



THE INGREDIENTS TO SUCCESSFUL CLUB LEADERSHIP 4-H CLUB OFFICER HANDBOOK



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Created in 2022, Updated in 2024

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Content adapted from the University of Missouri 4-H club officer manual, Texas 4-H Club Officer Training PowerPoint, Kansas 4-H Officer Guides, 4-H Officer's Manual from the University of California, and handouts from the Ohio State University Extension Office.



ABOUT THIS BOOKLET...

Congratulations, you have been selected to be an officer for your 4-H club! Being an officer is a great honor and a big responsibility. All officer roles are important! No matter what officer role you're filling, you are a part of a team of youth leaders for your club. You get to set an example for the rest of your club to follow.

This officer handbook is specifically designed for you, the 4-H club officer. It will help you be a great leader and learn the responsibilities of your job as well as the job of your fellow officers. After all, the 4-H motto is "To Make the Best Better." The community club leader should also read the manual to learn about your position and responsibilities as the club officer. Check in with them to see if they have had an opportunity to read it! Ask them any questions that you may have about the handbook. Your parents and guardians can also read the handbook to have a better understanding about your new role in the club.

The most important part of your position as a club officer is to help make decisions for your club, provide youth voice in club governance, set goals and priorities, and lead the planning for the program year. Your club's members make club decisions and adults are present to share ideas, engage as equal partners in planning or provide guidance as needed. However, only youth members are voting members in the club. As an officer, you help guide your fellow members in the decision making process and enrich the club experience.

There are a few important things to remember as you begin your new role as a club officer. Club officers have a responsibility to their club, to Kansas 4-H, and to the public. The club has educational goals for its membership, service and membership goals for the community, and membership and legal responsibilities to Kansas 4-H. You may be the first 4-H member a person has met, so you are also a representative of 4-H as a whole.

It may seem like an intimidating position to be responsible for at first, but remember, great leaders are not born great. All leaders have to practice their leadership skills and your new officer position gives you that chance! That is the wonderful thing about 4-H--you get to learn what sparks your inner passions and interests, and you learn new skills by engaging in hands-on learning experiences that you might not have otherwise thought about trying out. We know you are going to be a great officer!



CODE OF CONDUCT

The 4-H Code of Conduct is intended to foster a safe environment that encourages optimal learning and growth. The opportunity to participate in or attend 4-H activities is a privilege and not a right. All 4-H participants – youth, families, volunteers, and Extension staff – who participate in or attend any activity or event sponsored by Kansas State Extension 4-H Youth Development Program are expected to uphold the values of the Kansas 4-H program and conduct themselves according to the following standards listed below. These standards also apply to online 4-H activity, including social media and internet presence. Whether online or in person, this Code of Conduct is to guide participants to think critically, behave safely, and participate responsibly in our shared world. The following Kansas 4-H Code of Conduct is a condition of participation in any Kansas 4-H activity or program.

As a 4-H Participant/Parent/Guardian I will:

- Be present, attentive and engaged in the 4-H activities. Practice good sportsmanship, be helpful to others, uphold ethical practices in 4-H projects and events, and never cheat or falsely represent efforts related to 4-H project activities.
- Know and follow federal, state, and local laws that apply to minors (e.g., no use of alcohol, illicit (non-prescribed) drugs, and tobacco in any form) even when I am 18 or 19 years old and still a program participant.
- Use language and actions that do not substantially interfere with others' participation in the program. (Swearing, harassment, and bullying are not allowed). You are personally responsible for any damage you cause as a result of your behavior, including the cost of any physical injury or property damage you cause in the course of your participation in any program or event.
- Know and follow safety policies and procedures of Kansas State University, Kansas State Research and Extension (KSRE), and guidelines of the 4-H Youth Development Program, as applicable to this program. (Such as: not leaving the program area without permission from the program supervisor; be in assigned lodging and program areas during activities; abide by curfew hours; and, any other additional safety policies established by a specific event or program.)
- Follow Kansas State University's standards of appropriate conduct found in applicable University policies, including but not limited to the non-discrimination policy (PPM 3030), and the Threat Management Policy (PPM 3015).
 - Failure to abide by this participation agreement may result in restrictions on my participation during a current or future 4-H event.
- Obey all rules and directives that apply to the 4-H activity where I am involved.
- Use mobile electronic devices during a scheduled 4-H activity only in a manner that is consistent with the approved activity and not disruptive.
- Apply these conduct standards to online 4-H activity, including social media and internet presence.

CLUB CHECKUP

Good 4-H club meetings are the result of:

- Efficient leadership—youths and adults should be partners in leader meetings
 - adults guide youths of all ages to become leaders
 - adults allow youths to take ownership of their club
 - allow youths to be involved in decision making and problem solving
- Adequate facilities and space
- Well-planned educational programs—programs should provide opportunities for community service, learning by doing, and youth leadership
- Active and involved members
- Avoid isolation of youths—isolation creates social contexts where negative stereotypes may flourish

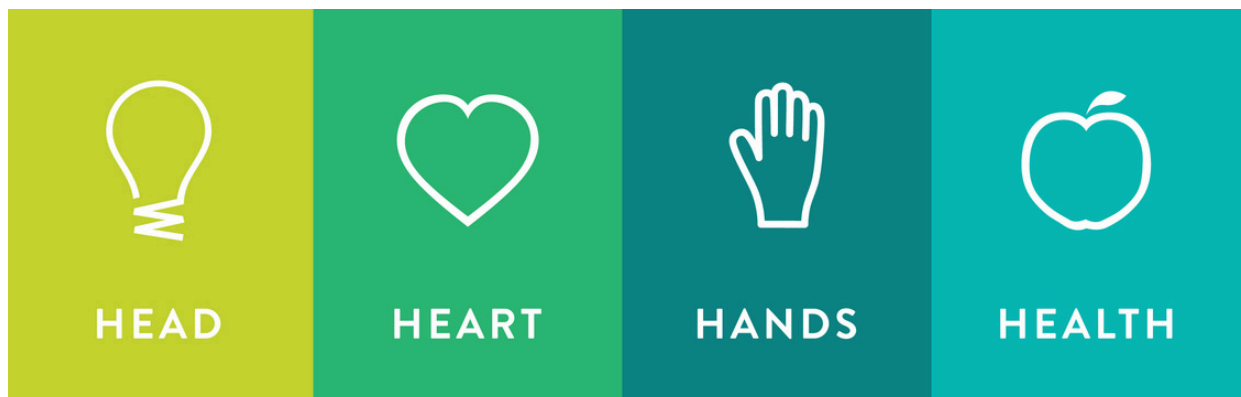
What are some barriers to strong teamwork?

Some questions to consider:

- How do adults view young people?
- How do youths view adults?
- How can healthy partnerships be built?
- What behaviors help build strong partnerships?
- What blocks us from building effective working relationships between youths and adults?
- How can we minimize or eliminate barriers to building partnerships?

The Results of Successful Club Leadership

- Club Officers achieve mastery, compassion, and health
- Club Managers understand the needs and concerns of youth, making them more likely to reach outside the organization and share their new knowledge and insights
- Everyone gains a stronger sense of community connectedness
- Adults and organizations as a whole became more connected and responsive to youth in the community, leading to strengthening the 4-H club
- Including youth in decision-making leads 4-H Club to reach out to the community in more diverse ways



OFFICER OVERVIEW

Every successful 4-H club has a good team of officers. A club's officer team fosters teamwork and cooperation among members through leadership and organization. Each officer has an important job to help make the 4-H club a success and each member successful. The size of a club determines the number of officers needed. Clubs work best with a minimum of a president, vice president, secretary, and treasurer. Smaller clubs may find it necessary to combine offices, but be cautious not to burden any one officer with too many duties. It is an honor to be a 4-H club officer and like all honors, it carries responsibilities. **The success of a 4-H club depends on the officer's ability to work with all other club members.** Officers work together and use parliamentary procedure to guide members through organized meetings.

Involving Members

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

- Serve their club well and plan to make the club a success.
- Help members decide what the club will do.
- Give everyone a chance to participate.
- Help plan programs that give every member each a chance to participate.
- Share leadership with others and give everyone a chance to grow as leaders.
- Are dependable and get tasks finished on time.

LEADERS DON'T CREATE FOLLOWERS, THEY CREATE MORE LEADERS.
— TOM PETERS, AMERICAN WRITER



An officer is to:

- Represent a large and respected organization
 - 4-H club officers represent their local clubs and the 4-H program throughout the state. Their skills and abilities, standards, and ideals represent other 4-H members. This responsibility exists at all times, not just at 4-H meetings and fairs. People who are not familiar with 4-H may judge the program by its officers.
- Help plan and carry out club activities
 - Adult leaders and 4-H officers plan and carry out activities. Officers must take initiative to work closely with the leaders to plan and carry out club activities. Your leader is your adviser.
- Help every member find a place in the club
 - A 4-H club flourishes and grows when every member participates. Officers need to make sure every member has a chance to contribute.
- Set standards
 - Officers can set high standards by performing their duties well. Officers, together with club leaders, should set club goals at the beginning of the year. It is important to post the club's goals and then report on the progress and accomplishments throughout the year. Every officer should know the club goals of 4-H and be able to talk with others about the 4-H program.

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

4-H club officers are to:

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

***Never doubt that a small group of thoughtful, concerned citizens can change the world. Indeed, it is the only thing that ever has.
—Margaret Mead, American cultural anthropologist***

CHOOSING OFFICER POSITIONS FOR YOUR CLUB

Small clubs may want to elect only the primary officers: president, vice president, secretary, and treasurer. Clubs with a large 4-H membership may choose to elect a full slate of officers (including historian, parliamentarian, etc.) and even elect junior leaders.

Thinking about responsibilities before roles can be helpful. Consider what kinds of tasks does the group need and want to get done, in order to run a fun, educational 4-H club. Below are just a few examples of actions that may be either needed or desired in a 4-H club:

- Planning and leading activities
 - Welcome activities
 - Educational activities
 - Reflection activities
 - Activities for Clover Kids
 - Awards
 - Field trips
 - Service activities
- Leading the 4-H meeting—a portion, or all of it
- Coordinating snacks and supplies
- Recording and communicating what's happening in the 4-H club (through notes, pictures, video, social media, etc.)
- Making sure people feel welcome



Now consider which responsibilities the group wants to assign to the 4-H'ers and which responsibilities are assigned to the adult leaders. This will help dictate which officer positions the group wants to elect officers for.

Some officer positions can support more than one 4-H'er acting in the role at a time. Officer positions like the recreation leader, song leader, reporter, etc. can be filled by more than one youth concurrently. Teams work great when the elected officers are younger members or when the youth are shy. Working in a team gives them a sense of confidence because they have one of their peers to help them fulfill the duties of their office.



OFFICER ELECTIONS

Consider these important points when setting the stage for club elections:

- 4-H Calendar – Setting a date for elections will offer youth time to plan, prepare and campaign for office. Consider holding fall elections in conjunction with an end of the year event.
- Campaign – Ask members to create a poster, speech or video to share with the others prior to the election meeting. Campaigning can help build relationships among youth and offer youth time to highlight the personal qualities they bring to the club. This also provides a public speaking opportunity.
- Club Size & Meeting Location—Take into consideration your club size and location when planning officer elections.
- Choose a method of secret voting that is easy for your group. Ensure that all youth may be heard, and larger meeting spaces may require a microphone or sound system for everyone to hear.
- Qualifications for Candidacy -Clover Kid members (ages 5-7) may not serve as officers. Review the Club Bylaws for officer requirements such as age or years of club participation as each county club may be different.

There is no right way to hold elections for 4-H club officers. Depending on the size of the club, it might be possible for everyone to be an officer. Here are some ways officers can be selected:

- Have a nominating committee
 - Most often used in a larger club
 - The appointed committee selects a ballot of persons for each office
 - Usually, two candidates run for each office
 - Each candidate is asked if they are willing to serve in that office and if they agree, the slate of officers is presented at the club meeting and voting takes place on those candidates
 - It is appropriate to ask for further nominations from the floor before voting
- Interested members complete an interest sheet and present a short speech, poster, or video of why they should be elected to the office. Voting takes place for each office.
- A past officer or the leader calls for nominations from the floor for president. Once nominations close, voting takes place.
 - The new president presides and continues to ask for nominations for each office. Each officer is voted on before proceeding to the next officer nomination.
- In a younger group or a small group, names of those interested in holding an office may be put in a hat and the names drawn for each office.



The challenge of leadership is to be strong, but not rude; be kind, but not weak; be bold, but not bully; be thoughtful, but not lazy; be humble, but not timid; be proud, but not arrogant; have humor, but without folly.
—Jim Rohn, American entrepreneur, author and motivational speaker

When voting takes place, **choose a method of secret voting that is easy for your club.** Here are some ways that your members can vote for their officers:

- Secret Ballot: members write down their choice for each position on a slip of paper and then a leader tallies the votes
- Show of Hands: members close their eyes and raise their hand when the name of the candidate they want for the office is called. Adult club leaders tally how many raised hands each member running for office gets
- Online Poll: create an online poll that members take to vote for the officers either at the meeting or before the meeting that the officer installation is taking place

Officer elections are an important way to give members a chance to let their voice be heard and choosing their club officers allows them to have a greater say in how their club is run.



DO YOU KNOW WHO IS ON YOUR OFFICER TEAM?

Officer Position	Name(s)	Phone Number	Email

Club Leader(s) Contact Information:

"The nicest thing about teamwork is that you always have others on your side."
— Margaret Carty, American library director

PRESIDENT



Characteristics Include:

- Go-to person for their peers
- Solves problems above and below the surface
- Brings people together
- Enjoys structured settings
- Believes in growth and takes pride in their team's success

Some of the Responsibilities Include:

- Preside at club meetings
 - Arrange for the Vice President or someone else to lead the meeting if you can not attend
- Use basic parliamentary procedures to conduct orderly meetings
- Work with the adult club leader and officers to develop the agenda for the meetings and discuss it before the meeting
 - Provide an agenda so members can follow along during the meeting
- Ensure maximum member involvement in all club activities
- Appoint committees as needed
- Guide meetings in a courteous, tactful way
- Delegate responsibilities among members so that everyone has a chance to have a job throughout the year
- Introduce guests at the beginning of the meeting
- Encourage club members to participate in activities and give thoughtful praise when they are doing well

The President's Checklist

- ☐ I consult with the leaders to prepare for each meeting ahead of time
- ☐ I help the other officers carry out their responsibilities
- ☐ I encourage everyone to participate in the meeting
- ☐ I delegate responsibilities to other members and don't try to do everything by myself
- ☐ I thank those who participate in the program or help make arrangements
- ☐ I do not dominate the meeting
- ☐ I represent my group proudly at other meetings and events
- ☐ I try to attend as many 4-H meetings and activities as possible and I am on time and enthusiastic



Presidential Phrases

Use the following phrases to run a 4-H business meeting.

- Call to Order: "The meeting of the (Name) 4-H club will come to order. Please stand as we repeat the Pledge of Allegiance and the 4-H pledge."
- Roll Call: "The secretary will call the role."
- Reading of the Minutes: "The secretary will read the minutes of the last meeting."
- Approval of the Minutes: "Are there any additions or corrections to the minutes?" (Pause) "If not, they stand approved as read."
- Correspondence: "Is there any correspondence to be read?"
- Treasurer's Report: "The treasurer will present the treasurer's report."
 - Follow in this format for all other officer reports and leader reports
- Committee Reports: "Are there any questions about this committee report?" (Pause) "If not, the report will be received as read."
- Unfinished Business: "We shall now proceed to unfinished business." "Is there any other unfinished business?" (Pause) "If not, we shall proceed to new business."

Use of the Gavel

- One tap indicates that members need to find a seat to begin the meeting, signals the completion of a motion, announces adjournment
- Two taps calls the meeting to order
- Three taps indicates for all members to rise
- A series of sharp, loud taps is meant to restore order

Example of a Motion Procedure

President: "Is there a motion?"

Member #1: "I move_____."

President: "Is there a second?"

Member #2: "I second the motion."

President: "It has been moved and seconded that _____. Is there any discussion?" After the discussion, the president will then put the motion to a vote. "All those in favor of _____, raise your right hand (or some other movement including standing, putting a hand on their head, standing on one leg, etc.)."

"All opposed, same sign." Then, "Motion carried." OR "Motion failed."



*"Nothing is particularly hard if you divide it into small jobs."
—Henry Ford, American industrialist*

Motion to Adjourn

"The next meeting will be _____. Is there a motion for adjournment?"

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

Sample Business Meeting Agenda

What: Wildcat 4-H Club Business Meeting

Date: May 7, 2025

Where: Haven Community Building

When: 3-5 PM

A. Opening

- Call to Order
- Pledge of Allegiance and 4-H Pledge led by Natasha Reynolds and Ryan Lively
- Songs led by Abbie Jackson
- Roll Call: favorite camp activity

B. Officer Reports

- Secretary Report
 - Meeting Minutes
 - Correspondence
- Treasurer's Report
- Historian's Report
- Leader's Report

C. Committee Reports

- Club T-shirt Committee
- Club Tour Committee
- Easter Egg Hunt Committee

D. Unfinished Business

- Club Tour Date

E. New Business

- Car wash fundraiser
- Club swine project sign for fair

F. Program

- Mary Jacobs project talk
- Jimmy Morris project talk
- Recreation led by Cassie Anderson

G. Announcements

- Leader announcements
- Open the floor for others

H. Adjournment

I. Refreshments provided by the Steadman family



Pro Tip: Provide other officers with a copy of the meeting agenda before the meeting starts. Have a small pre-meeting gathering with the officers to determine if anything needs to be added to the agenda. You can also give each member a copy of the agenda

VICE PRESIDENT

Characteristics Include:

- Go-to person for their peers
- Solves problems above and below the surface
- Brings people together
- Enjoys structured settings
- Believes in growth and takes pride in their team's success



The Vice President is often the chairperson of the program planning committee

Process outline:

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

Leadership and learning are indispensable to each other.

-- John F. Kennedy, American president

Some of the Responsibilities Include:

- Presides at meetings if the president is absent
 - Know parliamentary procedure
- Introduces educational program at club meetings
- Thanks the education guest speakers, presenters, member demonstrators, etc
- When asked, represent the club at local 4-H events, civic meetings, other youth organization meetings, and even state and national events
- Serve as the chairperson of the program planning committee

Additional responsibilities could include:

- Following up with committees to see that they stay on task.
- Being responsible for the learning portion of the meeting



The Vice President's Checklist

- ☐ I consult with the president on plans or special work to be done
- ☐ I preside at meetings in the absence of the president
- ☐ I represent my group at other events in the absence of the president
- ☐ I involve all members of the club in program planning and ask for their opinions
- ☐ I work on committees and group activities with leaders and other officers
- ☐ I introduce program participants
- ☐ I remember to thank people who participate in the program
- ☐ I try to attend as many 4-H meetings and activities as possible and I am on time and enthusiastic

SECRETARY



Characteristics Include:

- Organized and detail oriented
- Strong writing or typing skills and good penmanship
- Enjoys completing tasks
- Completes tasks in an efficient manner and promptly responds to others
- Collects and stores items for safe keeping and quick reference



Some of the Responsibilities Include:

- Call the role and check attendance
- Read the minutes from the last business meeting
- Keep complete and accurate minutes of all meetings
- Read letters of information or any other club correspondence to the club
- Prepare emails and other social media correspondence for the club to keep members informed
- Call the meeting to order and preside when both president and vice president are absent

The Secretary's Checklist

- ☐ I arrive ahead of time to the meeting place
- ☐ I discuss items of business with the leaders and the president
- ☐ I sit near the president during the business meeting
- ☐ I inform the president and leaders if I'm going to be absent
- ☐ I read the minutes of the previous meeting and make corrections if necessary
- ☐ I use the notes taken at the meeting and rewrite a concise summary of the meeting
- ☐ I report any unfinished business when called upon by the president
- ☐ I try to attend as many 4-H meetings and activities as possible and I am on time and enthusiastic

Meeting Minutes Should Include:

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

Meeting Notes Worksheet

Use this form to help you take notes during the meeting

4-H Business Meeting for _____, on _____
at _____

A. Opening

Pledge of Allegiance led by _____

4-H Pledge led by _____

Roll call was _____ and answered by:

Members _____ Leaders _____ Parents _____ Guests _____

B. Officer Reports

Minutes of last meeting approved as: *(circle one)* read _____ corrected _____

Correspondence: _____

Treasurer Report: _____

Historian Report: _____

Leader Report: _____

Other Reports: _____

C. Committee Reports

Committee: _____ by: _____

Committee: _____ by: _____

D. Unfinished Business

E. New Business

F. Program

G. Announcements

H. Adjournment: moved by _____ pass/fail

I. Refreshments Provided by: _____

Sample Meeting Minutes

Date: May 7, 2025

Number Present: Members 17 Leaders 3 Parents 9 Guests 4

Total Present: 33

The regular monthly meeting of the Wildcat 4-H Club was held on May 7, 2025, at the community building in Haven. President Lisa Smith called the meeting to order at 3 PM. Natasha Reynolds and Ryan Lively led the Pledge of Allegiance and the 4-H Pledge. Song leader Abbie Jackson led the club in singing camp songs. Roll call was answered with "your favorite camp activity" by 17 members, three leaders, nine parents, and four guests, for a total of 33 present. The minutes of the previous meeting were approved as read. A letter of thanks was read from the Lions Club for helping with their Easter Egg Hunt.

Eddie Denton, treasurer, reported that the club has \$625 in the account and \$13 in outstanding bills for supplies for the canned food drive. Alex Fisher moved the club pay the \$13 for the canned food drive supplies. The motion was seconded by Ruby Hayes and passed. Sally Johnson, historian, reported that she is looking for pictures from club events and newspaper clippings to put in the club scrapbook. Alex Fisher submitted a newspaper clipping of the Easter Egg Hunt. Club leader Amanda Green reminded the club that the deadline for county fair pre-entries is July 7.

There was no unfinished business. Under new business, Abbie Jackson moved that the club hold a car wash fundraiser. The motion was seconded by Jared Todd. Sally Johnson moved to amend the motion by adding "on Saturday, June 14 from 10 am until 3 pm." The motion was seconded and the amendment was passed. After discussion, the amended motion passed. Sarah Long moved to purchase a sign for the club's swine project members to display at the county fair. The motion was seconded and passed.

During the program, Mary Jacobs gave a project talk about simple bread machine bread. Jimmy Morris gave a project talk about archery. Cassie Anderson, recreation leader, led the club in a game of hide and seek outside of the community building.

Club leader Macy Jones announced that after the meeting they will deliver the canned food to the food pantry. David Ruiz announced that he was hosting a pool party to kick off the summer on May 31, from 1 to 4 pm and everyone in the club is invited. He needs to know who will be attending by May 20.

Eddie Denton moved to adjourn. The motion was seconded and passed. Refreshments were fruit skewers and juice provided by the Steadman family.

Secretary _____

President _____

The Secretary and President sign the meeting minutes when they have been approved by the club. The Secretary will note in the margins any corrections that need to be made to the meeting minutes.

REPORTER



Characteristics Include:

- Sense for distinguishing news from non-news
- Curiosity, alertness, and impartiality
- Skilled in written communicator
- Likes to fact check information

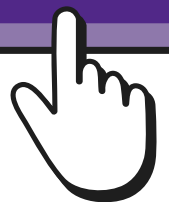
Some of the Responsibilities Include:

- Collect newspaper articles about the club for the secretary and historian records
- Submit interesting reports and pictures of club activities, members, and leaders to local newspapers, and local radio and television stations
- Visit local newspapers, and radio and television stations to learn about their requirements and deadlines for submitting news
- Report club news to the county Extension office
- Work with the secretary to conduct any social media correspondence

Just the Facts

- Use only facts, not opinions
- Don't make anything up, just write what happened, is happening, or will happen. Include everything needed to make the story clear and fair to the readers
- Keep it simple
 - Use shorter words instead of long ones when possible
 - Include quotes to make your story more interesting
 - Explain or define any unfamiliar term that you may use
 - Write easy to read sentences and keep paragraphs short
- When writing your story, follow these questions to guide your article:
 - Who is the story about?
 - What are they doing?
 - When did it, or will it, take place?
 - Where did it, or will it, take place?
 - Why did it, or will it, happen?
 - How did it, or will it, happen?

FIND TRUTH



Journalism is what maintains democracy. It's the force for progressive social change.
—Andrew Vachss, American crime fiction author

The Reporter's Checklist

- ☐ I make and update a list of news story possibilities for our 4-H club
- ☐ I submit articles to the newspaper as soon as possible since old news is usually no news
- ☐ I work with our photographer to include photos with the 4-H news stories
- ☐ I work with our historian to provide photos and news clippings for the historian's book
- ☐ I know the requirements and deadlines for our local newspaper and 4-H newsletter
- ☐ I know how to write a caption for a photo that is included with my news stories
- ☐ I make sure to spell-check and fact check
- ☐ I try to attend as many 4-H meetings and activities as possible and I am on time and enthusiastic

When Submitting Photos:

- Use clear and focused photos
- Action shots catch attention!
- Use close up photos that are still in focus: when submitting a photo of people, readers are more interested in facial expressions than clothing
- Simple is better: readers like a clear "center" of interest; submit photos that have the least messy background the distracts from the main focus of the photo



Tricks of the Trade:

- Read and listen to the media you want to use
- Develop a personal shorthand for notetaking
- Turn in professional-looking stories
 - In the upper left corner, type your full name. Under that, put your address and phone number
 - Leave several inches blank above the story
 - Write a headline that sounds like a shorthand sentence, featuring your top news element
 - Type on one side of the paper and double space the story
- Write in active, not passive voice
- Remember to ask each news outlet their guidelines so you can follow what they want in submissions



HISTORIAN

Characteristics Include:

- Organized and detail oriented
- Strong writing skills
- Creative eye for graphic design
- Collects stories to create a book of memories
- Closely cooperates with fellow officers to gather information

Guidelines for Your Historian Book:

- The notebook or scrapbook should be durable and last for many years
- Securely fasten pages and items into the book
- If possible, items should be in good condition: clean, unmarked, and unbent
- The book should be accurate and neat
- The book tells your group's story. Sections to include:
 - Title page with your 4-H group name, year, and historian's name
 - List of group members, officers, and leaders
 - Article clippings, with the photographed members identified
 - Photos, labeled with the activity, date, and members identified
 - Ribbons for group awards
 - Correspondence, including letters with special significance for the year
 - Secretary and treasurer books may be included

Some of the Responsibilities Include:

- Collect photos, handouts, newsletters, newspaper articles, program books, etc. for the historian book
- Create a historian book that records what the club and its members did throughout the year
 - This book records the club's accomplishments and activities, telling the story of the club
- Ask members to submit memorable pieces about the club to you



A historian is a kind detective in search of the fact — remote or otherwise— that brings to a set of events apparently unconnected with each other, the link that unites them, their justification, their logic.
—Jacques Yonnet, French writer

The Historian's Checklist

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

TREASURER

Characteristics Include:

- Organized and detail oriented
- Strong mathematic skills
- Follows the proper club approval process
- Timely in tasks
- Collects and stores items for safe keeping and quick reference



Some of the Responsibilities Include:

- Keep accurate account of all money received and paid out
- Deposit money in a bank and write checks from the account with the club's approval
- Submit a budget early in the club year and recommend needed purchases
- Give the treasurer's report at the meetings
- Work with the adult leader to complete end of the year tasks, including filling out the end of year report submitted to the county Extension office
- Meet with the next year's treasurer to go over the club finances and complete any necessary bank procedures

The Treasurer's Checklist

- ☐ I handle all money matters for the group
- ☐ I ensure our bank accounts have an EIN number instead of a Social Security number
- ☐ I keep accurate records of how all money is used and keep receipts
- ☐ I deposit all money in the bank as soon as possible
- ☐ I pay out money only when approved by the club and I pay bills promptly as approved by the club
- ☐ I prepare a monthly summary report of income, expenses, and current balance to present at each meeting





Employer Identification Number (EIN)

Every 4-H club that collects money must have its own EIN with its checking account. If your club does not have an EIN and collects money, contact the Extension office for information on how to obtain one. Your EIN needs to be on file with the Extension office. An EIN number is necessary for all groups, even though you have no employees. Be sure to keep this number in a safe place to avoid identity theft.

How to Write Checks

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

Huskers 4-H Club 1 Huskerville Street Papillion, NE 68046		1001
Pay to the order of <u>Evaline Grayson</u>		Date <u>5/13/2022</u>
<u>twenty-five and 34/100</u>		\$ <u>25.34</u>
Memo <u>car wash fundraiser</u>		<u>Jess Meyers</u>
1234567890 9876543210		<u>David Pennyworth</u>

An investment in knowledge pays the best interest.

--Benjamin Franklin

Making a Bank Deposit

- Date the deposit slip.
- When depositing cash, fill in the amount of currency (bills) and the amount of coins.
- When depositing checks, list each check and the amount.
- There is space on the back of the deposit slip to list additional checks.
- The total amount of the checks listed on the back is written in the “total from other side” line on the front of the deposit slip.
- Record the total amount of all the cash and checks on the total line. The net deposit is the total minus any cash received.
- To deposit a check, it must be endorsed (signed) on the back within 1½ inches of the top. Using a restrictive endorsement is the safest. This means that the check must be deposited in the group’s bank account and not transferred to someone else. The endorsement should be written as follows: Pay to the order of (bank name); For deposit only (name of group); Account number.
- When the group receives cash or checks, the treasurer must write receipts for all money received and provide this to the member, customer or donor. A thank-you, in addition to a receipt, should be written for any donation or gift.

MAIN STREET CREDIT UNION	Jane Public 321 One Avenue Anytown, USA (555) 555-5555			
	123 Main Street Anytown, USA			
Date <u>August 28, 20x0</u>				
<u>Jane Public</u>				
SIGN HERE IN TELLER'S PRESENCE FOR CASH RECEIVED				
⑆0⑆20⑆50⑆78⑆⑆10⑆2 ⑆⑆20⑆0⑆20⑆50⑆				
CASH	CURRENCY	100	00	
	COINS		50	
LIST CHECKS SINGLY				
		54	13	
		87	00	
TOTAL FROM OTHER SIDE				
TOTAL		241	63	
LESS CASH RECEIVED		25	00	
NET DEPOSIT		216	63	

Bank Statements

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

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

Some banks have a service charge for handling an account. Service charges are considered an expenditure or expense. Be sure to record and subtract any service charges in your checkbook.. For more detail on how to balance a checkbook with the bank statement, refer to the bank statement or ask your banker for instructions.

SAMPLE

Treasurer's Name - Jamie Davis

[illegible]

4-H Record of Finances 20____

Treasurer's Name:

Record all charges or credits that affect your account

[illegible]

Monthly Treasurer's Report

Fill this out before each club meeting.

_____ (Month)	_____ (Treasurer's Name)	\$ _____ Beginning Balance
Money received:		
\$ _____	from: _____	
\$ _____	from: _____	
\$ _____	from: _____	
\$ _____	from: _____	
\$ _____	from: _____	
\$ _____ Total received		
Expenses:		
\$ _____	to: _____	for: _____
\$ _____	to: _____	for: _____
\$ _____	to: _____	for: _____
\$ _____	to: _____	for: _____
\$ _____	to: _____	for: _____
\$ _____ Total expenses		
\$ _____ Closing Balance	_____ Signed	

Example of monthly treasurer's report

The beginning balance was \$430.86. Income was \$205.78 from t-shirt sales and \$45.92 from our club garage sale, for a total income of \$251.70. Expenses were \$5 for garage sale supplies and \$40 to reimburse Sally Mae for club meeting supplies, for a total of \$45. The closing balance is \$637.56. We have a bill from T-Shirt Emporium for \$209.61 for the club t-shirts.

During the business portion of the meeting, the club will need to vote to approve payment before you pay the bill.

Your 4-H Club's Yearly Budget

A tentative budget should be set by the Financial Review Committee or by the officers and leaders at the beginning of the 4-H year, or as soon as possible after a new club is organized. The tentative budget should be presented to the club at the first possible meeting, discussed and approved. Depending on your club's needs, you can use this form or make your own as long as you remember to keep a copy to turn in with your Treasurer's Record Book.

_____ Budget
(Year)

Receipts

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

Event	Date	Estimated Profit
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
Total *		\$ _____

Expenses

(Include items such as: trips to camp, Discovery Days, leader's conference or training, meeting location rental fee, recreation equipment or project materials, refreshments for parties, material for club banner, postage, Kansas 4-H Foundation donations, etc.)

Need	Date	Estimated Expense
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
6. _____	_____	\$ _____
7. _____	_____	\$ _____
8. _____	_____	\$ _____
9. _____	_____	\$ _____
10. _____	_____	\$ _____
11. _____	_____	\$ _____
12. _____	_____	\$ _____
Total *		\$ _____

*Total estimated receipts should equal total estimated expenses to achieve a balanced budget.

SONG LEADER

Characteristics Include:

- Organized
- Good verbal communication skills
- Enthusiastic
- Likes to plan ahead

How to Successfully Lead Club Singing:

- Practice the songs before the meeting
- Have the words (and music, if possible) ready to hand out
- Sing enthusiastically with the group! Your energy will encourage others to enjoy singing
- Start the song in a comfortable key. Use a pitch-pipe or a sing-along version of the song to help everyone start
- Plan songs to fit into the time allotted for singing
- Begin and end with a familiar song, if singing more than one at the meeting
- Teach club members new songs. Only teach one new song at a meeting

Some of the Responsibilities Include:

- Lead the group in singing at each meeting, and when requested, at special events
- Teach the club new songs
- Keep a file of songs with words and music
- Follow copyright rule when recording songs and music in your notebook
- Work cooperatively with the other officers and leaders of the club
- Create a feeling of friendship, teamwork, and 4-H spirit at club meetings through the use of music



The Recreation Leader's Checklist

- ☐ I make songs an important part of the club's meetings
- ☐ I prepare songs for the meetings
- ☐ I encourage everyone to participate, try to involve everyone and respect their feelings
- ☐ I make sure all members have fun, but do not make fun of others
- ☐ I have all the materials and equipment needed before the meeting
- ☐ I arrange for someone to lead the songs and notify the president and leaders if I am going to be absent
- ☐ I try to attend as many 4-H meetings and activities as possible and I am on time and enthusiastic



*"You don't need a reason to sing."
- Marty Rubin, Canadian author*

Song Planning Worksheet

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

Meeting/Event Date: _____

Theme (if any): _____

Step 1: Decide on the song(s)

Step 2: Gather necessary music or words for songs

Step 3: Write down the songs' words or attach them to this sheet (especially if it is a new song)

Step 4: Practice giving directions and singing the songs

Step 5: Lead the song at the meeting or event

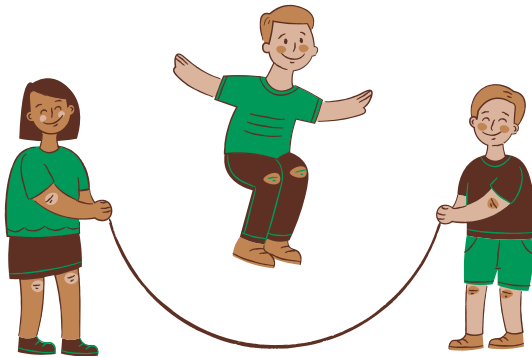
Step 6: Evaluate the songs

- Did members enjoy the songs? If no, why not? If yes, why?
- For new songs, did members understand your instructions and follow your lead? If no, why not?
- On a scale of 1 to 10, with 1 the worst and 10 the best, how would you rate the success of each song?
- If you could change anything to make it easier for yourself or the other members, what would it be?

RECREATION LEADER

Characteristics Include:

- Organized
- Good verbal communication skills
- Enthusiastic
- Likes to plan ahead



Some of the Responsibilities Include:

- Plan more games and activities than needed for each meeting
- Choose games that will work for the space, age, and interests of the group
- Plan for special recreational events, such as parties, picnics, or dances throughout the year
- Give directions in a voice loud enough for everyone to hear and explain the game or activity in a way that everyone understands what to do
- Get guests involved in club activities

The Recreation Leader's Checklist

- ☐ I make recreation an important part of the club's meetings
- ☐ I prepare games and activities for each meeting. I demonstrate the activity when possible
- ☐ I encourage everyone to participate, try to involve everyone and respect their feelings
- ☐ I make sure all members have fun, but do not make fun of others
- ☐ I have all the materials and equipment needed before the meeting
- ☐ I arrange for someone to lead recreation and notify the president and leaders if I am going to be absent
- ☐ I try to attend as many 4-H meetings and activities as possible and I am on time and enthusiastic

Good Sportsmanship:

As recreation leader, your role is to encourage and model good sportsmanship. It's possible to be naturally competitive and a good sport at the same time. Help your club members by teaching these important points about sportsmanship:

- **Conduct:** Others base opinions of you on your personal behavior. Remember that you represent your club, your county, and all of 4-H!
- **Fairness:** Learn and follow the rules. Apply the same rules to everyone.
- **Honesty:** Never cheat. Be truthful, fair, and honest in everything you do.
- **Competition:** Competition involves rivalries between contestants. Encourage members to remember that they are playing to have fun and to get to know each other, not just to win.
- **Courtesy:** Be respectful, considerate, cooperative and cheerful, regardless of whether you win or lose
- **Graceful acceptance of the rules:** Be positive and accept the judge's decisions and results. Congratulate the winner if you lose, and when you win, don't brag about your victory. Always thank everyone who helped.

Game and Activity Planning Worksheet

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

Meeting/Event Date: _____

Theme (if any): _____

Step 1: Decide on an activity

Step 2: Create teams or groups, if necessary (step may be done at the start of the meeting)

Step 3: Gather necessary materials or equipment

_____	_____
_____	_____
_____	_____

Step 4: Write down the instructions or attach it to this sheet

Step 5: Practice giving directions and doing the game or activity

Step 6: Lead the game or activity at the meeting or event

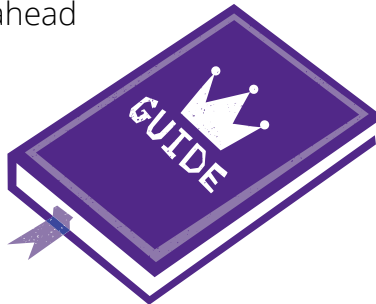
Step 7: Evaluate the game or activity

- Did members enjoy the game? If no, why not? If yes, why?
- Did members understand your instructions? If no, why not?
- Did you stop the game on time?
- On a scale of 1 to 10, with 1 the worst and 10 the best, how would you rate the success of the game or activity?
- If you could change anything to make it easier for yourself or the other members, what would it be?

PARLIAMENTARIAN

Characteristics Include:

- Organized and detail oriented
- Good verbal communication skills
- Likes to follow procedures
- Likes to plan ahead



Some of the Responsibilities Include:

- Keep order at club meetings
- Follow 4-H Parliamentary Procedure Guidelines
- Advise the President, or presiding officer, on parliamentary procedure
- Help train all club officers in parliamentary procedures
- Make parliamentary rulings during the business portion of the meeting

The Parliamentarian's Checklist

- ☐ I make parliamentary procedure an important part of the club's meetings
- ☐ I help train the club on parliamentary procedure
- ☐ I make sure the meeting follows parliamentary procedure
- ☐ I try to attend as many meetings as possible and arrive on time
- ☐ I help the President keep order at meetings

*Find a guide on Parliamentary Procedures by typing in this link:
https://go.unl.edu/par_procedure*

Why there is Parliamentary Procedure by Nick Shrauger

Do you remember a time in which you joined a conversation among several people? In that group was an individual or two who seemed to do all of the talking. It was difficult, if not impossible, for you to make a statement, state your ideas or participate in anyway. Consider what would happen if instead of joining a conversation, you were attending a meeting at which some goal or objective was to be accomplished. How would you feel if you were unable to state your view? Parliamentary procedure makes it possible for you, or anyone else to be heard. Parliamentary procedure is an organized way in which the smallest minority (even just one person) can be heard, while preserving the right of the majority to prevail. Think of the difficulties of conducting business to arrive at a decision if parliamentary procedure is not used. And think of how short, productive and easy business meetings become when parliamentary procedure is used. It is important for leaders and members alike to know how to conduct business meetings. What are the rules for Parliamentary Procedure? One of the oldest and most popular set is Robert's Rules of Order. It is the set of rules used by most legislative bodies. Most of the time meetings are small groups and issues are not contentious. In these cases, only a few simple rules are needed. Often consensus (another method of conducting meetings) can be used to arrive at a decision. But if a decision is to be made on a difficult issue, it becomes necessary to strictly follow Robert's Rules. For this reason it is important that you understand and learn to use Robert's Rules of Order.

from Parliamentary Practice for 4-H published by Montana 4-H Center for Youth Development

JUNIOR OFFICERS

Who are Junior Officers?

Junior officer positions are often filled by the younger or new members of the club.

Benefits to having junior officer positions:

- Current officers get the chance to teach the junior officers the duties of the position and create a relationship with the younger member
- More club members get to experience leadership positions and they may be encouraged to campaign for an officer position the next year
- Learn club parliamentary procedures
- Being a junior officer builds confidence and communication skills

Check your bylaws: some clubs require 4-H'ers to be a junior officer before a 4-H'er takes on the primary officer role.



Pro Tip

After a club has met several times, try a meeting where the junior officers conduct the meeting instead of the main officers. This allows junior officers the chance to put into practice the skills that they are learning. The main officers are welcome to sit next to the junior officers during the meeting and help keep the junior officers on track and answer any questions that come up during the meeting.

FURTHER RESOURCES

For general questions, contact the Reno County Research and Extension Office by visiting us in person or by calling us at 620-662-2371.

Katherine Sundgren, 4-H Youth Development Agent
ksundgren@ksu.edu

Donna Phillips, Extension Assistant
dp96929@ksu.edu

Website Resources:

<https://4-h.org/>

<https://www.reno.k-state.edu/4-h/>

https://go.unl.edu/ks_officer_resource

<https://ohio4h.org/officerresources>

https://go.unl.edu/ks_par_law



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