

THE 4-H CLUB OFFICER HANDBOOK



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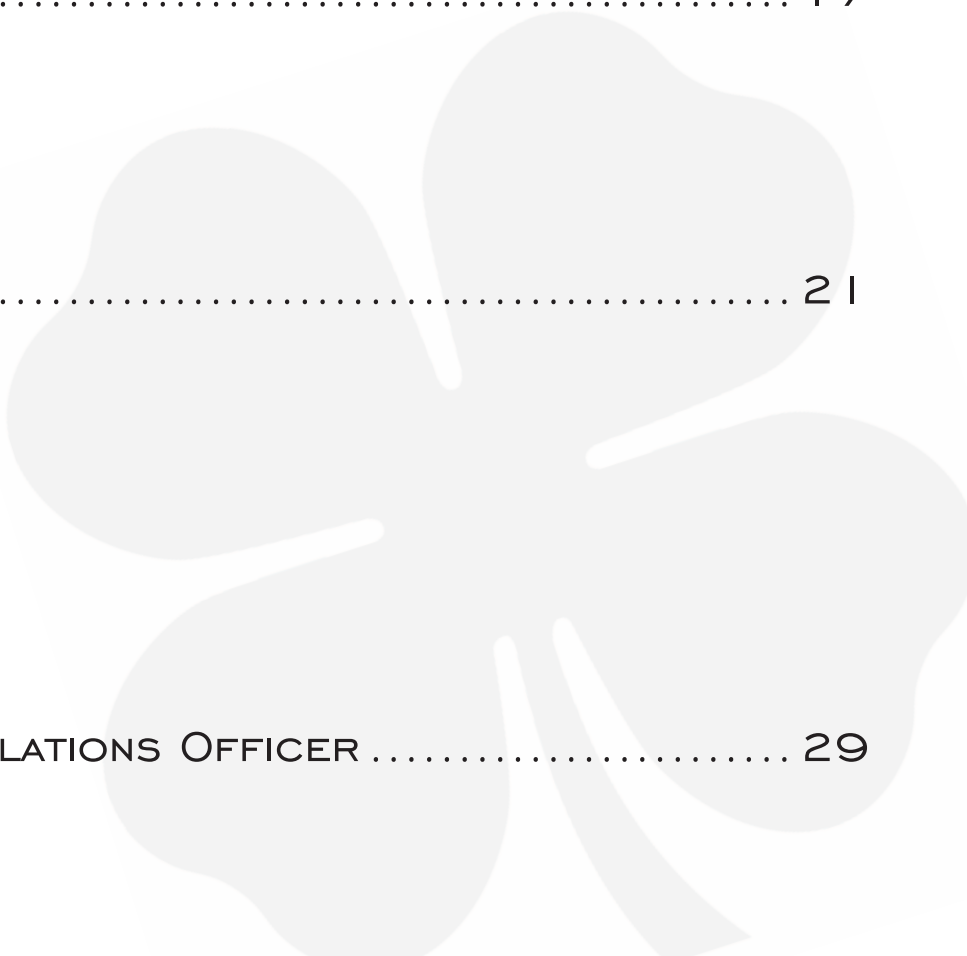
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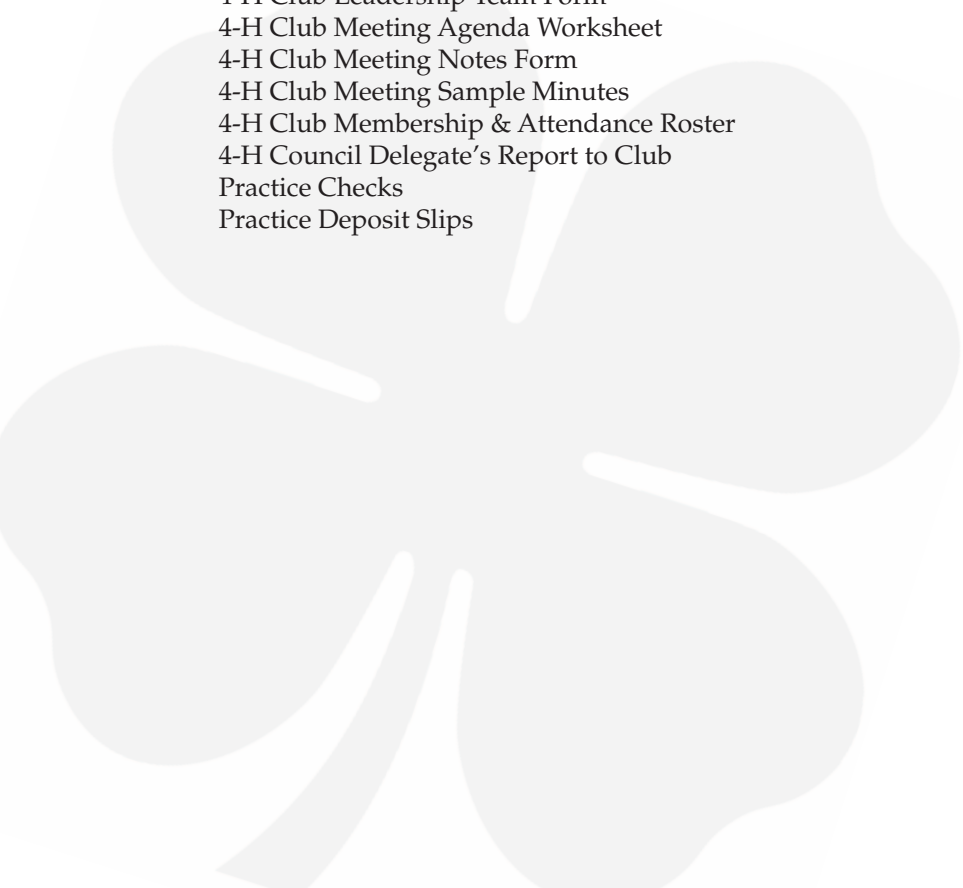
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4-H Club meetings offer an ideal opportunity for young people between the ages of 9 and 19 to develop new skills, learn cooperation, develop leadership abilities, improve their citizenship and have fun.

The 4-H Club Officer Handbook is a handy resource tool for them to rely on in planning and conducting effective meetings during the coming year. It has been designed by the Texas AgriLife Extension Service to help elected 4-H Club officers and their volunteer leaders successfully carry out their duties.

Individual sections within **The 4-H Club Officer Handbook** focus on duties for the following club positions: president, first vice president, second vice president, third vice president, secretary, treasurer, reporter/public relations officer, parliamentarian, council delegate and health & safety officer. Also covered are club committees as well as the forms that these 4-H leaders need to help them do the best possible job.

For individuals who want an electronic copy of these sections, they may download them from the AgriLife Bookstore site at <http://AgriLifeBookstore.org>.

ACKNOWLEDGMENTS

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Photo credits: District 9 4-H Leadership Lab and District 11 4-H Council Officers

PRESIDENT

Congratulations! Your fellow club members have chosen you to lead them through a successful 4-H year as President. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Serve as chairman of the Executive Committee.
- Exhibit good leadership qualities and serve as a role model to the members of the club.
- Preside effectively at all club meetings.
- Use basic parliamentary procedure as a tool to conduct effective, orderly meetings. (Refer to the Parliamentary officer duties for a brief parliamentary procedure guide).
- With assistance from the 4-H club manager, arrange for a meeting time and place.
- Arrive at least 30 minutes early to set up for each meeting.
- Work with the club manager and officers to develop an agenda for each meeting.
- Communicate with officers, members and leaders about assignments and duties for meetings.
- Contact each person who has a part during the meeting. Remind and encourage everyone to be prepared.
- Appoint committees as needed.
- Work with the First Vice President and Program Committee to develop a yearly plan of club meetings and programs.
- Coordinate the activities of officers, leaders and committees to ensure maximum member involvement in all club activities.
- Serve as one of the club delegates to the county 4-H Council and attend all of its meetings. (Refer to the Council Delegate officer duties for more information.)
- Serve on committees when necessary.



REMINDER:

Your success as President depends upon your ability – not only to maintain order, but also to guide the meeting so it moves progressively toward its goal.

MEETINGS

Your success as President depends upon your ability – not only to maintain order, but also to guide the meeting so it moves progressively toward its goal. The meetings over which you preside may be formal business meetings, a combination business and program meeting, banquets or very informal committee meetings. Procedures to follow depend on the kind of meeting, but the methods of effective leadership apply in every situation.

You should help all members feel at ease, encourage them to participate in discussions and stimulate their interest in the topic that is being discussed.

In one way or another, meetings should be used to carry out the purpose of the organization. You should understand this as well as the functions and policies of the organization, and conduct the meetings accordingly.

PREPARATION

You can preside more effectively if you prepare thoroughly before the meeting.

As President, you should develop an agenda that lists the parts of the program, the amount of time needed and the persons responsible for each section. Check your Annual 4-H Club Meeting Agenda form to see what assignments have already been made. Review the previous meeting's minutes and be prepared to take care of unfinished business.

Arrive at least 30 minutes early to see that everything is in order and to make necessary last-minute arrangements. Decide where the program participants will sit. If you are using a microphone, you may want to have a quick practice before the meeting starts.



REMINDER:

Be yourself! Be natural and at ease.

PRESIDING EFFECTIVELY

If you have made careful preparations, you should feel comfortable and sure of yourself. Dress comfortably and attractively. When on stage, sit so you make a pleasing, confident appearance. Arrange your agenda and other papers and articles neatly so you can find them as you need them.

The following tips may be helpful:

- Greet people who are on the program and show them where to sit.
- Begin the meeting on time.
- Speak with enthusiasm and sincerity. Talk a little louder (unless you are using a microphone).
- Be yourself! Be natural and at ease. Your group will sense your confidence and will relax.

The formal business meeting is a democratic process. This means all members have a right to an opinion and to a vote on each issue. You must be impartial when recognizing members who want to speak. Your role is to enable members of the organization to think through the issues at hand, arrive at decisions and to take formal action on these decisions. It is also important that you be impartial when appointing committee members.

If a long business session is planned, you can arrange the program so that the speakers arrive after that part of the agenda. You can also allow the speakers to present their programs first. Speakers may appreciate going first while the audience is fresh. The person who contacts the speakers should give them the choice when calling to confirm the programs.

You have control of the *entire* meeting. While you may ask certain people to have parts on the program, do not turn the meeting over to other persons – even to the club manager.

Persons who have parts on the program should be introduced. Thank them graciously when they finish.

Announcements are made just before adjournment. It is discourteous for anyone to rise or talk before the President announces that the meeting is adjourned.



REMINDER:
The gavel symbolizes authority.

USING THE GAVEL

Club members and officers need to understand the use and meaning of the gavel. It symbolizes authority. As President, you will use it to run orderly meetings.

How and when you tap the gavel mean different things:

One tap It follows the announcement of adjournment or after you have voted on a business item. The tap also tells the members to be seated following the opening ceremony.

Two taps This calls the meeting to order.

Three taps They signal all members to stand in unison.

Series of sharp taps These restore order at the meeting. For example, if members are having side conversations and business cannot be conducted due to the noise level, the President should rap the gavel multiple times to get their attention.

Refer to the *Sample 4-H Club Meeting Agenda* on page 6 to see how the gavel can help you preside over a meeting effectively.



SAMPLE 4-H CLUB MEETING (AGENDA AND SCRIPT)

<p>CALLING THE MEETING TO ORDER</p>	<p><i>The meeting of the Highpoint 4-H Club will now come to order. (2 taps of the gavel)</i></p>
<p>PLEDGES</p>	<p><i>Brandy Nolan will now lead us in the Pledge of Allegiance, the pledge to the Texas flag, and the 4-H motto and pledge. Please stand. (3 taps)</i></p>
<p>INSPIRATION</p>	<p><i>Please be seated. Dorothy Staff will now read the inspiration. (1 tap)</i></p>
<p>ROLL CALL</p>	<p><i>Jana Smith, Secretary, will now call roll. Each member is asked to answer with their New Year Resolution (one of many ways to get members to respond).</i></p>
<p>INTRODUCTION OF GUESTS AND/OR NEW MEMBERS</p>	<p><i>Nathan Garza, Third Vice President, will now introduce any guests and new members who are joining us this evening.</i></p>



REMINDER:

Pause long enough for the members
to state corrections.

<p>READING AND APPROVING THE MINUTES</p>	<p><i>Jana Smith, Secretary, will now read the minutes from the previous meeting.</i></p> <p>(After the secretary reads the minutes and sits down: <i>Are there any corrections or additions to the minutes?</i></p> <p>(Pause long enough for the members to state corrections. The members are responsible for making revisions. If there are no changes:) <i>"The minutes stand approved as read."</i></p> <p>(If there are changes, after the corrections or revisions are made:) <i>"The minutes stand approved as corrected."</i></p>
<p>TREASURER'S REPORT</p>	<p><i>Shelly Doddridge will now give the Treasurer's report.</i></p>
<p>COMMITTEE REPORTS</p>	<p>(If there are any committee reports, they should be given at this time. For example:) <i>Rhonda Parker will now give a report on the 4-H clothing and textiles project meeting.</i> <i>Kelly Barnett will now give a report on the county 4-H council meeting.</i> <i>Becky Adams will now give a report on the upcoming judging contests.</i></p>
<p>UNFINISHED BUSINESS</p>	<p><i>Is there any unfinished business that the club needs to address at this time?</i></p>
<p>NEW BUSINESS</p>	<p><i>We will now move on to new business. Is there any new business to discuss at this time?</i></p>
<p>ANNOUNCEMENTS</p>	<p><i>I would now like to call upon Mrs. Johnson, 4-H club manager, to provide announcements.</i></p> <p><i>I would like to remind you that our next meeting will be February 20 at 7:30 p.m.</i></p>
<p>PROGRAM</p>	<p><i>I would now like to call on Charles Neel, who will introduce the program.</i></p>
<p>RECREATION</p>	<p><i>This meeting of the Highpoint 4-H Club is adjourned. All members are encouraged to stay and participate in recreation and enjoy refreshments. (1 tap of the gavel)</i></p>

FIRST VICE PRESIDENT

Congratulations! Your fellow club members have chosen you to lead them through a successful 4-H year as First Vice President. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Assist the President.
- Preside at meetings in the absence of the President.
- Take over as President if the current one resigns or leaves the club.
- Serve as chairman of the Program Committee, which consists of you, other club members and an adult advisor.
- Arrive at least 30 minutes early to help set up for each meeting and program.
- Serve, in some counties, as one of the county 4-H Council Delegates. (If this applies to you, refer to the Council Delegate officer duties for more information.)



PLANNING THE PROGRAM

You work with the Program Committee to plan the educational program for each meeting. It may be a good idea to meet with the group in the summer and plan programs for the entire 4-H year. (Refer to the 4-H Club Program Planning Worksheet as a guide.)

STEPS INVOLVING SPEAKERS

- Invite the speaker at least one month in advance so the person will have time to prepare.
 - Find out what the speaker will talk about and how much time is needed for the presentation.
 - Ask for the title of the presentation.
 - Give the speaker some information about the audience (the number expected, background, ages and other facts that will help the person fit the remarks to the listeners).
 - Give the speaker the date, time, place and location of the meeting. Also, provide the name of the individual who will meet and introduce the speaker.
 - Tell the speaker about the meeting room and available facilities.
 - Send a letter to confirm your invitation to the speaker and the person's agreement to speak.
 - At least one week before the meeting, talk with the speaker again to confirm plans for the presentation. Relay any additional information you may have and see if the speaker has any questions.
 - You, or an appointed member, should host the speaker before, during and after the meeting.
 - Recruit a committee or club member to introduce the program and speaker for each meeting.
 - Remind the person to introduce the speaker in a simple, direct way and to give information that will excite the audience about the talk.
 - Within one week after the meeting, send a thank-you letter to the speaker.
 - If there is to be a long business session, arrange the program so the speaker arrives after it's over or schedule the program first. Speakers may appreciate going first while the audience is fresh. You should give the speaker a choice when you call to confirm the program.
-

SECOND VICE PRESIDENT

Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Second Vice President. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Assist the President and First Vice President.
- Preside at meetings in the absence of the President and First Vice President.
- Arrive at least 30 minutes early to help set up for each meeting.
- Serve as Chairman of the Recreation Committee and work closely with the committee adult advisor and members to plan the recreation for each meeting and make arrangements for the activity to be led by a committee member.
- Appoint 4-H families to be hosts and provide refreshments at each club meeting. You and your group plan additional social activities of the club, such as holiday parties and picnics.



PLANNING AND LEADING RECREATION

- Plan more games for your program than you think you will need.
- Include various games, such as opening mixers, quiet and active group games, relays, mental teasers and rhythmic activities.
- Alternate between quiet and active games. Also play new ones as well as the old ones, and be sure to include some easy games.
- Prepare a get-acquainted activity, such as doing puzzles, for club members to begin as soon as they arrive at a social meeting.
- Plan recreation that suits them. If any game does not go as it should, quickly change to another.
- Arrange a signal for attention and be sure that directions for games are clearly understood before beginning.
- Do not try to talk above the noise of the crowd.
- Get the players into positions before giving detailed instructions.
- Assume that all persons present will play. If some hesitate, try to interest them by finding a special need for their participation.
- Attempt to keep fair play, sportsmanship and playing for fun foremost in all game activities.
- Get into the game yourself whenever possible.
- Time the program wisely. Stop the activity before they become bored.

QUALITIES OF THE RECREATION LEADER

- Knows the games thoroughly.
- Has an easy way of supervising the group.
- Shows enthusiasm.
- Is sensitive to the reactions of players.
- Has patience.
- Is self-confident.

THIRD VICE PRESIDENT

Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Third Vice President. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Assist the President and Vice Presidents.
- Preside at meetings in the absence of the President and Vice Presidents.
- Arrive at least 30 minutes early to help set up for each meeting.
- Serve as chair of the Membership Committee. You will work closely with the committee adult advisor and members to recruit, enroll and orient new members of the club.



REMINDER:

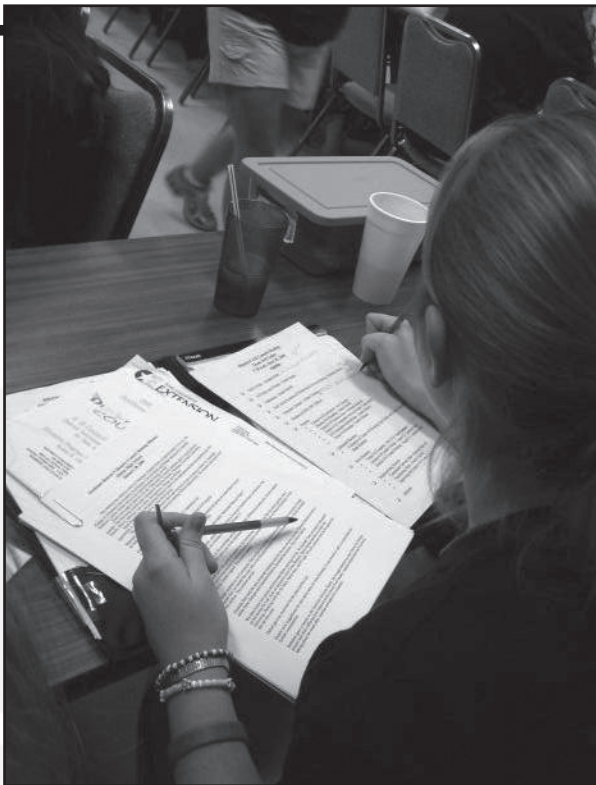
Plan an orientation on the club and 4-H for new members and families.

MEMBERSHIP COMMITTEE TASKS

- Distribute new member packets to individuals who join the club throughout the year.
- Work with the Membership Committee to help new members fill out enrollment forms.
- Work with the Membership Committee to help re-enroll members into the club.
- Plan an orientation on the club and on 4-H for new members and families.
- See that someone from the Membership Committee arrives at least 15 minutes before each meeting to greet current and new members.
- Introduce new members and guests at meetings.
- Introduce new members to other club members. Make them feel comfortable and welcome.
- Check with new members occasionally to see if they have any questions.
- Conduct a promotion and new member recruitment campaign for your club.
- Work with your club manager and county Extension agent to set up a 4-H display or exhibit in a shopping center, school, public library, or other public places throughout the year.

SECRETARY

Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Secretary. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Keep an accurate, current roll of all club members.
- Serve on the Membership Committee so you know when new members join and can keep the roll up-to-date.
- Call the roll and check attendance at each meeting.
- Keep complete and accurate minutes of all meetings.
- At each meeting, read minutes of the previous meeting.
- Handle club correspondence. This includes reading letters to share information with club members and writing letters for the club.
- Contact members who have missed three consecutive meetings in a row and extend a special invitation for them to attend the next meeting.
- Arrive at least 30 minutes early to help set up for each meeting.

REMINDER:

Use the roll from the past year as a guide, but do not add members to the club roll until they enroll for the current 4-H year by completing a 4-H Member Enrollment form.



BEGINNING THE 4-H YEAR

- Get last year's secretarial records from the previous secretary. Minutes of the last club meeting written by the previous secretary should be the first minutes that you read in the new year.
- Set up a system for keeping your secretarial records. You may want to purchase a three-ring binder. In your notebook, you need:

Secretary Duties

4-H Club Leadership Team Information

4-H Club Membership and Attendance Roster

4-H Club Meeting Notes Form

Sample Club Minutes (as a reference)

- Use the roll from the past year as a guide, but do not add members to the club roll until they enroll for the current 4-H year by completing a *4-H Member Enrollment* form.
- Obtain a complete and accurate roll of club members from the club manager as members enroll. Write all members' names in the *Club Membership and Attendance Roster*.
- Plan club meetings for the year with the Executive Committee. Members will be assigned responsibility for different parts of the meetings. Record these assignments in the minutes of the committee meeting.



REMINDER:

Promptly write the minutes and sign them.

The president then signs them after they have been approved.

PREPARING FOR THE 4-H MEETING

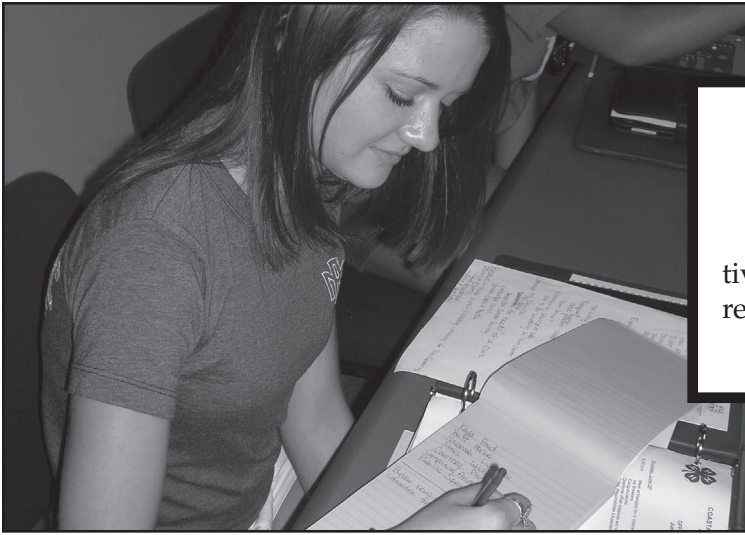
- Decide on a topic for roll call. Members can answer roll call with their favorite hobby, New Year's resolution, a program idea for the coming year, a current news item, 4-H project information or other topic.
- Be ready to read the minutes of the last meeting for approval.
- Be prepared to read any club correspondence.

DURING THE 4-H MEETING

- Announce the roll call topic and call the roll. Mark members present with a "P" or check mark (✓).
- Stand and read the minutes from the last meeting. Speak clearly and loudly enough for all members to hear.
- Have the President sign the minutes after they have been approved.
- Take notes on the *4-H Club Meeting Notes* form or on tablet paper.
- If you cannot attend a meeting, send your copy of the Secretary's Record Book to the President, who will appoint a substitute. That person will check the attendance, write the minutes and sign the minutes as "Secretary Pro Tem."

AFTER THE 4-H MEETING

- Promptly write the minutes and sign them.
- Write thank-you notes to the speakers or to others, if necessary.
- Complete other tasks assigned by the President.
- Send a copy of the approved minutes to your county Extension office.



REMINDER:

Do not put discussion, personal opinion, adjectives or interpretations in the minutes. Minutes are a record of what was done – not what was said.

WRITING THE MINUTES

- Write minutes properly. They are more than just a handy reference; they become a written history of the club.
- Do not put discussion, personal opinion, adjectives or interpretations in the minutes. Minutes are a record of what was done – not what was said.
- Be sure to include:
 - Name of club and kind of meeting (for example, regular or special)
 - Place, date and time of meeting
 - Who presided and who was secretary
 - Number attending and names of new members and/or guests
 - Whether the minutes were read and approved
 - Summary of the Treasurer's report
 - Brief summary of other reports and of announcements
 - Record of all motions made and the full names of individuals who made the motions
 - Record of whether the motions passed, failed or were referred to a committee
 - Names of members appointed to committees
 - The subject of the program and the name of the person who presented the program
 - Names of individuals who led recreational activities and provided refreshments
 - Signature of the Secretary (when the minutes are written)
 - Signature of the President (when the minutes are approved)

OTHER RESPONSIBILITIES

- Be ready at any time to explain what business is pending, who was appointed to committees and other club matters. As secretary, you are actually the President's secretarial assistant.
- You may introduce motions, discuss them and vote on all business. As secretary, you have all rights of membership.

TREASURER

Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Treasurer. In case you may have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Keep accurate, up-to-date records of all club funds. This includes receipts and expenditures, and the balance on hand.
- Pay bills as approved by the club.
- Report the club's financial condition at each meeting or as requested by the President.
- Arrive 30 minutes early to help set up for each meeting.
- You may serve as Finance Committee Chair, working closely with committee members and the adult advisor to develop and present a budget to club members for approval.




REMINDER:

Do not accept incomplete records
from last year's Treasurer.

BEGINNING THE 4-H YEAR

- You will receive the club funds and records from the previous club Treasurer. Last year's financial records should have been reviewed by the club's Finance Committee. Make sure the amount of money you receive agrees with the previous Treasurer's report. If the records are incomplete, suggest to your club manager that you meet with the outgoing Treasurer and leaders to straighten out the records. *Do not accept incomplete records.*
- You should also notify the bank immediately that you are now authorized to sign on the club's bank account. You must provide the bank with a letter from the officers and a copy of the meeting minutes which show you were elected Treasurer.
- Obtain a signature card from the bank in which the club funds are kept. You and the other authorized signer (preferably an adult leader or club manager) should sign the card and return it to the bank. The two persons on the signature card should not be from the same family. Make sure you sign all checks the same way you sign the signature card.
- Ask the club President to establish a Finance Committee. Work with this committee to develop a budget for the year. The Finance Committee should present the proposed budget to the club for approval. When the budget has been approved by the club, make sure you keep a copy of it in your treasury records.
- Obtain a multi-copy, pre-numbered cash receipt book. Receipts must be written for money received throughout the year.

4-H Club	No. 1134
<u>August 3</u> , <u>2006</u>	
PAY <u>Texas T-Shirts etc.</u>	\$ 225.36
<u>Two hundred twenty-five and ³⁶/₁₀₀</u> Dollars	
 Home town Trust & Savings Bank	<u>Jane Doe</u>
Memo <u>Fundraiser t-shirts</u>	<u>Ken Writer</u>

REMINDER:

Promptly pay any bills approved by the club.
Pay bills within 30 days if possible.

PREPARING FOR THE 4-H MEETING

- Have a complete and up-to-date financial record.
- List all receipts and expenditures since the last meeting.
- Calculate the new balance.

DURING THE 4-H MEETING

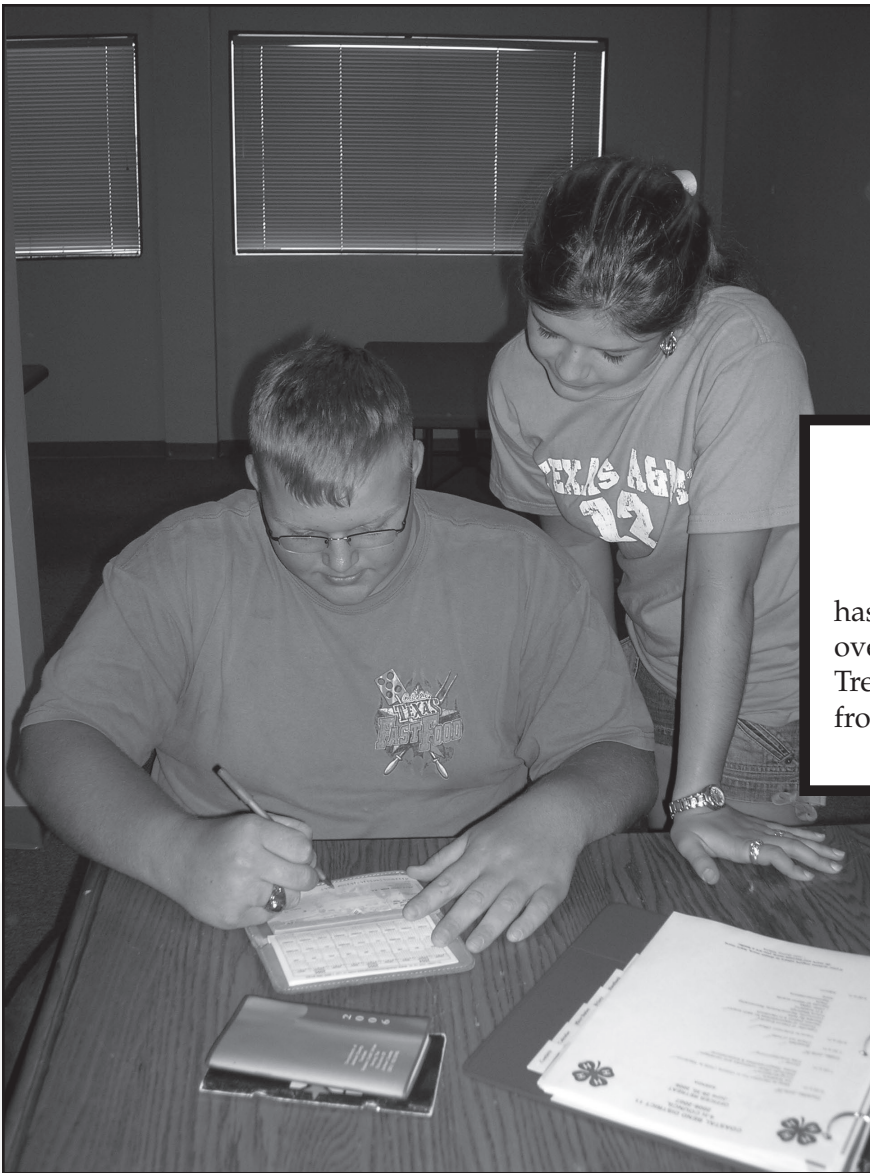
- Present any bills received during the previous month. Additional bills may be presented at the meeting by members and leaders.
- Be sure the club takes action on all bills presented. When presenting a bill, you can make the motion to pay the bill.
- Give your monthly financial report.

Sample Financial Report

Our 4-H Club had \$ ____ at the end of last month. I have received \$ ____ in fees and \$ ____ from ____ making a total receipt of \$ ____ . This, added to our balance, makes a total of \$ ____ . We spent \$ ____ for ____ and \$ ____ for ____ , making total expenses of \$ ____ . This leaves our club with a balance of \$ ____ .

AFTER THE 4-H MEETING

- Promptly pay any bills approved by the club.
- Pay bills within 30 days if possible. This will help keep a good credit rating for your club.



REMINDER:

When the Finance Review Committee has met and checked your records, turn over all your records to the newly elected Treasurer. Make sure your name is removed from the signature card at the bank.

AT THE END OF THE 4-H YEAR

- Complete your financial records and make sure they are up-to-date and accurate.
 - Turn your records over to the Finance Review Committee. It uses them to complete a financial review report for the county Extension office by a specific deadline. Include a copy of this report in your treasury records.
 - When the Finance Review Committee has met and checked your records, turn over all your records to the newly elected Treasurer.
 - Make sure your name is removed from the signature card at the bank.
-

4-H CLUB CHECKING ACCOUNT REGISTER

RECORD ALL CHARGES OR CREDITS THAT APPEAR ON YOUR ACCOUNT

CHECK #	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBT	T	FEE (IF ANY)	DEPOSIT/CREDIT	BALANCE	
							190	12
1134	6-18-06	Big Ben's Grocery	15				15	06
		Family Game Night Food					175	06
	7-1-06	Sally Jane				25	25	00
		4-h Camp Dues					200	06

REMINDER:

Writing neatly is important.

MAKING PAYMENTS

- You should keep a record of funds spent, which includes date paid, who was paid, amount paid and purpose of payments.
- Make all payments with serially numbered checks. All receipts, checks and purchase orders, for example, should have a pre-numbered sequence for accounting purposes.
- You should fill out the check register first with the check number, date, name of the payee (the person to whom the check is written), purpose of the payment and amount. The check register should show the account balance since the last transaction (either check or deposit). It also should show the new balance after you have deducted the amount of the current check.
- The check register should show a record of each deposit made.
- If a purchase must be made before the 4-H meeting, the leader or member who makes the purchase should pay for it and bring you a copy of the cash register tape. An invoice marked "paid" along with a check request form is acceptable as well. If a receipt is not available, the *Affidavit of Expenditure* form should be used – but only on rare occasions.
- All supporting payment documentation should be stamped or adequately marked to prevent their reuse. For example, when a bill is paid, write on the bill the date the bill was paid and the check number.
- Issue checks to the vendor only for payment of approved, original invoices which have been re-added and verified. Verify with the documentation that the goods and services are complete.
- If a vendor requires pre-payment, you may use a quote as support until the item is purchased. The subsequent invoice can be attached later.

WRITE NAME OF PAYEE IN SPACE PROVIDED

4-H Club No. 1134
June 18, 2006
PAY Big Ben's Grocery \$ 15.06
Fifteen and 06/100 Dollars
Home town Trust & Savings Bank
Memo Family Game Night Food
Jane Doe
Ken Writer

DATE THE CHECK THE DAY IT IS WRITTEN.

THE AMOUNT OF THE CHECK SHOULD BE WRITTEN TWICE.

SIGN YOUR NAME.

WRITE ON THE MEMO LINE WHAT THE CHECK IS FOR.

REMINDER:

It is a poor business practice to sign an incomplete or blank check.

HAVE THE OTHER ACCOUNT SIGNER SIGN THE CHECK.

WRITING A CHECK

- Date the check the day it is written.
- Write the name of the payee in the space provided after the words "Pay to the order of."
- The amount of the check should be written twice – numerically and spelled out. Write the numbers close to the "\$" sign. Write the words starting at the extreme left side.
- Write on the memo line (lower left corner) what the check is for, or its purpose.
- Sign your name in the lower right corner of the check.
- Have the other account signer sign the check. This person should also have his/her name on the signature card at the bank and should probably be an adult leader in your club.
- Checks should never be made payable to "cash."
- It is a poor business practice to sign an incomplete or blank check. Do not sign checks in advance for the sake of convenience. If a signed check is lost, someone could use it for an unauthorized payment.
- Two signatures should always be required on each check.
- Remember to sign your name the same way on the checks as you did on the signature card.
- Avoid erasures or changes in writing checks. If a mistake is made in writing a check, the check should be destroyed and a new one written. In such cases, mark the check register "void" for that check number. Be sure that the check on which the mistake was made is shredded, or torn into bits, so that no one can use it.

Deposit Slip

4-H Club

Date: July 1, 2006



Home town
Trust & Savings Bank

Dollars Cents

Cash	Currency	Dollars	Cents
	Coin		
List Checks Singly	2215	25	00
Total from other side		0	00
Sub total		25	00
Less Cash Received		0	00
Total		25	00

Use other side for additional listings

REMINDER:

Prepare a list of all money received, and compare this list with bank deposits. Make sure they match up!

DEPOSITS

- Keep detailed records on money received, including the type of funds (for example, cash and check), date received, from whom, amount received and purpose.
- Complete a receipt immediately upon receiving cash or a check. Maintain duplicate copies of receipts given to individuals who paid money.
- Before a check is deposited, it must be endorsed (signed) on the back with "For Deposit Only," account name and account number. You should mark checks with this information immediately upon receiving them so they cannot be used by an unauthorized signer.
- If a club check is lost, notify the bank immediately.
- It is best if you can deposit funds on a daily basis. If this is not possible, deposit them within three days, or when they exceed \$200.
- Prepare a list of all money received, and compare this list with bank deposits. Make sure they match up!
- If bonded county support staff collect and receipt funds, they should always complete a signed Transmittal form for the collected funds. This form and the money should then be turned over to the appropriate club representative.
- When making a deposit, make a copy of the Deposit Slip. You will take the original to the bank for deposit, and you should keep the copy for your club's records. Make sure you put the date and club name on the deposit slip. You will see spaces on the slip to enter the following:

Currency (Cash)

Coin

Checks (List them separately. If you have more than two or three checks, you may have to list some on the back of the deposit slip.

Don't forget to copy both sides for your records!



ADDITIONAL RECORD KEEPING TIPS

- Use a computer software package with adequate built-in controls any time a bank account is involved. Accounting software similar to “Quicken™” is suggested. A club’s financial computer records should also be kept secure by having a backup system in place.
 - Adequate physical facilities (a safe or locked cabinet, for example) should be provided for safeguarding cash in the possession of individuals authorized to handle cash.
 - Inventory of equipment or other property should be listed, and a copy of it should be kept with the Treasurer’s records.
 - Notify the bank immediately with a signed letter from the officers and a copy of the club meeting minutes when signature authority and online accessibility change.
-

BANK STATEMENTS

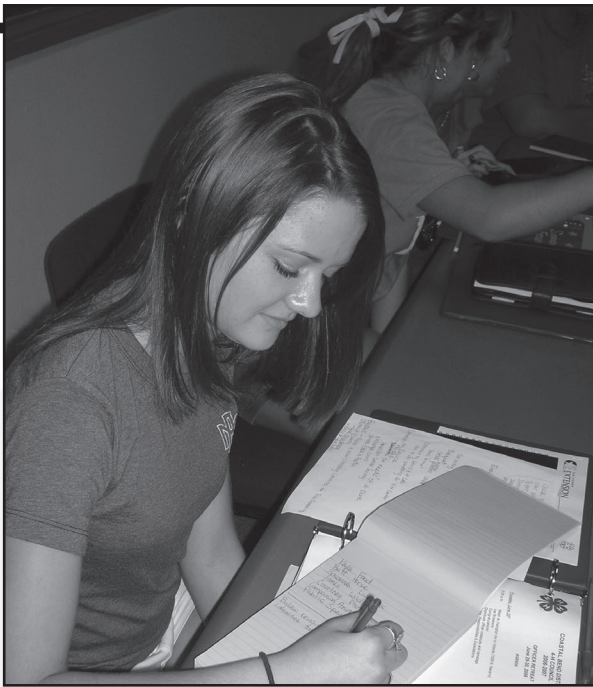
- Prepare bank statements once each month. Compare the statement with the check register as soon as you receive the bank statement. If you see a mistake or any adjustments need to be made, report it to the bank immediately and record it in your records.
 - All checks returned by the bank for insufficient funds should be handled immediately by the designee of the group, and a follow-up record should be maintained. The bank charges should be paid by the offender.
-

SEPARATION OF DUTIES

- The person who collects funds and the person who writes checks should not be the same person.
 - The person who writes the checks should not be the one who reconciles the bank statement. Bank statements should be delivered unopened directly to the reconciler. This person may be the club manager or an adult leader in your club.
-

REPORTER/PUBLIC RELATIONS OFFICER

Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Reporter. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Submit interesting reports and pictures of club activities, members and leaders to local newspapers, and radio and television stations.
- Visit local newspapers, and radio and television stations to learn about their requirements for submitting news.
- Become familiar with the “how to’s” of news writing. You do not have to be an expert, but some helpful hints are included below.
- Report club news to the county Extension office for the county 4-H newsletter or for the county 4-H website.
- Work with the Secretary to complete the *4-H Club Meeting Report* form. Submit it to the county Extension office after each meeting. If your county Extension agent has a different form for you to use, go ahead and use it!
- Arrive 30 minutes early to help set up for each meeting.

REMINDER:

Remember that news is the point, or essence, of the publication or broadcast.

TIPS FOR 4-H CLUB REPORTERS

- News must be timely, immediate or near the present – the first reason for a news story. Without timeliness, a news story is either history or prediction.
- News must be physically close and/or psychologically close to the audience. Remember that news is the point, or essence, of the publication or broadcast.
- Editors prefer local or personal news. Remember to check with your newspaper and radio and television broadcast stations for any other special hints or requirements they may have.
- Structure your story using the 5 W's and the H:
 - Who* – Who said it? Who is it about? Use full names.
 - What* – What happened? Importance counts.
 - Where* – Where did it happen, or where is it going to happen?
 - When* – When did it happen, or when is it going to happen?
 - Why* – Why is it important?
 - How* – How did it happen? Was it unusual?
- Make your story readable. The best way to improve your writing readability is to use:
 - Short Sentences* – For today's mass audiences, new stories averaging between 15 and 20 words per sentence are easy reading. Sentences longer than 30 words may be hard to understand.
 - Short Paragraphs* – Keep paragraphs short and varied in length from one to five average sentences. Remember a 100-word paragraph looks long in a narrow newspaper column. Neither editors nor readers like them.
 - Easy Words* – Use short, simple words in place of longer, multi-syllable words with the same meaning. When you have to use a technical or difficult word, explain it as simply as possible.
 - Personal Words* – Pronouns like "you" and "we," a person's name or a direct quote make your story more interesting. This kind of personalization, which is more often used in "feature" news stories, is a good technique for holding reader interest.
 - Active Verbs* – These verbs keep a story moving and "grab" the reader more than "to be" verbs that show little action. Some examples of active verbs are: tackle, gallop, scramble and pelt.
- Get to the point...fast! Most people whiz through newspapers, reading headlines and maybe only the first paragraph or two. So, put the important facts in the first paragraph; the first sentence is even better! In addition, editors usually chop stories from the end of the article to make them fit available space. If you have something essential to the story at the bottom of your copy, it might not make it into print.

PARLIAMENTARIAN

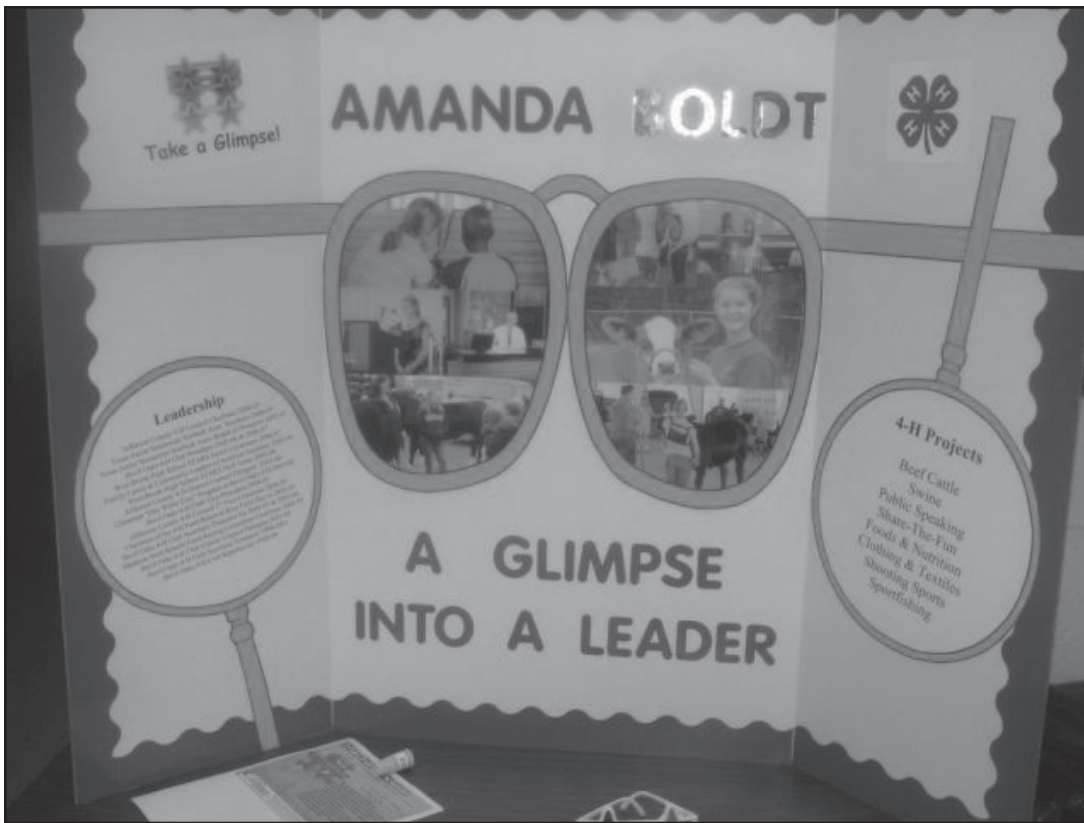
Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Parliamentarian. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- 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 procedure.
- Make parliamentary rulings during the business portion of the meeting.
- Arrive at least 30 minutes early to help set up for each meeting.

These duties are more complex than they look. That is why it is recommended that the Parliamentarian position be fulfilled by a 4-H member who has previously held an office or has leadership experience. The rest of this section of the handbook gives you a quick guide to some basics of parliamentary procedure.



MAKING A MOTION

There are eight steps in making and carrying a motion:

1. The member addresses the President.
"Mr./Madam President."
2. The President recognizes the member.
"Yes, Jacob."
3. The member makes his motion.
"I move that we have our Christmas party on December 16 at the Community Center."
4. The motion is seconded by another member.
"Mr./Madam President, I second the motion."
5. The President states the motion.
"It has been moved and seconded that we have our Christmas party on December 16 at the Community Center."
6. The President calls for discussion of the motion.
"Is there any discussion?"
7. The President takes a vote on the motion after the discussion has ended.
"All those in favor of having our Christmas party on December 16 at the Community Center say, 'Aye.'"
"All opposed, say, 'No.'"
8. The President announces the result of the vote.
"The vote carries by a unanimous vote."

REMINDER:

A majority vote is required to elect.

AMENDING A MOTION

As the club discusses the motion, a member might see a change or addition that will make the proposal better for the club. A motion can only be amended one time, and this is done after the motion has been made and seconded. In addition, the discussion must have shown a change needs to be made.

These steps should be followed to amend a motion:

1. The member rises and addresses the President.
"Mr./Madam President."
2. The President recognizes the member by name.
"Yes, Barbara."
3. The member states the proposed amendment.
"I move to amend the motion by adding 'at 6:00 p.m.' to the end of the current motion."
(The motion might be amended by striking out and adding or by substituting a word or sentence in a motion.)
4. Second the motion to amend.
"Mr./Madam President, I second the motion."
5. The President calls for discussion.
"It has been moved and seconded that the words "at 6:00 p.m." be added to the motion. Is there any discussion on the proposed amendment?"
 1. If the amendment carries, the President states the motion as it is amended, and the club proceeds to discuss and vote on the motion.
"The new motion now reads: We will have our Christmas party on December 16 at the Community Center at 6:00 p.m."
 2. If the amendment does not carry, the President takes up the original motion, completes the discussion and takes the vote.
"The amendment did not carry. Therefore, prior to voting, is there any discussion on the original motion?"

NOMINATIONS AND ELECTIONS

Nominations can be made by a committee or from the floor by a member. Even when a Nominating Committee is used, members can make nominations when the floor is open for further nominations.

To offer a nomination, a member obtains the floor and states, "I nominate (name) for (office)." The President then asks for further nominations. If there are none, nominations are closed, and the vote is taken. Candidates are voted upon in the order in which they were nominated.

CLOSING NOMINATIONS

Nominations may be closed by a two-thirds vote or by general consent. The motion to close nominations requires a second, cannot be debated and can be amended as to time only.

MAKING NOMINATIONS AND HOLDING ELECTIONS

A second is not required to nominate. However, a majority vote is required to elect. After the President has asked for further nominations for an office and none are presented, a member may obtain the floor.

Member: *"I move that nominations cease."*

Member: *"Mr./Madam President, I second the motion."*

President: *"It has been moved and seconded that nominations cease. This motion requires a two-thirds vote. Those in favor of the motion that we close nominations, please raise your right hand. Those opposing, please raise your right hand. There being a two-thirds majority, the motion is carried, and nominations are closed."*

Proceed to vote on the candidates in the same order they were nominated. When voting, it is important that members follow the club's bylaws.

ELECTING BY ACCLAMATION

An error is sometimes made by offering a motion that "we close nominations and elect by acclamation." This is wrong because it combines two motions requiring different votes into one motion. To close nominations, you must have a two-thirds vote. To elect requires a majority vote (half + 1). Nominations should first be closed – either by a vote or by general consent. Then members can vote on the nominees.

ADJOURNING A MEETING

Closing the meeting is *definite* so that no one is in doubt as to what may be done. Before adjourning a meeting, the President makes certain that all important business is considered. Announcements are made just before adjournment. It is discourteous to rise or talk before the President announces that the meeting is adjourned.

Meetings can be adjourned in one of three ways:

1. When the President thinks there is no further business, he/she may ask, "Is there any further business?" The President waits long enough for members to bring up any business they wish. If no business is presented, he/she makes the announcements and says, "The meeting is adjourned," or "We are adjourned." This is the best method to use at a special program or when there are visitors.
 2. A member may close the meeting with a motion by saying, "I move that we adjourn the meeting." The motion is voted on without discussion or amendment. This motion should be made when it appears that the club has finished its work. Members may vote against the motion to adjourn if they believe business is not completed. A motion to adjourn should never be made when someone is talking or if the President is taking a vote.
 3. Some clubs have an agreement on a time to adjourn. When this time comes, the President stands and says, "The time for adjournment has come. The meeting is adjourned." The club tries to complete all important business before then. If important business has not been completed, the President says, "The hour for adjournment has arrived, but we have not completed our business." A club member may say, "I move that we continue for ___ minutes." If the club business and program are completed before it's time to adjourn, a member makes a motion to adjourn.
-

COUNCIL DELEGATE

Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Council Delegate. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!

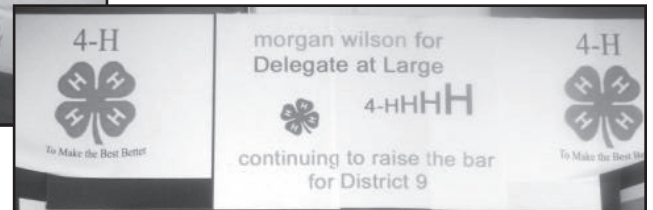
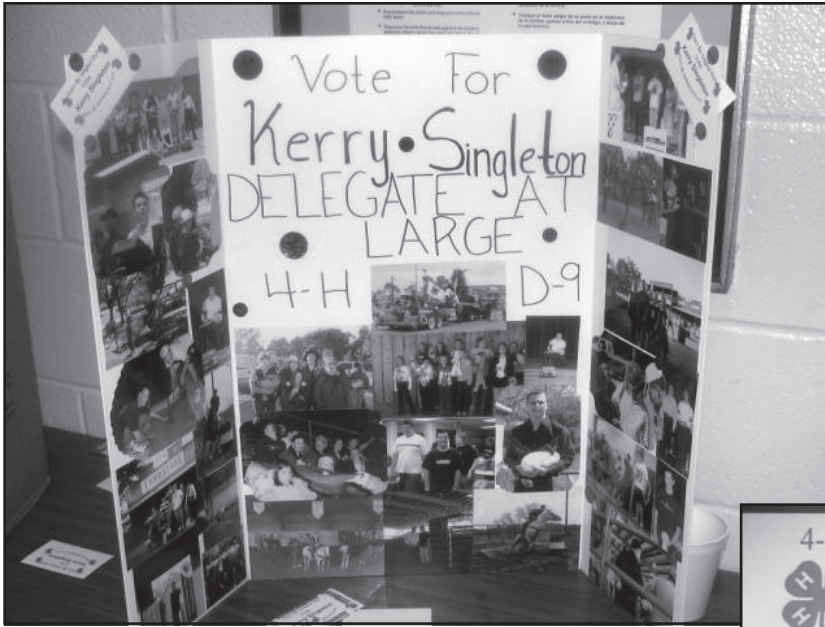


COUNTY 4-H COUNCIL

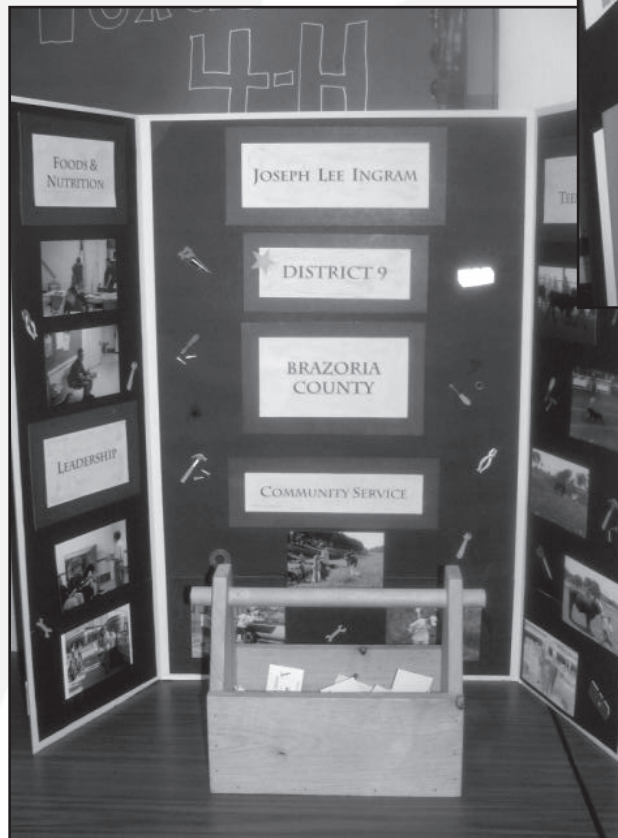
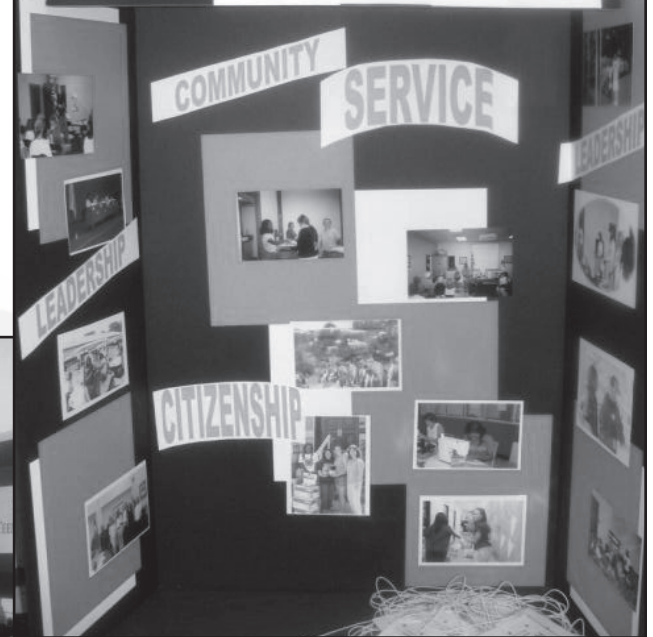
First, you need to know what the County 4-H Council does. It is a 4-H organization made up of representatives from each 4-H club within your county. A Council Delegate from each club serves on the Council with other club officers, such as the President. (This depends on your County Council's standing rules.) The Council works together to plan countywide activities and events.

DUTIES

- Arrive at least 30 minutes early to help set up for each meeting.
- Find out when and where the county 4-H Council meetings are held.
- Attend all county 4-H Council meetings.
- Report local club activities and recommendations at each County Council meeting. You may use the *Council Delegate's Report to Club* form to help you organize and present the report.
- Report on County Council activities, recommendations, committee reports and activities of other clubs at your local club meeting.
- Serve on countywide committees when appointed by the County Council chairman/president.
- Recruit older members of the club to serve on countywide committees.
- Participate in training opportunities at county, district and state levels.



REMINDER:
 The Council works together to plan county-wide activities and events.



HEALTH AND SAFETY OFFICER

Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as a Health and Safety Officer. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Help the President and other officers plan your 4-H club's annual activities calendar.
- Serve as chairman of the Health/Safety Committee.
- Help plan the 4-H club meeting programs for the year, suggesting health-related topics.
- Provide some type of health/safety information at club meetings. This could be a scheduled guest speaker, roll call (see "Roll Call Ideas" below), demonstrations, an "ice breaker" or a recreation activity.
- Provide a news release to the club reporter on each health activity.
- Provide the club manager with any requested information.
- Arrive at least 30 minutes early to help set up for each meeting
- A complete 4-H Health and Safety Officer Handbook is available online at: <http://tx4-h.tamu.edu/publications/healthoffice.htm>



REMINDER:

Encourage each member to plan and complete a family health activity.

SUGGESTED HEALTH ACTIVITIES AT THE 4-H MEETING

- Work closely with the Secretary in getting members to answer the roll call by sharing a good health practice.
- Arrange for at least two oral reports or demonstrations related to health to be presented at a club meeting.
- Plan the refreshments for two of your club's 4-H meetings.
- Encourage each member to plan and complete a family health activity.
- Have your club plan and conduct a health-related community service project.
- Work with the Program Committee in planning a health program for one of your club meetings.
- Complete the Summary of *Health/Safety Related Activities* record sheet.

ROLL CALL IDEAS

Consumers are constantly being warned about the dangers of smoking and driving while under the influence of alcohol and drugs, for example. Instead of concentrating on the negative, request that members of your club respond positively to roll call questions on topics like these:

Health

Name a favorite fruit.

What is your favorite meal?

Name a food that is a good source of Vitamin C.

Name a healthful snack food.

How many times do you brush your teeth each day?

How many times a week do you exercise?

What kind of exercise do you do?

Safety

Make a safety suggestion.

Describe a recent accident.

Give a safety slogan.

CLUB COMMITTEES

Congratulations! You have been appointed to a 4-H Club Committee. In case you have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!

FUNCTIONS OF CLUB COMMITTEES

- Provide members with extra involvement and leadership opportunities.
- Make business meetings go more smoothly, since the detailed planning and/or fact finding can be done outside the regular club meeting.
- Incorporate several people's ideas because this is usually more effective than using only one person's opinion.

IMPORTANT COMMITTEE TIPS

- Any 4-H club member can be a committee member.
- Committees should be appointed only when necessary. Otherwise, committee work will lose its importance.
- A club officer should be appointed to each committee to keep communication open with the Executive Committee.
- To involve adults, appoint a parent or leader to each committee as an advisor.
- Plan time for committees to meet, work and report at regular club meetings.

4-H CLUB COMMITTEE MEMBER DUTIES

- Attend all committee meetings. If you cannot attend, notify the Committee Chairman before the meeting. After the meeting, check with the Chairman to find out what you missed and if you were given any assignments.
- Participate in the discussion, carefully staying on the subject.
- Help the committee reach a group decision and then support that decision.
- Take specific assignments to carry out committee plans.
- Help the Chairman prepare a report.
- Complete all assigned tasks before and after the committee meeting.
- Add items to the agenda when necessary.
- Try to express yourself calmly and clearly.
- Take time to listen objectively and consider others' opinions.
- Be flexible and open-minded when considering ideas.
- Ask questions if you do not understand something.

4-H CLUB COMMITTEE CHAIRMAN DUTIES

- Meet and coordinate plans with the adult advisor assigned to the committee.
- Keep a list of committee members, phone numbers and e-mail addresses.
- Schedule, plan and conduct committee meetings.
- Develop an agenda for each committee meeting.
- Notify committee members about scheduled meetings.
- Develop and give a committee report to club.
- Follow specific club recommendations to carry out committee responsibilities.

EXECUTIVE COMMITTEE DUTIES

- Effectively relate club information to all 4-H members and families. (Most 4-H clubs have an Executive Committee, which consists of the club officers.)
- Communicate with the club manager(s), who acts as the committee's advisor, between meetings to follow up from the last meeting and make plans for the next meeting. (The President should contact the other officers by phone or e-mail and tell them about the plans and assignments for the next meeting. Club members also need to be reminded of assignments they may have for the upcoming meeting.)
- Meet one week before the meeting to complete the agenda and make any other final plans or assignments. (However, that is not always possible, so you could consider meeting 15-30 minutes before the club meeting is scheduled to start.)
- Serve as the Program Committee, planning the educational program for each club meeting. (If this is true for your club, use the *4-H Club Program Planning Worksheet* to guide you on making the plans. Even if the Executive Committee does not plan the program, the planning process should still be carried out for each meeting.)

OTHER COMMITTEES

These may include the following:

Membership
Finance
Recreation
Program Planning

Some examples of temporary committees are:

Christmas party
Display
Parade
Nominating

FORMS



4-H CLUB LEADERSHIP TEAM FORM

The 4-H Club Leadership Team includes officers, adult leaders, junior and teen leaders, and club members who serve as chairmen and committee members. As an officer, you need to complete this form and keep it with your club records so you will know who serves on each committee and how to contact them.

CLUB NAME		4-H YEAR	
OFFICERS	NAME	TELEPHONE NUMBER	EMAIL ADDRESS
PRESIDENT:			
FIRST VICE PRESIDENT:			
SECOND VICE PRESIDENT:			
THIRD VICE PRESIDENT:			
SECRETARY:			
TREASURER:			
REPORTER/ PUBLIC RELATIONS OFFICER:			

CLUB NAME		4-H YEAR	
OFFICERS	NAME	TELEPHONE NUMBER	EMAIL ADDRESS
PARLIAMENTARIAN:			
COUNCIL DELEGATE:			
HEALTH AND SAFETY OFFICER:			
OTHER:			

CLUB NAME		4-H YEAR	
LEADERS	NAME	TELEPHONE NUMBER	EMAIL ADDRESS
CLUB MANAGER:			
ASSISTANT CLUB MANAGER:			
PROJECT LEADERS:			

CLUB NAME		4-H YEAR	
-----------	--	----------	--

LEADERS	NAME	TELEPHONE NUMBER	EMAIL ADDRESS
TEEN LEADERS:			

AGES 10 - 19; ASSIST ADULT VOLUNTEERS WITH LEADERSHIP RESPONSIBILITIES IN 4-H CLUB AND PROJECT GROUPS.

JUNIOR LEADERS:			

AGES 13-19; ACCEPT FULL RESPONSIBILITY FOR A 4-H CLUB OR A 4-H CLUB'S PROJECT GROUP.

CLUB NAME	4-H YEAR
------------------	-----------------

COMMITTEES	NAME	TELEPHONE NUMBER	EMAIL ADDRESS
------------	------	------------------	---------------

COMMITTEE NAME:

CHAIR:			
MEMBERS:			
MEMBERS:			
ADVISORS:			

COMMITTEE NAME:

CHAIR:			
MEMBERS:			
MEMBERS:			
ADVISORS:			

COMMITTEE NAME:

CHAIR:			
MEMBERS:			
MEMBERS:			
ADVISORS:			

4-H CLUB MEETING AGENDA WORKSHEET

AGENDA ITEM	PERSON RESPONSIBLE
CALLING THE MEETING TO ORDER	
PLEDGES	
INSPIRATION	
ROLL CALL	
INTRODUCTION OF GUESTS AND/OR NEW MEMBERS	
READING AND APPROVING THE MINUTES	
TREASURER'S REPORT	
COMMITTEE REPORTS	
UNFINISHED BUSINESS	
NEW BUSINESS	
ANNOUNCEMENTS	
PROGRAM	
RECREATION	

4-H CLUB MEETING NOTES FORM

(The club Secretary can use this form to take notes during the meeting and then write the minutes of the meeting.)

PLACE _____

DATE _____

TIME _____

CLUB OFFICER PRESIDING _____

SECRETARY _____

NUMBER OF MEMBERS PRESENT _____

NUMBER OF LEADERS PRESENT _____

NEW MEMBERS AND/OR GUESTS _____

INSPIRATION _____

U.S. PLEDGE _____

4-H MOTTO AND PLEDGE _____

MINUTES _____

CORRESPONDENCE _____

TREASURER'S REPORT _____

OTHER REPORTS _____

BUSINESS _____

PROGRAM _____

ANNOUNCEMENTS _____

RECREATION AND REFRESHMENTS _____

4-H CLUB MEETING (SAMPLE MINUTES)

The regular meeting of the Highpoint 4-H Club was held at the Community Center on January 23, 2006, at 7:00 p.m.

President Tom Ellis called the meeting to order. Jana Smith, Secretary, called roll. Eighteen members answered the roll call with their New Year's Resolution. Emily Jones was welcomed as a new member.

Rebecca Johnson led the members in the 4-H Motto and Pledge, and Jeff Carter gave the inspiration.

The secretary read the minutes of the December 17 meeting. The minutes were approved as read.

Treasurer Shelly Doddridge reported a balance of \$263.86 in the bank.

After discussion, Brandy Nolan suggested forming a committee to plan a visit to the local nursing home on Valentine's Day. Veronica Ainsworth, Dorothy Staff, and Jennifer Williams were appointed to be on the committee.

Rhonda Parker gave a report on the 4-H clothing and textiles project meeting. Kelly Barnett reported on County 4-H Council, and Becky Adams gave a report on the upcoming judging contests.

Nathan Garza moved that the club meet at 7:30 p.m. instead of 7:00 p.m. next month. The motion was seconded and passed.

Charles Neel introduced the program, which was a presentation on How To Find a Summer Job.

The president announced that the next meeting will be February 20th. The meeting was adjourned for recreation led by Brandy Nolan and Veronica Ainsworth, and refreshments provided by the Parker family.

SECRETARY

PRESIDENT

4-H COUNCIL DELEGATE'S REPORT TO CLUB

DATE OF 4-H COUNCIL MEETING: _____

WHERE COUNCIL MET: _____

NAME OF DELEGATE MAKING REPORT: _____

4-H CLUB: _____

NUMBER OF CLUBS REPRESENTED AT COUNCIL: _____

OUTSTANDING ACTIVITIES OF OTHER CLUBS: _____


COUNCIL COMMITTEE REPORTS: _____


BUSINESS (INCLUDE RECOMMENDATIONS FOR CLUBS TO CONSIDER): _____


A. OLD BUSINESS: _____


B. NEW BUSINESS: _____

ANNOUNCEMENTS: _____

0/0 4-H Club No. 1134 0/0
_____, ____
PAY _____ | \$
_____ *Dollars*
 Home town
Trust & Savings Bank _____
0/0 Memo _____ 0/0

0/0 4-H Club No. 1135 0/0
_____, ____
PAY _____ | \$
_____ *Dollars*
 Home town
Trust & Savings Bank _____
0/0 Memo _____ 0/0

0/0 4-H Club No. 1136 0/0
_____, ____
PAY _____ | \$
_____ *Dollars*
 Home town
Trust & Savings Bank _____
0/0 Memo _____ 0/0

0/0 4-H Club No. 1137 0/0
_____, ____
PAY _____ | \$
_____ *Dollars*
 Home town
Trust & Savings Bank _____
0/0 Memo _____ 0/0

Deposit Slip

4-H Club

Date: _____



Home town
Trust & Savings Bank

		Dollars	Cents
Cash	Currency		
	Coin		
List Checks Singly			
Total from other side			
Sub total			
Less Cash Received			
Total			

Use other side for additional listings

Deposit Slip

4-H Club

Date: _____



Home town
Trust & Savings Bank

		Dollars	Cents
Cash	Currency		
	Coin		
List Checks Singly			
Total from other side			
Sub total			
Less Cash Received			
Total			

Use other side for additional listings

Deposit Slip

4-H Club

Date: _____



Home town
Trust & Savings Bank

		Dollars	Cents
Cash	Currency		
	Coin		
List Checks Singly			
Total from other side			
Sub total			
Less Cash Received			
Total			

Use other side for additional listings



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