A when absent. Additional information about each member (address, years in 4-H and birth date) has been previously recorded. During the meeting's program, the secretary records members who give educational presentations and lead music or recreation. See the sample at the bottom of this page.

## Secretary Minutes Should Include:

1. Kind of meeting (regular or special)
2. Name of group
3. Place and date of meeting
4. Who presided
5. Time meeting started
6. Number of members and guests present
7. Approval of minutes of previous meeting
8. Treasurer's report
9. Report of other officers and committees
10. Complete motions, with the name of the person making the motion (name of person seconding the motion is not needed)
11. Important points discussed, if they are of value for future reference
12. Adjournment
13. Outline of educational program
14. Secretary's signature

## After the Meeting

- Write the minutes in the space provided as soon as possible after the meeting. Write them first on scratch paper and then in your secretary's record book. Minutes should be neat, legible and written in ink.
- Sign at the bottom of the minutes. The person who is presiding when the minutes are approved also signs at the bottom of the minutes.
- Inform absent officers or committee chairpersons of action which concerns them. Notify all absent members of their appointment to committees.
- Keep all records in a place known by and convenient to others in case of your absence.
- Write all necessary business letters and letters of thanks for the club.

4-H Members		Attendance Record					Gave a 4-H presentation at meeting	Led music or recreation	Years in 4-H	Birthdate
Name	Address and Phone	Sept. 14	Oct. 17	Nov. 16	Dec. 12	Jan. 15				
1. Anna Anderson	44 Bridge Street 555-5555	X	X	A	X	X	Jan.	Dec.	4	12/19
2.										
3.										
4.										
5.										

## A sample of secretary's minutes:

The regular meeting of the Busy Buddies 4-H Club was held at Tuan Tran's home on February 15. The meeting was called to order by Chase Michaels at 2 p.m. Roll call was answered by 17 members. Two visitors were present. Minutes of the previous meeting were read and approved. The treasurer's report was given. Balance on hand is \$86.53.

Rosa Garcia, vice-president and chair of the program committee, reported that the committee had met and prepared the program for the next year. She presented the program for the approval of the group.

Travis Jones moved that the report be accepted and that the program be copied for each member. Motion seconded and carried.

Jessica Messenger moved that the club sponsor a basketball tournament the second Saturday in December. Motion seconded and carried.

The president appointed Jessica Messenger, Travis Jones, and Chase Michaels as a committee to work with Juanita Garcia, our leader, to develop plans for the basketball tournament.

It was moved by Travis Jones that the meeting adjourn. Motion seconded and carried. The meeting adjourned at 3:30 p.m.

The program was:

- Presentation: "Grooming a Dog" by Bill Young
- "Starting a Vegetable Garden" by Lauren Richards

Secretary,

*Emily Michaels*

Emily Michaels

## Practice for Secretaries

*Please rewrite the following minutes correctly. Leave out all unnecessary information.*

The regular meeting of the Working Wonders 4-H Club was held at Tyler Robert's on September 30. The meeting was called to order by Lindsey Biggs at 7:30 p.m. LaShonda Moore gave a presentation on "Care of Bees." Aaron Weinstein and Jenna Gibbons talked about the football game they went to the night before. The treasurer's report showed a balance of \$103.62. 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, Isaac Weinstein, was unsure if he could attend so it was tabled to next month. After 30 minutes the meeting was adjourned. Roll call was answered by 14 members, two leaders and one guest. Mark Riley led us in a conservation activity.

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## Problems for Secretaries

### Problem:

At the November meeting the club was discussing the possibility of having a Christmas party with another club. Someone remembered having discussed it at the October meeting and having made a motion to have a party. 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:

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### Problem:

At the regular meeting of the Working Wonders 4-H Club, there were only 4 out of 16 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:

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# So You Are Treasurer of Your Club...



You as the treasurer and all the other officers of your 4-H club are representatives of your 4-H club. You represent your own club, and the 4-H program throughout the state. Your skills, abilities, standards, ideals, speech – and even smiles – represent Michigan 4-H'ers. Representing others is one of an officer's most important responsibilities because it exists at all times – not just while you are at a 4-H meeting. Being a 4-H officer also provides you with the opportunity to increase your skills through study and experience.

## The Treasurer's Responsibilities

The treasurer is responsible for taking care of the club's money and bank accounts. This responsibility requires honesty, integrity and cooperation with your club's members and leaders.

Check the following items to verify that you understand and accept these responsibilities:

- \_\_\_\_\_ I will inform the bank in which my 4-H club's or group's funds are deposited that I am the new treasurer, and sign the appropriate forms so I can write checks drawn on the account.
- \_\_\_\_\_ I will handle all money matters for my 4-H club or group and be familiar with the requirements outlined in the *Michigan's 4-H Treasurer's Record Book* (4H1203).
- \_\_\_\_\_ I will keep an accurate record in the 4-H treasurer's book of how all money is used.
- \_\_\_\_\_ I will deposit all funds that my 4-H club or group earns or receives in the bank as soon as possible after receiving them.
- \_\_\_\_\_ I will pay all of the 4-H club's or group's bills promptly as directed by the members and approved by the president.
- \_\_\_\_\_ I will prepare and present a summary of income and expenses at each meeting. I will also report the current balance of all accounts.
- \_\_\_\_\_ I will complete the Annual Summary Financial Report in the *Michigan 4-H Treasurer's Record Book* (4H1203) at the end of the club year and submit the report to my county MSU Extension office.

## Guidelines for Treasurers

### Checks

When writing checks:

1. Use ink.
2. Never erase a mistake. If you make a mistake, write "VOID" on the spoiled check and start a new one. Keep the voided check, don't destroy it.
3. Write today's date on the check.
4. Start writing the name of the person or business to whom the check is payable as close to the "pay to the order of" as possible.
5. Leave as little space as possible between the figures and words when filling in the amount lines. This helps prevent someone else from changing a \$1 check, for example, into a \$100 or \$1000 check.
6. Begin writing the amount at the extreme left of the amount line. Be sure the written amount agrees with the numeric amount. Avoid writing checks for less than \$1, but if you have to, start the "Dollars" line by writing the word "Only" and then the amount.
7. Sign the check with your authorized signature, the same way you signed the signature card at the bank when you became treasurer. (One of the two adults listed on the account must also sign each check.)

4-H Smart Clovers Club		May 24 <sup>20</sup> 10 <small>1152</small>
PAY TO THE ORDER OF <u>Fairway Grocery</u>		\$ 10.34 <small>33-22/730</small>
<u>Ten and <sup>34</sup>/<sub>100</sub></u>		DOLLARS
<b>Hometown Savings Bank</b> PURPOSE <u>food-family fun night</u> <u>George Gonzales</u>		

**Sample completed check.**

The check example on this page was written to Fairway Grocery for \$10.34 for food for the 4-H Smart Clovers Club family fun night.

## Checking Account Record

To keep your 4-H club's or group's check register up to date, follow these steps.

1. Write the check number and the date it was written in the appropriate columns.
2. In the "description of transaction" column, write to whom the check was made payable.
3. Enter the check amount in the "payment/debit" column and in the balance column. Then subtract the check amount from the remaining balance on the line above and enter the new balance immediately below.
4. You can use the "T" column at the end of each month when you reconcile the account against the bank statement. Use this space to check off the checks and deposits that have cleared the bank (this information comes from the bank statement or the checks that have been returned to you).
5. The "Fee (If Any)" column is the place to list any fees the bank has charged your club for cashing or purchasing checks or for preparing an account statement. Any fees will appear on the account statement. Enter the fee amount and subtract it from the account balance.
6. Record the amount of any deposits in the "deposit/credit" column. Then add the deposit amount to the account balance on the line above and record the new account balance immediately below.

The checking account record example above right shows that:

- Check 1152 for \$10.34 was written on May 24 to Fairway Grocery.

Checking Account Register									
RECORD ALL CHARGES OR CREDITS THAT APPEAR ON YOUR ACCOUNT									
DATE	DE-	DESCRIPTION OF TRANSACTION	NUMBER		✓ T	FEE (IF ANY) (-)	DEPOSIT/ CREDIT (+)	BALANCE	
			PAYMENT/ DEBIT (-)					\$	
1152	5/24	Fairway Grocery	10	34				\$ 27	76
								-10	34
								17	42
-	5/27	Deposit					14	56	56
								31	98
-	5/30	Statement Fee				3.00		-3	00
								28	98

REMEMBER TO RECORD AUTOMATIC PAYMENTS/DEPOSITS ON DATE AUTHORIZED.

**Sample of completed check register.**

- A \$14.56 deposit was made on May 27.
- A \$3 bank statement fee was charged to the account on May 30.

## Deposits

Before you deposit a check, the person to whom it is payable must endorse (sign) the back of it. Checks that are made payable to the club must be endorsed by signing the club name (as written on the check) and the treasurer's name. If someone writes a check payable to you that is intended for your 4-H club, endorse it by writing "Pay to the order of (your club name)" and signing it. You may want to have a rubber stamp made with the club name and account number on it to save you time (and wear and tear on your writing hand).

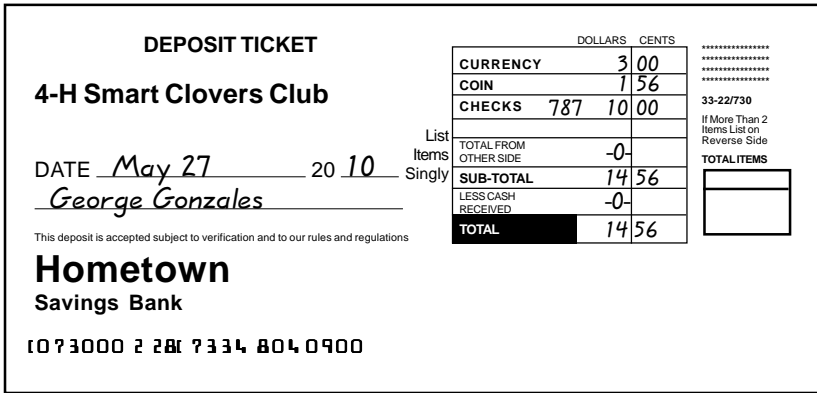
- Keep these things in mind when making deposits:
- Deposit all funds promptly. If your club receives more than \$10 at any time, deposit the money within three days.
  - Endorse checks immediately when you receive them.

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.

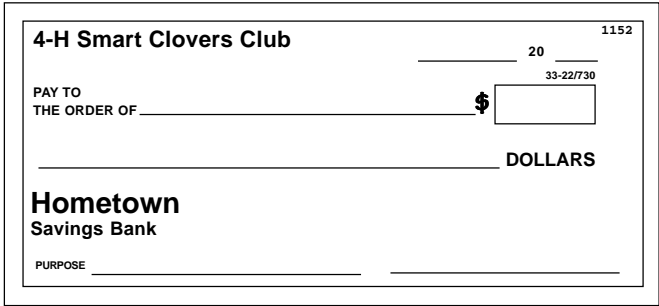




“For Deposit Only” rubber stamp.



Sample of completed deposit ticket or slip.



Sample blank check.

ample above shows a May 27 deposit was made. There was a check for \$10.00, three \$1 bills and \$1.56 in coins. The total deposit was \$14.56.

### Practice for Treasurers

One of the important jobs you will have to do as treasurer is to write checks. The club has agreed to pay a bill to the Sunshine Grocery Store for six dollars and fifty cents. Please fill out the check and checking account record.

The club collected \$52.60 last Saturday at the car wash they held. You will need to deposit the money in the bank. The money includes a twenty dollar bill, a ten dollar bill, two five dollar bills, two checks for five dollars each, eight quarters, four dimes and four nickels. What will you need to do to deposit this money? Fill out the deposit ticket correctly. Also fill out the checking account register on page 40 to show you made the deposit.

Some groups operate without checking or savings accounts. Even without a bank account, clubs or groups must follow certain guidelines.

Groups without bank accounts must follow the same bill-paying system as groups with bank accounts. The

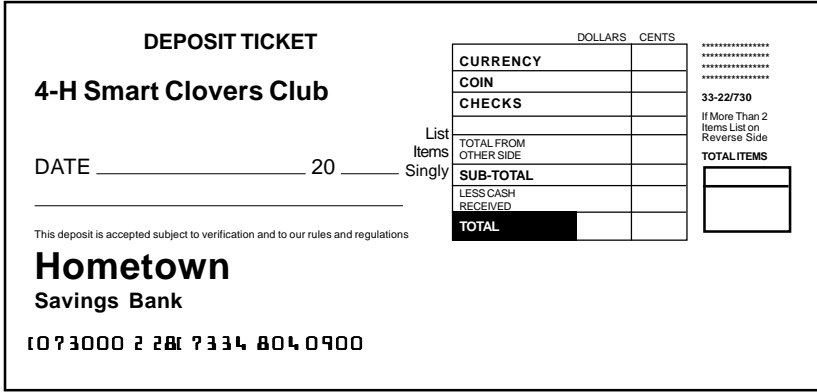
### Preparing Deposits

Total the receipts you have written since you made the last deposit and compare that amount with the amount of cash, coins and checks you intend to deposit. The two figures should agree.

If they don't, repeat the process. When the two figures do agree, prepare a deposit ticket or slip similar to the one that follows. If your club has a checking account, there is usually a supply of deposit slips at the end of each pad of checks. You also usually can pick up one in the bank lobby.

Follow these steps when filling out a deposit ticket or slip:

1. Date the deposit slip.
2. Fill in the amount of currency (bills) and coins you are depositing.
3. List each check number and its amount separately (use the back of the deposit slip, if necessary).
4. Record the deposit in the checking account register.
5. Complete a duplicate of the deposit slip, and keep the duplicate with the bank receipt. The deposit slip ex-



Sample of blank deposit ticket or slip.

primary difference is that, instead of using the group’s own checks, you will purchase money orders or cashier’s checks from a bank to pay bills. Another difference is that your monthly treasurer’s report leaves out the bank account reconciliation. Instead of a check register, you’ll use the “Record of Club/ Group Finances.” (See figure below.) Use the sample “Record of Club/Group Finances” to do the following problem.

1. Balance – \$45.58

2. 10/2 – Paid to Red Owl Super Value for cookies and milk – \$6.32
3. 10/15 – Received from fair for booth – \$6.00
4. 12/16 – Received from dues collected – \$36.00
5. 12/8 – Paid to Extension office for publications – \$7.00
6. 12/10 – Items on bank statement: Charge for 200 checks – \$2.36  
Service charge – \$0.37

Put the balance in the balance column.

In the “date” column, write the date the transaction took place.

If cash is received, record “from what source” the cash is received in that column. Put the amount of cash in the next column. Add that amount to your balance in the last column.

If cash is paid out, record “for what purpose” the cash was paid out in that column. Put the amount of cash paid out in the next column. Subtract that amount from your balance.

Checking Account Register						
RECORD ALL CHARGES OR CREDITS THAT APPEAR ON YOUR ACCOUNT						
DATE	DE-	DESCRIPTION OF TRANSACTION	NUMBER	PAYMENT/ DEBIT (-)	✓ T	BALANCE

REMEMBER TO RECORD AUTOMATIC PAYMENTS/DEPOSITS ON DATE AUTHORIZED

**Sample of blank check register.**

Record of Club/Group Finances					
Cash Received			Cash Paid Out		Balance
Date	From What Source	Amount	For What Purpose	Amount	Balance at end of each entry
	<i>Balance carried over from previous page</i>				\$
			<i>Balance carried over to next page</i>		\$

**Sample of blank record of group finances.**

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.

# So You Are Reporter of Your Club...

You, and all officers of 4-H clubs, are representatives. You represent not only the local club, but the whole 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent Michigan 4-H. Representing others is one of your most important responsibilities because it exists at all times – not just while you are at the 4-H meetings. Those who are not acquainted with 4-H judge it by its officers. Being a 4-H officer also provides you with the opportunity to increase your skills through study and experience.

## Checklist for Reporters

- \_\_\_ I will try to tell the 4-H news in an accurate and interesting way.
- \_\_\_ I will send a recruitment article for new youth to the media at the beginning of the club year.
- \_\_\_ I will write a brief announcement article before the meeting to invite new youth and their parents to the meeting (especially early in the 4-H club year) and to promote the club and its program.
- \_\_\_ I will consult the club secretary if I need meeting information.
- \_\_\_ I will take accurate notes at each club meeting.
- \_\_\_ I will write a news story promptly after each meeting (if local media will use it).
- \_\_\_ I will write special interest stories about our 4-H club members, leaders, and/or activities several times a year and contact the local newspaper, television and radio stations to follow up.
- \_\_\_ I will take or send the news article to the local newspaper(s) and radio station(s), and Extension office for 4-H newsletters.
- \_\_\_ I will try to include pictures with some articles for the newspapers.
- \_\_\_ I will read other 4-H and general news articles and try to improve mine.
- \_\_\_ I will talk to one or more media people to see how I can improve my articles for them.
- \_\_\_ I will keep a copy (when possible) of my articles (for future reporters and the club historian).

## Guidelines for Reporters

1. The first paragraph of the article is the most important. It sums up the rest of the article in one sentence.
2. The first paragraph tells **who, what, why, where, when** and sometimes **how**. Decide which point (who, what, why, where, when or how) is most important, and start the sentence with that point.
3. After the first sentence, tell more about each of the points in the first sentence – the who, the what, the why, where, when and perhaps how.
4. Use simple language in brief sentences. Include only those details that are necessary to the article.
5. Use first and last names and the town in the person's address, such as Susan Bates, Grand Rapids, and Tom McCall, Ada. Be absolutely certain all names are spelled correctly.
6. Report only recent news. Old items are not new, so they aren't news.
7. Be accurate.
8. Rewrite or type your final draft of the news article.
9. At the top of the article, in the upper left corner, write the name of the club, then below that, your name, the 4-H office you hold (reporter), your address and telephone number, and "For Immediate Release."

\_\_\_\_\_ 4-H Club  
(name of your 4-H club)

\_\_\_\_\_, reporter  
(your name)

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(your address)

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(your phone number)

(Skip a line)

For Immediate Release

(Skip four lines)

Start the article here. If you type the article, **double space** it. If you write it by hand, write on every other line of lined paper.

10. After the article is typed or recopied, immediately take it or mail it to the newspapers and radio stations. At the newspaper, give or send it to the news editor. At the radio station, give or send it to the news director. (Don't forget to check to see if the cable station, local advertisers and paper will use your reports.)

11. Keep a list of the places to send the news articles.

Name of the news editor \_\_\_\_\_

Name of the newspaper \_\_\_\_\_

Address of the newspaper \_\_\_\_\_  
(street)

\_\_\_\_\_ (town) (state) (zip)

Deadline of the newspaper \_\_\_\_\_ Phone number \_\_\_\_\_

Name of radio station news director \_\_\_\_\_

Name of radio station \_\_\_\_\_

Address of the radio station \_\_\_\_\_  
(street)

\_\_\_\_\_ (town) (state) (zip)

Phone number \_\_\_\_\_

12. Address and stamp several envelopes at the beginning of the year so that when the article is recopied, it can be mailed immediately.

13. For special interest news articles, be aware of important or unique things about your members, leaders and club activities. These articles may actually be most sought after and used by local media. Examples of things that may be of special interest are:

- A community service project
- Election of 4-H club officers
- Special programs, trips, tours your club does
- Members with special projects, unique experiences, and important awards and achievements
- Leaders who volunteer many years, offer great educational experiences, make learning fun

If you call your local news reporter (radio, television), they may even want to do a more extensive story.

## How This Sample News Article Was Developed

An example of a good 4-H news article follows. This is the way it should look when it is sent or taken to the newspaper and radio stations. (Instead of being typed double-spaced, it could be written by hand on every other line of lined paper.)

4-H Smart Clovers Club  
Forrest Rutkowski, Reporter  
333 Shady Road  
Any Town, MI 44444  
555-0000

For immediate release

The 4-H Smart Clovers Club members painted picnic tables at the Kennedy Memorial Park as a community service project on June 6 and 7. They bought paint and supplies with money they earned during the year.

Organizers of the community service project were Kerri Culver and Petra Theodakis. 4-H'ers who helped were Darriel Will, George Gonzales, Forrest Rutkowski, Jim Christiansen, Marissa Fortier, Mai Kwon, Tyler Drew, Logan Rappaport, and Alexis Theodakis. Volunteer 4-H leaders are Elise Drew and Jenna Rutkowski.

The 4-H'ers swept dirt from the tables, scraped peeling paint, and scrubbed and rinsed the tables. Then they painted all seven tables dark green.

To organize the community service project, Kerri Culver and Petra Theodakis talked to the mayor of Kennedy in April to find out what needed to be done in Kennedy that the 4-H'ers could do. At the May 4-H meeting, 4-H'ers voted to paint the tables and continued to make plans.

Money to pay for paint and supplies came from the chili supper they sponsored in March. The profit was \$354.85. The Kennedy Hardware Store donated some of the supplies.

The 4-H Smart Clovers Club will hold their July 22 meeting in the Kennedy Memorial Park. It will be a 7:30 a.m. breakfast. The mayor and city council will be special guests to hear a report by the 4-H'ers on the community service project.

For more 4-H information, contact the Story County Extension Office in Any Town or call 555-5555.

## Notes on 4-H Smart Clovers Club

The sample article was written from the following notes:

*Painted picnic tables June 6 and 7 in Kennedy Memorial Park.*

*Used chili supper profit (\$354.85). Held in March.*

*Picnic table project decided on after talking to mayor in April to find out what services Kennedy needed. Find out what 4-H'ers could do. Took vote in May to paint.*

*Dark green paint*

*Hardware store donated some supplies.*

*All 7 picnic tables*

*Brushed, scraped, scrubbed, rinsed tables.*

*Organized by Kerri Culver and Petra Theodakis.*

*Painters — Darriel Will, George Gonzales, Forrest Rutkowski, Jim Christiansen, Marissa Fortier, Mai Kwon, Tyler Drew, Logan Rappaport, and Alexis Theodakis. Volunteer 4-H leaders — Elise Drew and Jenna Rutkowski.*

*Next meeting July 22, 7:30 a.m. Kennedy Memorial Park. Breakfast. Program — report on community service project. Mayor and city council special guests.*

**To write the article**, notice that the following sheet of paper first was divided into six boxes. Each part was labeled with one of the five Ws and the H that are important for news articles. The five Ws and the H are who, what, why, where, when and how.

The main information was taken from the notes and written in each of the six boxes. Then the reporter

decided which of the six parts was most important. That box was given the number one. The reporter decided which part was next most important and numbered it two, and so on, for all six boxes. Then the first sentence was written by putting the information in number order.

Where (3)	When (5)	Who (1)
<p><i>Kennedy Memorial Park</i></p> <hr/>	<p><i>June 6 and 7</i></p> <hr/> <p><i>July 22 meeting at Kennedy Memorial Park. 7:30 a.m. breakfast. Mayor and city council and special guests</i></p> <p><i>Report on community service project</i></p>	<p><i>4-H Smart Clovers Club</i></p> <hr/> <p><i>Organizers: Kerri Culver and Petra Theodakis</i></p> <p><i>Helpers: Darriel Will, George Gonzales, Forrest Rutkowski, Jim Christiansen, Marissa Fortier, Mai Kwon, Tyler Drew, Logan Rappaport, Alexis Theodakis.</i></p> <p><i>Volunteer 4-H Leaders: Elise Drew and Jenna Rutkowski</i></p>
Why (4)	What (2)	How (6)
<p><i>Community service</i></p> <hr/> <p><i>Organizers talked to mayor of Kennedy in April to find out what service was needed that 4-H'ers could do.</i></p> <p><i>May meeting voted to paint.</i></p>	<p><i>Painted picnic tables</i></p> <hr/> <p><i>brushed</i></p> <p><i>scraped</i></p> <p><i>scrubbed</i></p> <p><i>rinsed</i></p> <p><i>painted all 7 tables dark green</i></p>	<p><i>Raised money</i></p> <hr/> <p><i>Chili supper in March. Profit of \$354.85. Kennedy Hardware Store donated some supplies.</i></p>

## How to Decide What to Write

You report 4-H news so others will know about 4-H and 4-H'ers. People like to know about other people. So make people the subject of your first sentence. Then use the people's action for the verb.

Here's an example of another first sentence using the same information from the six boxes on this page, but arranged in a different order than in the sample article on page 43. "Picnic tables were painted June 6 and 7 at the Kennedy Memorial Park as a community service project of the 4-H Smart Clovers Club."

The sentence in the sample article on page 43 is

better because it uses people as the subject of the sentence instead of picnic tables.

To decide what is most important, and therefore what should be reported early in the first sentence, also think about this: what would be most interesting for people to know if they had not attended the 4-H event that you are writing about? (The fact that your 4-H group met would seldom be the most interesting thing for someone to know about at the beginning of an article.) Instead, write about an action that the 4-H'ers took at the meeting: 4-H'ers decide, 4-H'ers learn, 4-H'ers elect, 4-H'ers do things for other

people. Choose this type of information for early in the first sentence.

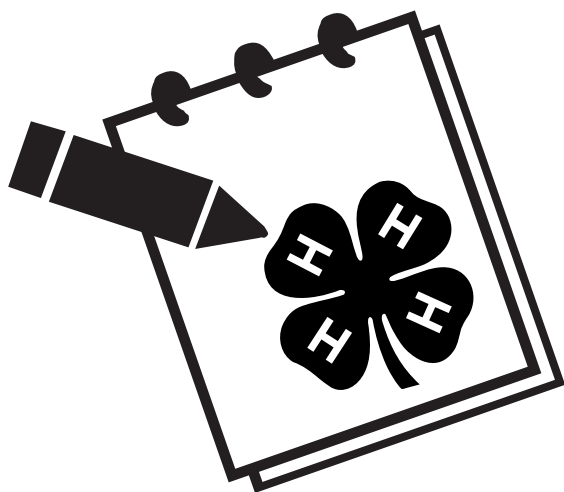
After writing the first sentence for the sample article on page 43, the reporter went back to the six boxes and wrote a few more notes about each of the **WWWWW**. Then paragraphs were written on each of those and added to the article. The paragraphs were added in the same order as the topics were mentioned in the first sentence. For example, in the sample article, the second paragraph told more about the “who” part of the first sentence; it told names of the 4-H’ers and leaders. The third paragraph told more about “what” 4-H’ers did; the “what” was the second part of the first sentence; and so on.

Then the last paragraph was added. It should be on all articles.

## Practice for News Reporters

### Steps to Your Finished 4-H News Article

1. Take notes; get other information from secretary (or president or volunteer leader).
2. Divide paper into six boxes for WWWWW and H.
3. Add brief information from notes to boxes.
4. Number boxes in order of importance.
5. Write first sentence.
6. Add details from notes to boxes.
7. Write paragraphs from information in boxes.
8. Add last paragraph.
9. Recopy article.
10. Send or take article.



## Notes:

Here are some notes taken at a Happy Helpful 4-H Club meeting. Use them to write a news article following the procedure shown on page 44 and completing the steps listed on the left.

*The Happy Helpful 4-H Club met at Sarah Smith's home in Pineville on May 10.*

*The president, Katie O'Brien, was at camp so Sean Wong, vice-president, led the meeting.*

*Fourteen of the 18 members were present.*

*Irina Stepanski, an International 4-H Youth Exchange Representative from Poland, visited the meeting. Hannah Cunningham's two little sisters, Hailey and Heather, visited the meeting. The bake sale committee asked to buy poster board and markers.*

*The bake sale will be May 30 at BuyWise Grocery in Pineville from 9 a.m. to noon.*

*Maria Gamez gave a presentation on photographing pets. Joshua McBride demonstrated how to make jambalaya and members enjoyed tasting the results.*

*Members visited people at Caring Hearts Assisted Living Facility on April 8.*

*Recreation was led by Madison Griffith. A relay game was played.*

*Next meeting will be at Sean Wong's home in Liberty City on June 10 at 1:00 p.m.*

*Leaders are Helene Cunningham and Juan Gamez.*

## So You Are Reporter of Your Club

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.

Where ○	When ○	Who ○
Why ○	What ○	How ○

### 4-H News Article

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For more 4-H information, contact the \_\_\_\_\_ County MSU Extension office in \_\_\_\_\_ or call \_\_\_\_\_.  
(town) (number)

Now what should you do with the news article? \_\_\_\_\_  
When should you send or take the recopied news article? \_\_\_\_\_

## Article to write to announce the meeting

\_\_\_\_\_ 4-H Club  
(name of your 4-H club)  
\_\_\_\_\_, reporter  
(your name)  
\_\_\_\_\_  
(your address)  
\_\_\_\_\_  
(your phone number)

For Immediate Release

4-H'ers to Meet

\_\_\_\_\_ 4-H Club  
(name of your 4-H club)  
will meet at \_\_\_\_\_  
(location — home or building) (address)  
on \_\_\_\_\_ at \_\_\_\_\_ p.m./a.m.  
(date) (time)

Volunteer 4-H leaders for \_\_\_\_\_ 4-H Club are  
(name of your 4-H Club)  
\_\_\_\_\_, \_\_\_\_\_, and  
(name) (hometown)  
\_\_\_\_\_.  
(name) (hometown)

For more about our 4-H club, call \_\_\_\_\_ at \_\_\_\_\_.  
(name of club leader) (phone number)

# Index

<b>Acknowledgments</b> .....	<b>2</b>	<b>Michigan 4-H Youth Development’s</b>	
<b>Appendices</b> .....	<b>11</b>	<b>Mission Statement</b> .....	<b>1</b>
“Check Yourself as an Officer” .....	12	<b>Officers</b> .....	<b>8</b>
“Do You Know Parliamentary Procedure?” .....	13	About being a 4-H .....	8
“Points to Look for in a Good 4-H Meeting” .....	15	Characteristics of good .....	8
“The President Conducts a Meeting” .....	16	“Check Yourself as an Officer” .....	12
“The Puzzle: Putting a Meeting Together” .....	18	Election of .....	9
“Worksheet for Planning a 4-H Club Meeting” ..	20	Installation of .....	9
<b>Club Officer Handouts</b> .....	<b>23</b>	Nomination of .....	9
“So You Are President of Your Club” .....	24	Taking over the responsibilities of office .....	9
“So You Are Reporter of Your Club” .....	41	Who are .....	8
“So You Are Vice-President of Your Club” .....	29	Working with .....	8
“So You Are Secretary of Your Club” .....	34	<b>Overview</b> .....	<b>1</b>
“So You Are Treasurer of Your Club” .....	37	<b>Parliamentary procedure</b> .....	<b>4</b>
<b>Committees</b> .....	<b>10</b>	Adjournment .....	7
Executive .....	10	Amendments .....	6
How formed .....	10	Basics .....	6
Special .....	10	“Do You Know Parliamentary Procedure?” .....	13
Standing .....	10	Lay on or take from the table .....	7
Who can serve on .....	10	Motion .....	6
Why have them .....	10	What is it .....	6
Working with .....	10	Why use it .....	4
<b>Consensus decision-making</b> .....	<b>7</b>	<b>Philosophical Statement (Michigan 4-H</b>	
How does it work .....	7	<b>Youth Development’s Guiding Principles)</b> ....	<b>1</b>
What is it .....	7	<b>Resources</b> .....	<b>10</b>
Will it always work .....	8	<b>Use of this book</b> .....	<b>3</b>
<b>Election of officers</b> .....	<b>9</b>	How should it be used .....	3
How to elect .....	9	Who should use it .....	3
How to nominate .....	9		
When to elect .....	9		
Why elect .....	9		
<b>Introduction</b> .....	<b>1</b>		
<b>Meetings</b> .....	<b>3</b>		
Business .....	4		
Consensus decision-making in .....	7		
Length of .....	3		
Order of business .....	4		
Parliamentary procedure in .....	4		
Parts of .....	5		
“Points to Look for in a Good 4-H Meeting” .....	15		
“The President Conducts a Meeting” .....	16		
“The Puzzle: Putting a Meeting Together” .....	18		
“Worksheet for Planning a 4-H Club Meeting” ..	20		







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