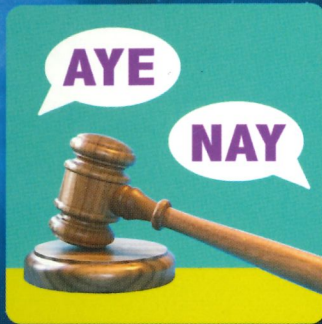




MAKE 4-H MEETINGS FUN



4-H OFFICERS Handbook



PRESIDENT



VICE PRESIDENT



SECRETARY



TREASURER



REPORTER



RECREATION LEADER



UNIVERSITY OF ILLINOIS
EXTENSION



01704 PEER REVIEWED

Acknowledgements

Written by Madonna Weese, Ed. D., Extension Specialist 4-H Youth Development

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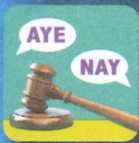
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4-H OFFICERS Handbook

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SERVE as a Club Officer or in a Leadership Role

Congratulations on being elected as an officer for your 4-H club. Being chosen as an officer is an honor for you and allows you to grow as a leader. But being a club officer also comes with responsibilities. As a 4-H club officer, you are a member of the leadership team for the club. The officer team is responsible for planning club meetings, activities, and events with help from your club leader and committees. The *4-H Officers Handbook* will help you learn those responsibilities, prepare for your officer role, and make your club meetings fun and interesting for all the members.

Some clubs do not elect officers and instead provide opportunities for all members to serve in a leadership role. This could include helping other members with their project work, serving as a committee chair, organizing a service project, or planning an event to show others what club members have achieved. The *4-H Officers Handbook* will also help you with those responsibilities.

Let's get started on helping you be the best 4-H officer or leader you can be. Stop and think about the questions listed on page 3.

Do you share the same thoughts as most club members? Club members like to come to 4-H meetings to have FUN, spend time with friends, meet new people, and do hands-on activities. Long, boring business meetings usually don't make the list.

Fun, hands-on, interesting meetings and activities require planning — they don't just happen. A major part of your role as an officer or leader means committing the time to plan and prepare for meetings and activities. Successful meetings follow a plan, give all members the opportunity to participate, include time to build friendships, and help members learn.

In this Handbook You Will Learn to

- ✓ Keep club meetings interesting
- ✓ Develop a plan (agenda) for club meetings
- ✓ Practice the role and responsibilities of a 4-H club officer or leader
- ✓ Conduct a business meeting
- ✓ Use committees effectively
- ✓ Plan hands-on learning activities
- ✓ Include social time in club meetings
- ✓ Involve all club members in club activities
- ✓ Delegate responsibility to others and committees



Record Your Thoughts

What do you like best about your 4-H club meetings and activities?

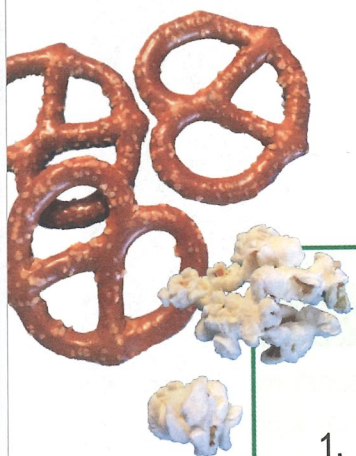
What would you like to do differently in your club?

How can you make club meetings more interesting and fun?

Make Meetings FUN and Interesting — 10 Helpful Hints

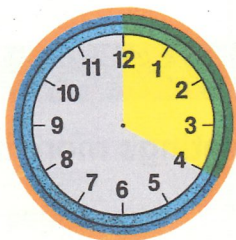
Making meetings fun and interesting starts with planning. If officers show up without a plan in place, meetings quickly become disorganized and not much gets accomplished. That's not fun for anyone. But some simple steps

can make a huge difference in the meeting. Listed here are 10 helpful hints to keep you on track and plan for success. You will learn more about each one of the hints later in this handbook.

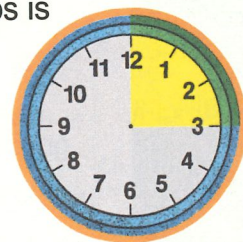


10 Helpful Hints

1. Officers know their responsibilities and come prepared to contribute their part.
2. Officers meet before the meeting and develop an agenda — a step-by-step plan for the meeting. This is the most important step officers can take to make a meeting successful.
3. Keep business meetings short and organized — no more than 20 minutes.
4. Appoint committees to discuss and plan club activities and events. Keep committees small. It takes more time for large groups to make decisions.



5. Include social time in each meeting. One of the biggest reasons young people join 4-H clubs is to spend time with friends. Plan for about 15 minutes of social time in every meeting.
6. Start the meeting on time and end on time. Don't wait on others to show up or you may lose the interest of the members who showed up on time.
7. Plan an easy, hands-on activity for members to do as they arrive to get them quickly engaged in the meeting. That encourages members to show up on time so they don't miss out on the fun.



Start with a PLAN



At the beginning of the 4-H program year, club officers and leaders should meet to discuss club goals and plan club activities and events for the year.

On the next page is an example of a **4-H Club Program Plan**.

Starting with a Plan

8. Plan hands-on learning activities as part of each meeting. In 4-H, we believe in learning by doing. Make time for that in your meetings.
9. Include all members in the meeting. Ask for their ideas or opinions. Recruit them to join a committee. Invite them to help with an activity. Ask them to bring snacks.
10. Introduce new club members, but you may not want to ask them to talk in front of the group. That may be scary for new members who may not know anyone in the group. Assign them a 4-H buddy to help them get to know people and learn about the club.



- ✓ Helps officers more quickly plan regular club meetings.
- ✓ Allows guests and presenters to be scheduled in advance so they are available to lead or assist with a club activity.
- ✓ Gives the budget committee time to raise funds, if needed.
- ✓ Prompts officers to appoint committees so they have time to carefully plan and prepare for club activities and events.
- ✓ Creates a club calendar for members and their families that shares important dates, events, and meetings.
- ✓ Encourages members to be prepared with projects, presentations, and reports when needed.

EXAMPLE

4-H Club Program Plan

Month	Program, Event, or Activity	Committee or Person Responsible
September	Club meeting — September 10 @ 7 pm Enroll new members Elect new officers Appoint committees to plan Fall Harvest party National 4-H Week activity Recognition Night	Club officers Club leader Current club officers Alisha, Joshua, Reagan, Gabe Alex, Brandon, Olivia, Emily Mason, Abigail, Aiden, Harper
October	Officers and leader meet to plan meeting agenda Club meeting — October 11 @ 7 pm Installation of new officers Fall Harvest party National 4-H Week Appoint committee to plan holiday party 4-H club program planning meeting — October 15 @ 3 pm	Club officers and club leader Club officers Current club officers Alisha, committee chair Alex, committee chair Jayden, Ben, Aubrey, Addison New club officers and club leader
November	Officers and leader meet to plan meeting agenda Club meeting — November 11 @ 7 pm Recognition — November 29 @ 6 pm	Club officers and club leader Club officers Planning committee

4-H Club Program Plan

Club Goal 1 —

Club Goal 2 —

Club Goal 3 —

Club Goal 4 —

Month	Program, Event, or Activity	Committee or Person Responsible
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		

Plan an AGENDA

Planning a detailed meeting agenda in advance is critical to a successful club meeting and is an important part of the club officers' responsibilities. This example of an agenda will guide you through the planning process. The agenda will vary depending on the activities planned. For example, when working on a community service project, the club may not have a business meeting. Remember though that time to socialize with friends is important to club members. Try to always include that in meetings.

Make copies of the **Plan a 4-H Club Meeting Agenda Form** (pages 10 – 11) and use them to plan the details of your club meetings.

EXAMPLE

Plan a 4-H Club Meeting Agenda

Pre-Meeting Activity	Plan an easy, hands-on activity for members to do as they arrive to get them quickly engaged in the meeting. This could include a mixer activity, word games, writing thank you notes, making flyers, preparing a simple snack, or small group team-building activities. This also encourages members to show up on time so they don't miss the fun.
Part 1: Opening — 5-10 minutes	
Call to Order	President raps the gavel lightly and says, "The meeting will now come to order."
Pledge of Allegiance and 4-H Pledge	The president asks pledge leaders to lead the group in the pledges. (Ask members in advance to lead the pledges so they are prepared.)
Roll Call	The president asks the secretary to call the roll. The secretary may ask members to respond to a question when their name is called, such as "what is your favorite candy?"



Part 2: Business Meeting — 15-20 minutes

Minutes of Last Meeting	<p>The president asks the secretary to read the minutes of the last meeting.</p> <p>After the secretary reads the minutes, the president asks if there are any additions or corrections to the minutes.</p> <p>If not, the president states, “the minutes are approved as read.”</p> <p>If there are corrections, after the corrections are made, the president states, “the minutes are approved as corrected.”</p>
Treasurer’s Report	<p>The president asks the treasurer for a report.</p> <p>After the report, the president asks if there are any questions.</p>
Officer and Committee Reports	<p>The president asks the chair of committees to report. (Ask committee chairs in advance if they have reports so they are prepared.)</p>
Unfinished Business	<p>The president calls for unfinished business — items for the club to finish discussing from a previous meeting. This may include items, such as deciding on a community service project or club fundraiser.</p>
New Business	<p>The president asks if there is any new business to consider.</p> <p>Members may explain any ideas they want the club to consider.</p>

Part 3: Program — Varies from 30 minutes to 1 hour or more

4-H Club Program	<p>These are planned in advance and can include: community service projects, field trips or tours, project work, guest presenters, speeches and demonstrations, etc.</p>
-------------------------	--

Part 4: Recreation — 15 minutes

Club meetings should always include time for recreation — it’s fun; members get to know each other; and friendships develop. Games help members learn to follow instructions, lead a group, and be a good sport.

Part 5: Snacks

Snacks add to the fun factor at meetings. Members get to spend time with friends and get to know others in the club. Members can take turns providing simple, inexpensive snacks.

Plan a 4-H Club Meeting Agenda Form

Meeting Date:

Pre-Meeting Activity

Led by —

Activity —

Part 1: Opening — 5-10 minutes

Call to Order

President

Pledge of Allegiance

Led by —

4-H Pledge

Led by —

Roll Call

Secretary

Roll Call Question —

Part 2: Business Meeting — 15-20 minutes

Minutes of Last Meeting

Secretary

Call for Approval

President

Treasurer's Report

Treasurer

Officer and Committee Reports

Committees to report — Committee Chair

1.

2.

3.

Unfinished Business	President Items to be Discussed 1. 2. 3.
New Business	President Items to be Discussed 1. 2. 3.
Announcements	President, Club Leader, or Members
Upcoming Events or Activities	County — <hr/> State —
Adjournment	President

Part 3: Program — Varies from 30 minutes to 1 hour or more

4-H Club Program	Vice President Topic — Presenter —
-------------------------	--

Part 4: Recreation — 15 minutes

Recreation Leader Activity —

Part 5: Snacks

Provided by —

Appoint a COMMITTEE

Nothing can bog down a business meeting faster than trying to plan an event or activity with a large group of people. The meeting gets long. Members get bored. People start talking and disengage from the meeting. Progress stops!

To avoid this problem, the officer team or president can appoint a committee to plan the event or activity. A committee is a small group of people appointed to plan or oversee some specific activity of a club. Clubs may have several committees. That could include a community service committee, recognition committee, fundraising committee, program committee, and special event or activity committees.

Appoint members who are interested in serving on the committee. At times, that may mean that not everyone who is interested gets to serve on the committee. Committees typically have about five to six members. The small size of the group makes decision making easier. Try to choose a variety of

members to serve on the committee, such as older members with leadership experience, younger emerging leaders, creative people, detail people, new members, and those who attend regularly. Adults may serve in an advisory role to the committee. Asking people to serve on a committee is a good way to give more members a voice in club decisions.

Using committees to plan club events and activities benefits the club in other ways too. It allows committee members to develop their leadership skills and prepares them for a greater leadership role in the club. When members are contributing to the club, they have a greater sense of belonging and that leads to more committed members — people you can count on.

After selecting a committee, you should appoint a committee chair — the person who will be your point of contact with the committee and who will provide leadership to the group as they plan. The committee chair should be someone who is organized, follows through on commitments, and works well with others.

Provide the committee with a description of what you are asking them to do, funds (if any) that are available, specific duties and responsibilities, a deadline for reporting back to the club, and any other information that will help them complete their task. Complete the top portion of the *Committee Planning Worksheet* on the next page before giving it to the committee chair. The committee will use the worksheet to plan the event or activity.

Committees are appointed to gather information, decide on the details, develop a plan, set a budget, and then report to the club for approval and/or make recommended changes.

Know the Basics of PARLIAMETARY PROCEDURE

Most 4-H clubs have a business meeting to decide on club activities, set goals, discuss ideas, or plan. Those decisions are made using parliamentary procedure. Parliamentary procedure is a set of guidelines to help conduct a business meeting and give each member a voice in their club.

The procedures that officers follow when conducting a meeting are included in the **Plan a 4-H Club Meeting Agenda** section. The planning form is a guide you can use to conduct club business and follow parliamentary procedure.

Five Steps of a Motion

When a member has an idea or suggestion for the club to consider, she or he will make a motion. There are five steps to motions.

1 — Make a motion

A club member will raise her or his hand and wait for the club president to call on her or him.

The member will stand and say, "I move _____"

2 — Second the motion

When a motion is made, the president will ask for a second. A second is when another member agrees with the motion. The second person says, "I second the motion." Or she or he might simply say, "Second."

3 — Discussion

The president restates the motion and asks the other club members for discussion. Discussion allows members to give their comments or thoughts about the motion that was made.



"Second"





Club minutes are an official record of motions made during the meeting. Any club expenses should be approved by voting on a motion to spend funds. **Use Five Steps of a Motion** as a guide when making a motion and voting on that motion.

4 — Vote

Members vote on the motion.

If they agree with the motion, the members say, "Aye."

If they don't agree, or are opposed to the motion, they say, "Nay."

"Aye"

"Nay"

5 — Results are stated

The president announces the results of the vote.

If the majority of members voted, "Aye," the president says, "The motion carries." In other words, the group will do what was stated in the motion.

If the majority of the members voted, "Nay," the president says, "The motion fails." The club does not follow through with the motion.

Other Methods of Voting

The president can use different methods of voting depending on the item being voted on. A more accurate vote can be made with a show of hands or asking members to stand to cast a vote. For elections, votes are typically cast by secret ballot.

The president does not vote. However, the president may vote in the case of a tie vote, but does not have to. If the vote is a tie and the president does not vote, the motions fails.

"Aye" "Nay"



AYE

NAY



Succeed as PRESIDENT

As a 4-H club president, you are a role model for the other officers and club members. Others will follow your lead. That gives you opportunities to make a difference in your club and in the lives of the young people you lead.

Your club leaders and 4-H staff are there to support you and help you be successful. The first step toward success is learning your role as president and your responsibilities. Those are listed here.

Responsibilities of President

- ✓ Work with the club officer team and the club leader to develop a program plan at the beginning of the new 4-H year. See pages 5 – 7 for details.
- ✓ Work with the club officer team and the club leader to develop an agenda for each meeting. Refer to *Plan an Agenda* on pages 8 – 11.
- ✓ Preside at club meetings and use the agenda to keep the meeting moving.
- ✓ Start and end the meeting on time — even if some members arrive late.
- ✓ Use parliamentary procedure for club business. The basics are covered on pages 14 – 15.
- ✓ Appoint committees as needed and define the purpose of each committee. Consult with the club leader as needed. Refer to *Appoint a Committee* on pages 12 – 13.
- ✓ Provide opportunities for all club members to express opinions, participate in club meetings, and serve on committees.

Preside

Appoint

Provide

Notify



Support

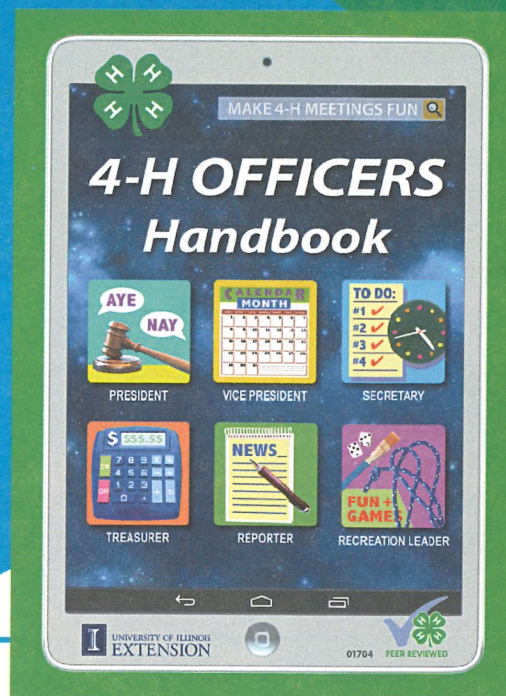
Work

Lead

Model

Show

Give



- ✓ Be courteous and fair to all. Show respect to others. Model that for the club.
- ✓ Notify the club leader and vice president several days in advance if you have to miss a club meeting or activity.
- ✓ Introduce guests and make them feel welcome and included.
- ✓ Give credit to others for jobs they do and thank them for their contributions.

- ✓ Plan time for fun, learning, and socializing during each meeting.
- ✓ Cast the deciding vote in the case of a tie.
- ✓ Learn the duties of the other club officers. Support their leadership on the officer team.
- ✓ Apply the helpful hints to making meetings fun. See pages 4 – 5.

Introduce

Plan

Learn

Apply



Succeed as VICE PRESIDENT

As vice president, one of your major responsibilities is chairing the program committee. You will work with club officers, members, and club leaders to decide what your club wants to accomplish for the year. After setting these goals, the program committee will meet to plan club activities and events to reach those goals. Refer to pages 5 – 7 for more details.

Responsibilities of Vice President

- ✓ Serve as chair of the program committee to plan club activities and events.
- ✓ Survey members to learn their interests and ideas for club programs.
- ✓ Work with the program committee to prepare a calendar of events for the year and share with club members. Include dates, times, and locations so members can save the dates on their calendars.
- ✓ Make arrangements for programs planned by the committee. Contact presenters and schedule the topic, date, time, and location with them. Encourage them to provide hands-on learning activities for the club. If they need ideas, share with them ideas you have or examples of hands-on activities.
- ✓ Follow up with the people responsible for the programs. Remind them of the date and details of the meeting. Ask if they need any supplies or assistance.

Topic
Date
Time
Location
Ideas

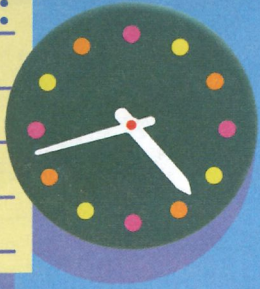


- ✓ Introduce program presenters at club meetings and activities. When finished, thank them for their time and the information they shared.
- ✓ Help the club officer team and club leaders develop the agenda for club meetings.
- ✓ Work with club committee chairs to assist them when needed. Help them gather supplies they need or resolve any problems that may occur.
- ✓ Arrive early to club meetings to check the room set up and make any needed changes.
- ✓ Know the duties of the president and parliamentary procedure so you can conduct club meetings if the club president is not able to attend.
- ✓ Welcome new members and introduce them to other club members.
- ✓ Apply the helpful hints to making meetings fun. See pages 4 – 5.



TO DO:

- #1 ✓
- #2 ✓
- #3 ✓
- #4 ✓



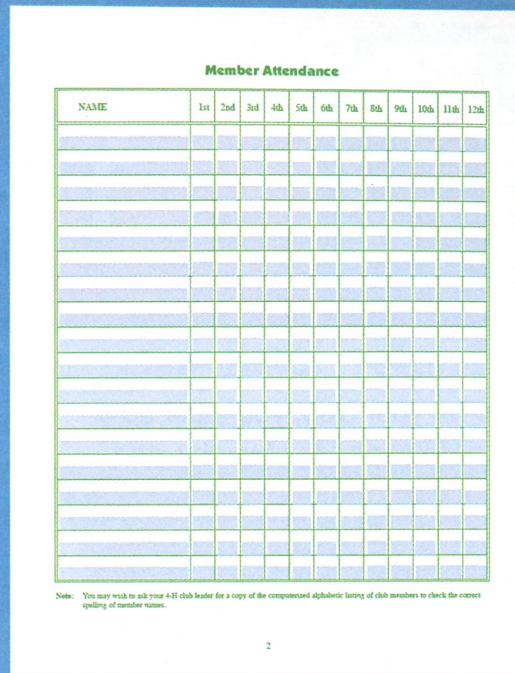
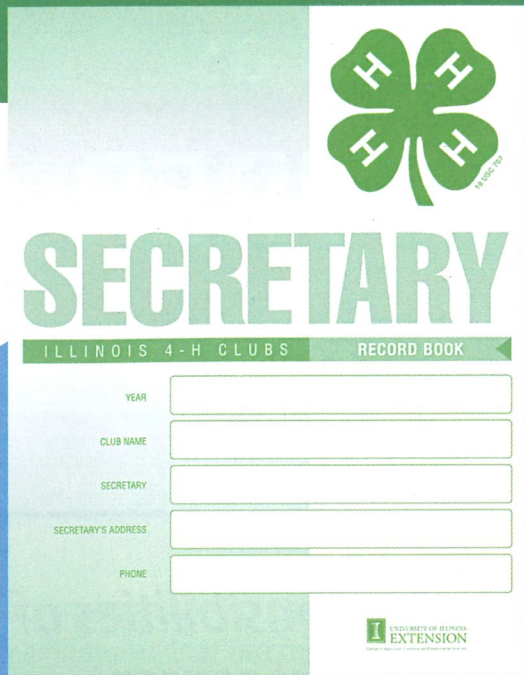
Succeed as SECRETARY

You have a very important role as secretary of your 4-H club. The club minutes you write are an official record of what happened at each meeting. You are also responsible for keeping an accurate record of who attended each meeting.

Responsibilities of Secretary

- ✓ Arrive early and sit near the president during the meeting.
- ✓ Keep an up-to-date list of club members in the secretary book and check attendance at every meeting. Record a "P" for members who are present and an "A" for absent members.
- ✓ Take complete and accurate notes of each meeting.
- ✓ Record any motions made during the meeting and the results of the motion. Be prepared to read a motion as stated, if needed.
- ✓ Prepare a copy of the minutes of the last meeting in the secretary book to be reviewed and approved by the members. Make any needed corrections. When approved, sign your name at the end of the minutes. The presiding officer should also sign them.
- ✓ Record the names of the club officers, club leaders, club volunteers, and club committee members in the secretary book.
- ✓ Help the club officer team and club leaders develop the agenda for club meetings.
- ✓ Let the club president and club leader know in advance if you will not be able to attend a meeting so they can ask someone to serve as secretary in your place. Provide a copy of the minutes and attendance record for the appointed person to read.
- ✓ Prepare any club correspondence that is needed and share any correspondence that is received by the club.
- ✓ At the end of the program year, submit the completed secretary book to your club leader.





Secretary's Minutes Include:

- ➔ Kind of meeting — regular or special
- ➔ Name of club
- ➔ Place and date of meeting
- ➔ Who presided
- ➔ Time meeting started
- ➔ Number of members and guests present
- ➔ Approval of minutes of previous meeting
- ➔ Record of the treasurer's report
- ➔ Report of the officers and committees
- ➔ Complete motions, including the name of the person making the motion; the name of the person seconding the motion is not necessary
- ➔ Important discussions for future reference if needed
- ➔ List of people appointed to committees and the purpose of each committee
- ➔ Adjournment
- ➔ The program presented and who presented it
- ➔ Secretary's signature

"P"
Present

"A"
Absent



Succeed as TREASURER

As treasurer for your club, you must be a detailed record-keeper, trustworthy, and accountable for your work because you are responsible for the funds collected or earned by your club. Club members and leaders expect you to follow all the rules for managing money. You will work closely with your club leader in your role as treasurer.

Different banks have different rules about how old you must be before you can sign checks for an organization. If you meet the bank's requirements, work with the outgoing treasurer and your club leader to transfer the check signing authority to you.



Responsibilities of Treasurer

- ✓ Maintain accurate records of any money collected for the club and how all the money is used.
- ✓ Deposit all the collected money in the club's bank account as soon as possible.
- ✓ All club expenses should be approved by the club before a check can be written. Any decision to spend club funds should be included in the secretary's minutes.
- ✓ Pay all bills promptly as directed and approved by the club.
- ✓ Prepare a treasurer's report of income and expenses to share at club meetings. Also report the current balance.

TREASURER
ILLINOIS 4 - H CLUBS RECORD BOOK

Year _____

Club Name _____

Treasurer _____

Treasurer's Address _____

Phone _____

UNIVERSITY OF ILLINOIS
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EXAMPLE

Clover Kids 4-H Club

Date Oct. 5, 2016

152

PAY TO Fairway Grocery \$ 37.12

THE ORDER OF

Thirty-seven and 12/100 DOLLARS

HOME TOWN
Trust & Savings Bank

For Harvest party refreshments Sam Bates Jane Johnson

:007534560: 000-000-0 00000152



- ✓ Ensure that all checks have the two signatures that are required. Depending on your age, the bank may allow you to sign checks along with one of the other designated adults. If you are not eligible to sign checks, at least two adults from the club should be designated to sign checks.
- ✓ Maintain a current inventory of all the equipment and other items purchased with club funds or received as gifts. Record this list in the treasurer book.
- ✓ Submit the treasurer book for audit each year. Three people — a parent, leader, and club member — should review the reports.
- ✓ Return the audited treasurer book to your club leader.

Guidelines for Writing Checks

- All club expenses should be approved by the club before a check can be written. Any decision to spend club funds should be included in the secretary's minutes.
- A receipt or invoice is required for writing a check. Include the receipt or invoice with the treasury records.
- Write all checks in ink. If you make a mistake, write VOID in large letters across the check and save it. Then write a new check.
- The current date should be included on checks.
- When filling in the lines on the check, start writing as close to the beginning of the line as possible.
- Never sign an incomplete or blank check.
- Two designated signatures are required on all checks.



Receiving Money

- Issue a receipt when you receive cash or a check.
- Date the receipt and record the amount of money received, purpose of the funds, and the name of the person who made the payment.
- Sign the receipt, give the person a copy, and keep a copy for the treasury records.

EXAMPLE

Clover Kids 4-H Club — RECEIPT

No. 6 Date Nov. 15, 2016

Received from Chris Clover

Sixty and no/100

For Pumpkin sales

\$ 60.00 Sam Bates
Treasurer

Making Deposits

- To deposit a check, it must first be endorsed — or signed — on the back of the check. You should only sign checks right before they are to be deposited.
- Checks that are written to the club must be endorsed (signed) with the name of the club and your name. The designated adult endorses the check also.
- Include the club's checking account number on the line below the signatures.
- If a check is made payable to you, endorse it with "Pay to the order of (club name)" and sign your name. The designated adult endorses the check also.

- Date a deposit slip (found in the back of the checkbook).
- List all cash, coins, and/or checks on the deposit slip.
- Total the amount and enter it in the "Sub-total" line.
- If you require cash back from the deposit, enter the amount in the "Less Cash" line on the deposit slip. Subtract that amount from the "Sub-total."
- Enter the amount to be deposited in the "Net Deposit" line.
- Keep your prepared deposit in a safe place until you submit it to the bank.
- Record the deposit and the reason for any cash back in the club checkbook.

EXAMPLE

Deposit Slip

Name Clover Kids 4-H Club

Date November 18, 2016

HOMETOWN
Trust & Savings Bank

x Sam Bates

SIGN HERE FOR CASH RECEIVED FROM DEPOSIT

CASH	Cash Deposit	60	00
CHECKS	1103	35	25
	787	11	31
	2584	266	00
	Sub-total	372	56
	Less Cash	22	56
	Total / Net Deposit	350	00

Deposits may not be available for immediate withdrawal. Checks and other items received for deposit are subject to the provisions of the Uniform Commercial Code and any applicable collection agreement.

: 007534560 : 000-000-0

EXAMPLES

ENDORSE HERE

FOR DEPOSIT ONLY

Clover Kids 4-H Club

Sam Bates June Johnson

Acct #000-000-0

DO NOT WRITE BELOW THIS LINE

ENDORSE HERE

PAY TO THE ORDER OF

Clover Kids 4-H Club

Sam Bates June Johnson

DO NOT WRITE BELOW THIS LINE

Completing the Checkbook Transaction Register

- Record the check number and date in the club checkbook.
- Record the name of the person or business the check was written to in the "Description of Transaction" column
- Enter the check amount in the "Payment/Debit" column.
- Subtract the amount of the check from the previous balance and enter the new balance. Use a second line to explain the purpose of the check.
- Place a checkmark (✓) in the appropriate column when each transaction appears on the monthly bank statement.
- Record deposits in the Deposit/Credit column.
- Add the amount of the deposit to the previous balance and enter the new balance. Use a second line to explain the source of the deposited funds.



Checkbook Transaction Register

Record all charges or credits that affect your account.

EXAMPLE

Check Number	Date	Description of Transaction *	Payment/Debit (-)	<input type="checkbox"/>	Deposit/Credit (+)	Balance
						189.75
151	10/5/2016	Party Supplies for Less Supplies for harvest party	23.68	<input checked="" type="checkbox"/>		166.07
152	10/5/2016	Fairway Grocery Refreshments for harvest party	37.12	<input checked="" type="checkbox"/>		128.95
	11/18/2016	Deposit Pumpkin sales fundraiser		<input checked="" type="checkbox"/>	350.00	478.95
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

* Include name of person receiving check and the reason for the payment. For deposits, list the source of the deposits (person and reason).

Who
Why
What



When Where How

Succeed as REPORTER

As the club reporter you write and report what the public learns about your 4-H club. You can have a big impact on what people in your community know about your 4-H club and all the positive things your club is doing.

Responsibilities of Reporter

- ✓ Tell 4-H news in an accurate and interesting way.
- ✓ Take accurate notes at each club meeting.
- ✓ Write a news story promptly after each club meeting.
- ✓ Introduce yourself to the person responsible for local news stories in the community newspaper.
- ✓ Send news articles to the newspaper and radio stations.
- ✓ Check with 4-H staff about including the article in a county newsletter.
- ✓ Include photographs with some articles for the newspaper or newsletter.

Writing a News Story

- First, consider your audience. You are not only writing for club members and their families, but for a larger audience in your community. Think about what you want your community to know about your 4-H club. Show how your club is contributing to the community. Help readers understand what happens in a 4-H club.
- Decide on the topic. What is the most interesting or important thing your club is doing? What will others want to know more about? Build your story around that.
- The first paragraph of the article is the most important. It sums up the rest of the article in one or two sentences.
- Tell the most important thing first to capture the reader's interest. Then give details about each of the following points — **who** is involved, **what** will happen, **when** and **where** it will happen, **why** or **how** it will happen.
- Your news story may be about an upcoming event or it may describe an event that has already happened.
- Use simple language in brief sentences. Include only necessary details. Paragraphs should be brief and use common words.



Clover Kids

Isabella Smith, Reporter

217-555-1234

Isabellasmith@gmail.com

May 10, 2016

For Immediate Release

EXAMPLE

Youth invited to a 4-H skating party

Young people ages 8 to 18 are invited to join the Clover Kids 4-H Club for their skate party on Friday, June 3 from 6 to 8 pm at the Keep Rollin' Skating Rink, 5544 Highway 10, Chambana. Cost is \$5 per skater. Younger siblings must be accompanied by a parent.

The Clover Kids 4-H Club will provide snacks and soft drinks for sale. Members will share samples of their projects and answer questions about 4-H. Interested youth are invited to join the club. Since the 4-H club year is just beginning, now is a good time to join. In 4-H you will meet new friends, take fun field trips, learn about things that interest you, and show your project at the county fair.

- Use first and last names and include the town people live in. For example, Jayden Smith, Greenville, IL. Check to make sure all names are spelled correctly.
- Report only recent news. News must be timely or it isn't news.
- Be accurate in your facts.
- In the upper left corner of the news article, write the name of your club. Below that, write your name and title — Reporter. Also include your phone number and email address. Then enter the date and "For Immediate Release."
- Clip the story from the newspaper and give it to the secretary to place in the secretary book. If the story is not published, give a copy of the story you wrote to the Secretary. See the example of a news story above.





Using Social Media

Social media can be a great way to share news about your club. Club members and leaders should first discuss and agree on how to use social media to share news about the club.

Two current popular social media sites are **Facebook** and **Instagram**. Social media settings for these sites allow you to post information or pictures that are only shared with club members.



Facebook “Groups” are used to share information with club members only. When creating a “group,” settings are selected for “private” or “public.” A private group allows you to share information about meetings, events, or updates.

Facebook “Pages” are used to promote your club activities to the general public. A Facebook Page could be used to recruit new members, report on community service activities, or invite the public to a 4-H fundraiser.



Instagram is an online photo- and video-sharing social media site. It is very popular with young users. It is a fun way for members to follow each other and share photos of their 4-H club activities. Instagram pictures can be set as “private” so only approved people can see them. Use the Instagram app to set pictures as private.

Some social media sites have age guidelines for who can join, typically age 13. This would require an older youth to be responsible for setting up the club social media accounts, adjusting settings to protect member information, and posting club information and/or pictures.

Keep Club Members Safe

- When sharing a photo online, you must have permission from everyone in the photo to post it online. A signed photo release must be available **BEFORE** you use anyone’s photo online or in any other media.
- Do not “tag” or identify people in an online photo. The 4-H members can tag the picture if they choose, but reporters should not identify people by their full names.
- Photos should always have a positive purpose. Never post an embarrassing photo or one that reflects badly on 4-H or the club.
- Do not share any personal information in social media posts.

Tips for Writing for Social Media

- Use short, informal words and sentences when posting. Keep it short — about three sentences maximum.
- Use photos. Posts with photos get more readers than posts with words only.
- Encourage club members to comment and share your club posts on their personal pages. That increases the number of people who actually see the posts.





4-H Social Media Guidelines

As the club reporter, you should review any local 4-H social media guidelines with your club each year. Social media should not contain any content, media, or information that does not properly represent the values and standards of 4-H or damages the image of 4-H or its members.

That means:

- Do not post gossip, inaccurate, or unkind statements.
- Do not share confidential information.
- Do not post statements that discriminate against people for any reason.



4-H shared Randolph County 4-H's photo.

February 16 at 8:24am · 🌐

Sounds like a good breakfast in Sparta in March. #thats4H

EXAMPLE

Randolph County 4-H 🥳 feeling excited.

February 15 at 10:02am · 🌐



Who doesn't love a good pancake? Be sure to join us Saturday March 26 at the Randolph County 4-H Pancake Day! Tickets are only \$7 for adults, \$5 for childr...

See More

👍 Like 💬 Comment ➦ Share





**FUN +
GAMES**

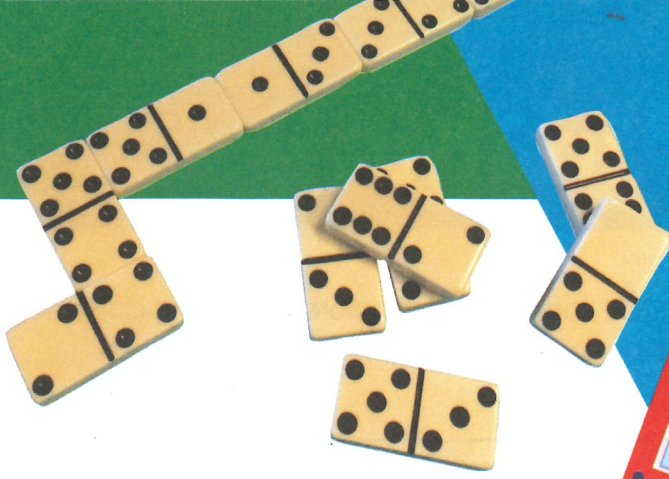
Succeed as RECREATION LEADER



As recreation leader, you help put the FUN into club meetings. Club members tell us they enjoy 4-H because they get to spend time with friends, meet new people, and have fun. You will plan and lead activities that help them do all three! Let's get the fun started!

Responsibilities of Recreation Leader

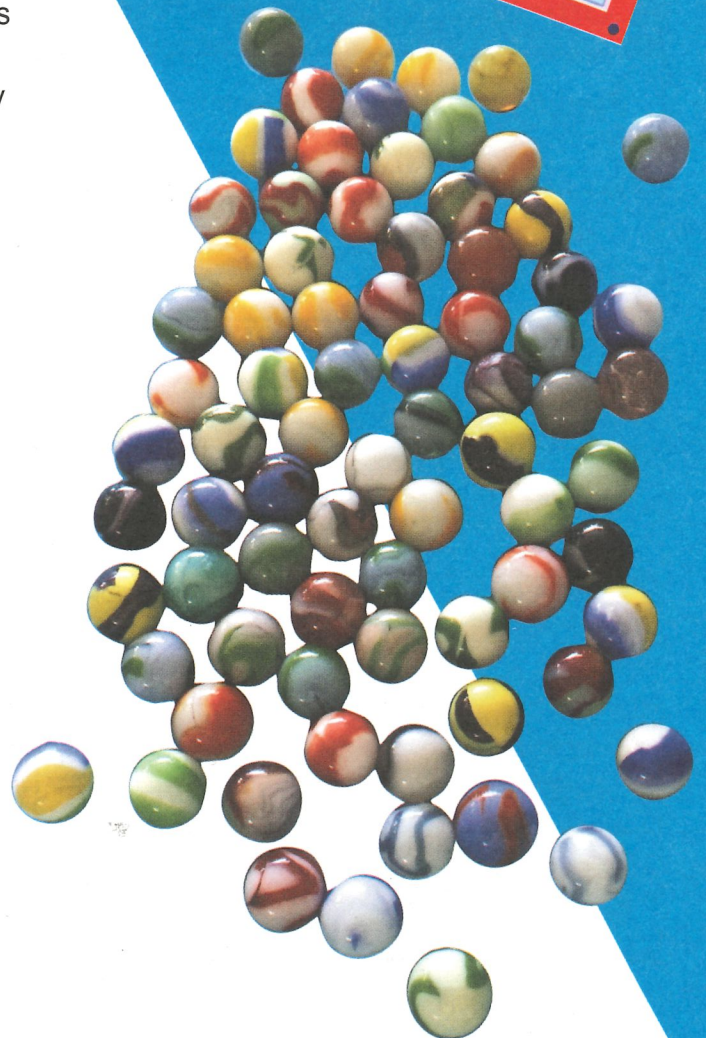
- ✓ Plan a recreation activity for each meeting and gather all the equipment or supplies needed for the activity.
- ✓ Provide a variety of recreation activities, including quick pre-meeting activities, icebreakers, mixers, or team-building activities.
- ✓ Be enthusiastic and encourage others to have fun.
- ✓ Understand the games you are playing and practice giving the directions to others.
- ✓ Plan activities that everyone can do in the space available.
- ✓ Get everyone involved.
- ✓ Develop your leadership skills by standing in front of the group, speaking confidently, and giving clear directions.
- ✓ Stop the activity before the group gets bored.
- ✓ Be part of the officer leadership team and help plan club meetings and activities.



Explore New Ideas

There are many ideas for recreation activities online. Search online by the following types of activities, depending on the type of activity you need.

- **Icebreakers** — if your club is new and members don't know each other or if you have several new members, icebreakers are quick activities that help members meet each other.
- **Mixers** — can also help members get to know each other better by having short conversations about fun topics, such as if you could take a trip to any place you desire, where would you go and why?
- **Active games** — includes lots of physical activity, but not necessarily a lot of skill. (Remember, you want everyone to participate!)
- **Quiet games** — have limited physical activity, but require more thinking or logic, such as puzzles or brainteasers.
- **Team-building activities** — require members to work together to accomplish a task. This can also be a competition as small groups work to accomplish a task more quickly or better than other groups.



KEEP in Touch

A successful 4-H Club officer team has good communication before and during club meetings. Enter the contact information for your officer team so you can easily keep in touch.

Contact Information

Club Name —

4-H Year —

Officer	Name	Phone Number	Email Address
President			
Vice President			
Secretary			
Treasurer			
Reporter			
Recreation Leader			
Other			
Club Leader			
Club Leader			

