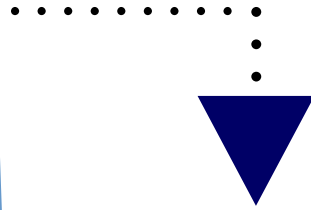


South Carolina  
4-H Youth Development  
Program



# 4-H Clubs

Guide to Business Meetings and  
Youth Leadership in  
4-H Clubs





# Acknowledgements

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Written and Designed by Amy McCune (2007)

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- University of Kentucky
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- Pennsylvania State University
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- Texas A&M University

Additional club resources can be found in the South Carolina 4-H Leader Training Series.



4-H is the youth development program of the Cooperative Extension Service, a nationwide partnership of federal, state and county governments, and the private sector. The Clemson University Cooperative Extension service offers its programs to people of all ages, regardless of race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, marital or family status and is an equal opportunity employer.



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# Business Meeting Guide

## 4-H Club Meeting Structure

A well planned 4-H club meeting generally consists of three main parts - business, educational program, and recreation.

The **business** section of a meeting includes pledges, reports, and announcements. Parliamentary procedure should be used during the business meeting segment.

The **educational program** consists of a combination of talks, demonstrations, presentations, movies, guest speakers, etc. The program should be well balanced, with variety to add interest and enthusiasm.

**Recreation** is the social part of the meeting. A good recreation program will offer something for all members, not just a few. Consideration should be given to the time allotment and facilities available. The activities and refreshments should support the *health* aspect of 4-H.



*4-H is a community of young people across America who are learning leadership, citizenship, and life skills.*





# Business Meeting Guide

## Flags and Pledges

General rules for using the flag of the United States of America:

- The flag should be displayed outside from sunrise to sunset unless there is rainy or stormy weather. (Exceptions are made for special occasions.)
- During the ceremony of raising or lowering the flag, or when it is passing in a parade, all persons should face the flag, stand at attention, and salute.
- Raise the flag briskly and proudly; lower it slowly, ceremoniously.
- Never allow the flag to touch the ground or floor. Gather it and fold it correctly.
- When the American flag and the 4-H flag are placed on a table at a club meeting, the American flag is always on the President's right. (When on a stage, the American flag is always on the speakers right.)
- People in civilian cloths salute by placing their right hands over their hearts. All hats are removed. People in uniform bring their right hands to their foreheads with fingers extended.

### The Pledge of Allegiance

*I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*

Please note the punctuation. Learn to pledge allegiance without pausing between the words "Nation" and "under" and teach others to do the same. When you are pledging allegiance, stand tall and look directly toward the flag.



### The 4-H Pledge

*I pledge my Head to clearer thinking; my Heart to greater loyalty; my Hands to larger service; and my Health to better living for my club, my community, my country, and my world.*

You are pledging yourself to being active in your 4-H club, to conducting a project, to taking part in 4-H activities such as demonstrations, service, etc. You are saying that you will plan and work with your adult leaders and fellow members so that, individually and collectively, you will contribute not only to your personal improvement, but also to help build a better club, community, country, and world.



# Business Meeting Guide

## Parliamentary Procedure

Parliamentary procedure gives us the right way to make a motion and to amend a motion. Roberts' "Rules of Order" is the oldest and most recognized set of rules on the best ways to conduct business meetings. The rules were first printed in 1876 by General Henry M. Roberts of the Corps of Engineers, United States Army.

If you follow these rules, they will help keep your group orderly and help you reach decisions with less confusion. If your president uses these rules fairly, both the majority and the minority in your club will be heard and respected.

The skill level of the members along with the size and age(s) of your group will usually determine how strictly the rules are followed. With larger groups, it may be necessary to follow these rules very strictly. With small, informal groups you will need to use only the basic rules for making motions, seconding motions, and amending motions.

Officers and members need to learn the appropriate parliamentary procedure the group will use in making group decisions.

Besides knowing how to make and amend motions, there are some simple rules of courtesy members need to follow in every meeting.

- Only one subject or item of business can be before the group at one time. No new item of business can be introduced or discussed until the one being discussed is voted on.
- Every member of the group has an equal right to speak and be heard.
- The will of the majority must be carried out, but the rights of the minority must also be protected.
- Every member has the same rights as any other member. Any member can introduce a motion, debate and vote on a motion,
- The business and discussion need to follow rules of courtesy. Receive permission from the chair before you speak. Do not talk to other members when someone else has the floor.



# Business Meeting Guide

## Parliamentary Procedure (continued)

### Steps to making and voting on a motion:

**Addressing the chair:** The member wishing to present an item (motion, question, share information, etc.) for business must first address the presiding officer (by position or title, not by personal name).

**Chair recognizes speaker:** The presiding officer will recognize the person by calling their name; once recognized that person may present their item.

**Motion is made:** “I move...,” are the proper words to use in presenting a motion.

**Motion is seconded:** All ordinary motions must be seconded (“I second the motion.”). If it does not receive a second the motion is dead and cannot be acted upon by the group. The person wishing to second the motion does not have to be recognized by the presiding officer.

**Motion is restated:** The motion is restated to make sure everyone understands what is to be voted upon.

**Motion is discussed:** Any member of the group has the right to discuss the motion after they receive permission from the presiding officer to speak. All discussion must be about the motion or the speaker can be ruled out of order by the presiding officer.

**Motion is voted on:** The presiding officer will say, “Is there any further discussion?” In order to leave time for replies, the presiding officer needs to ask this three times before the motion is voted upon. The presiding officer will say, “All those in favor of ... (restate the motion) say ‘Aye’. All those opposed say ‘No’.”

**Results are announced:** The presiding officer announces the results by stating if the motion is carried or defeated.

**Amendments to motions:** An amendment must be made in the form of a motion, seconded, and voted on before the motion as amended can be voted on. This usually occurs during the discussion period of the original motion.



# Business Meeting Guide

## Using the Gavel

The President may wish to use a gavel. It is used as a symbol of authority to support self government and an orderly meeting.

Two taps of the gavel are usually used to call a meeting to order.

Three taps of the gavel often signals for all members to stand (this could be used for the pledge to the flags, etc.).

A single tap of the gavel is a signal to be seated.

One tap of the gavel follows the announcement of the result of a motion being passed or defeated.

One tap of the gavel follows the announcement that a meeting is adjourned.

The gavel is an instrument for maintaining order during the meetings. If at any time it is necessary to return the meeting to order, a sharp tap (or series of taps) of the gavel restores order.





# Officer Guide

## Responsibilities of 4-H Officers

Officers need to be proud of their jobs, do their best, and get things done on time. They need to work with members, parents, and leaders to plan and carry out the club program. To be successful, officers and committees must perform many duties. Some of those duties (or responsibilities) are listed below.

- Secure new members
- Organize the club
- Plan the program, month by month, that involves all members
- Arrange for a meeting place and its care
- Conduct and take part in all meetings
- Keep club records and submit them as required
- Show enthusiasm and interest in the club
- Help every 4-H'er find a place in the club and an opportunity to contribute
- Keep the community informed about the club
- Maintain contact with the local County Extension office
- Share leadership with many and give others the opportunity to develop their skills
- Be dependable

*Enthusiasm is the key not only to the achievement of great things but to the accomplishment of anything that is worthwhile.*

Samuel Goldwyn

Each officer should work toward the following personal leadership goals:

- I know the duties and responsibilities of my office
- I am willing to improve myself in order to be a better officer
- I am friendly to all members of the club and include everyone in club meetings and activities
- I willingly accept responsibilities assigned to me
- I enjoy doing more work than what is required of me
- I give credit to others for work well done
- I am prompt in arriving at meetings
- My appearance inspires confidence and respect
- I am kind, tactful, and courteous, and use “please” and “thank you” when I should
- I ask for suggestions and cooperation
- I show appreciation to leaders and parents for their time, effort, and devotion to the club



# Officer Guide

## Election of Officers

It is important that each officer be chosen because of their fitness for the office. The president of the previous year should preside at the election of officers. It is also important to use parliamentary procedure in conducting the election.

### Nominations

To nominate a member for office, one of two methods may be used:

- A nominating committee may be appointed to suggest a candidate for each office before the election. The members present at the election meeting should be given an opportunity to make other nominations for each of the various offices after the nominating committee's report is made.
- Candidates may be nominated by those present. This is known as a "nomination from the floor."

The president will say "Are there any further nominations?" If none, the president may close the nominations or a member can move that nominations be closed. This motion should be seconded and voted upon.

### Voting

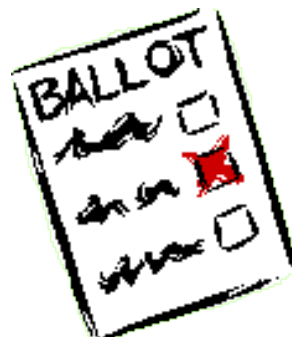
When the candidates have been nominated, the president announces their names, and the members vote for the respective officers. The president may have the members vote by raising their right hand, by standing, or by written ballot. If the voting is done by raising the hand or standing, the candidates for the office being voted on are usually asked to leave the room or are asked to close their eyes and bow their heads. When the votes have been counted, the president announces the name of the person elected to each office.

### Installation

Clubs may choose to conduct a formal installation ceremony where each incoming officer agrees to accept the position and fulfill that role to the best of their ability. Outgoing officers may pass on any significant materials or supplies to the new officers.

### Alternatives to elections

A club may opt to have officers appointed by the club leaders or have an officer rotation where each month the positions rotate so that every member gets the opportunity to serve in each role. This is particularly useful in very small clubs, or clubs where the members are very young.





# Officer Guide

## Officer Positions and Descriptions

Not every club will have the same number of officers or the same officer positions. The following is a list of possible positions. Your club may need to create other positions to fulfill specific responsibilities relevant to your club.

**President:** The president is the presiding officer, the leader of the organization, and the spokesperson for the group. This officer:

- Prepares a meeting agenda in advance
- Conducts meetings according to parliamentary procedure
- Makes sure a quorum (majority) is present before conducting any business that will require a vote
- Appoints a temporary secretary if the elected secretary is absent
- Appoints special committees when needed; checks on committees between meetings to see that necessary work is being done
- Provides opportunities for all members to be heard; encourages everyone to participate
- Keeps order; courteous but firm
- Start and stop the meetings on time

**Vice President:** The vice president acts as the backup for the president and may oversee all committee work. Cooperating with other officers and committees is a vital part of this responsibility. This officer:

- Presides at the club meeting if the president is absent
- Is familiar with parliamentary procedure and the business of the club
- Supervises the work of the committees
- Keeps the club reporter informed about the program for different meetings so advance publicity can be given

**Secretary:** The secretary is the official record keeper of the club. This officer:

- Calls roll and keeps an attendance record of all meetings and events
- Prepares and reads the minutes from each previous meeting
- Reminds the president of any unfinished business left from the previous meeting
- Keeps a record of committee members, reports, and accomplishments
- Records the exact wording of motions (passed and defeated) and the names of the people making and seconding the motion
- Reads correspondence directed to the group and writes replies when necessary
- Writes letters, requests, and invitations in the name of the club as needed
- Keeps and brings to each meeting all official documents and papers of the club including the secretary's minutes, lists of committees and reports, copies of the annual program plan, and a copy of the club's constitution and bylaws
- Presides over the meeting when both the president and the vice president are absent



# Officer Guide

## Officer Positions and Descriptions (continued)

**Treasurer:** The treasurer is the keeper of the money and financial reports. This officer:

- Handles the accounts in a business like way; keeps the accounts up to date
- Maintains accurate records of all income and expenses
- Presents a report at each business meeting
- Collects club dues and/or registration fees (if any)
- Deposits money in a bank and issues checks when authorized to do so by the club

**Reporter:** The reporter writes and submits interesting reports and photographs of club activities, members, and leaders to local newspapers, radio, and television stations.

**Editor:** The editor is responsible for organizing and preparing the club newsletter. The newsletter should contain all upcoming activities, recognition of special achievements, and project related information. The newsletter may be printed or emailed.

**Web Master:** The web master maintains the club web site and makes sure the information is kept up to date. It may include special sections for posting the secretary's report, newsletter, press releases, photographs, club history, project information, etc.

**Historian:** The historian collects various memorabilia about club activities and compiles it into an orderly display. This display should be shared at appropriate events.

**Photographer:** The photographer brings a camera with them to all meetings and events in order to visually record activities and accomplishments. The photographer works closely with the reporter, editor, historian, and web master in selecting appropriate photographs and captions to be publicly shared.

**Host:** The host is responsible for making sure that all special guests and speakers are met upon arrival, properly greeted, and introduced to the club.

**Parliamentarian:** The parliamentarian is the expert on parliamentary procedure and maintains a copy of Roberts Rules of Order for reference. This officer ensures that procedure is followed and makes final decisions on any discrepancies that occur.

**Inspiration Leader:** The inspiration leader prepares and presents a "thought for the day" for each meeting and special activity. This quote or poem can help set the attitude for the business to follow.

**Pledge Leader:** The pledge leader makes sure that the flags are at each meeting and event, displayed correctly, and leads the group through the reciting of the pledges.



# Officer Guide

## Officer Positions and Descriptions (continued)

**Song Leader:** The song leader uses a variety of songs to help the group have fun and to create a feeling of unity. The song leader may stimulate enthusiasm or quiet a boisterous group depending on the selection of songs.

**Recreation Leader:** The recreation leader plans various types of games - opening mixers, quiet and active groups games, relays, mental teasers, rhythmic activities, etc. Good recreation develops good leisure time practices of members. Choice of activities depends on the interest and ability of the members, and the type of meeting place.

**Refreshment Coordinator:** The refreshment coordinator ensures that adequate refreshments are available at each meeting and activity. This includes snacks, drinks, and any needed paper goods. This officer frequently creates a list of which members will bring refreshments on which date, then sends a reminder notice a few days before their scheduled date.

**Council Delegate:** The council delegate attends the County Council government meetings and presents an update of their club's activities and accomplishments. This officer then reports back to their club any relevant youth or community issues being addressed by the Council.

Attitude is catching.

When someone on a team is teachable and their improvement is rewarded, others are more likely to display similar characteristics. When a leader is upbeat in the face of discouraging circumstances, others admire that quality and want to be like her. When a team member has a strong work ethic and begins to have a positive impact, others imitate him. People become inspired by their peers. People have the tendency to adopt the attitudes of those they spend time with - to pick up on their mindset, beliefs, and approaches to challenges.

From the 17 Indisputable Laws of Teamwork

***What attitude will you bring to your 4-H club?***



# Committee Guide

## Responsibilities of 4-H Members

The members of the club have a working responsibility to it. It is just as important for the members to do their part as it is for the officers. Unless members and officers work together, the club will not be an effective group. Every club member should support the club by serving as a junior leader, officer, committee chair, or committee member.

### 4-H Members Creed

I believe in 4-H club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my **HEAD** for the power it will give me to think, to plan, and to reason.

I believe in the training of my **HEART** for the nobleness it will give me to be kind, to be true, and to be sympathetic.

I believe in the training of my **HANDS** for the ability it will give me to be helpful, to be skillful, and to be useful.

I believe in the training of my **HEALTH** for the strength it will give me to enjoy life, to resist disease, and to make work efficient.

I believe in my club, my community, my country, and my world - and in my responsibility for their development.

In all these things I believe, and am willing to dedicate my efforts to their fulfillment.





# Committee Guide

## Committee Structure

Much of the work to be accomplished by a club can best be done by committees. This gives more club members the opportunity to participate and to assume responsibility. Committees can make business meetings go more smoothly because much of the detailed planning can be done outside the meeting. In addition, it is good training in group leadership to have a few members devote their full attention to a particular subject, then share their results at the full club meeting. To involve adults (and engage the youth adult partnership model), appoint a parent or leader to each committee as an advisor.

There are two general types of committees:

**Standing Committees** are active throughout the entire year. These committees focus on topics that relate to every meeting or are part of a long term club effort or goal.

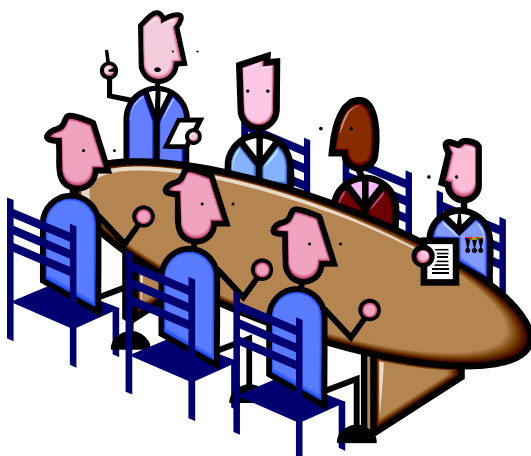
**Special Committees** are appointed and serve for a single event.

Committees should:

- Know the specific assignment
- Give serious thought and study to the issue
- Seek opinions and suggestions from outside the committee membership, if needed
- Encourage cooperation among its members in working out details
- Prepare recommendations for club action

The committee chair should:

- Call the committee together and preside at the meeting
- Know the assignment given to the committee and explain it clearly at the first committee meeting
- Seek ideas from committee members before expressing their own ideas
- Assign specific duties to committee members, if necessary
- Report the findings of the committee to the club
- Inform the president before the club meeting starts that the committee report is ready to be presented





# Committee Guide

## Committee Descriptions

### Standing Committees

**Executive Committee:** Focuses on creating the meeting schedule, annual club plan, and making sure everything is prepared for each meeting. This includes confirming the place and setting the agenda. Usually made of the President, Vice President, Secretary, Treasurer, and club leaders.

**Program Committee:** Focuses on implementing the annual club plan (created by the executive committee). This may include finding guest speakers, overseeing special committees, or finding educational resources. Usually chaired by the Vice President.

**Finance Committee:** Reviews the budget, makes recommendations on purchasing supplies, plans and organizes fund raising events. Usually chaired by the Treasurer.

**Membership Committee:** Focuses on recruiting new members to join and makes sure all new members are oriented to the club activities and are introduced to all the members. Usually chaired by the Secretary.

**Service Committee:** Focuses on gathering ideas of what can be done to make the community better. Plans and organizes the community service projects for the year.

**Recreation Committee:** Works to select various games and activities to be used during the recreation portion of the meetings. Usually chaired by the Recreation Leader.

**Song Committee:** Works to select various songs and music to be taught to and practiced by the club. Usually chaired by the Song Leader.

**Publicity Committee:** Focuses on making sure the club membership, the county extension office, and the general public is informed of club meetings, activities, and events. Usually made up those involved with club reporting, photography, newsletters, and the website.

### Special Committees

Here are some possible topics that you may want to form a special committee to address:

- Nominations
- Shows / Competitive Events
- Displays / Exhibits / Fairs
- Awards / Recognition
- Holiday Celebrations
- Parades
- Field Trips
- Project Related Family Event



# Appendix

## Sample Annual Plan

Month	Business	Educational Program	Recreation	Community Project	Special Events
<b>September</b>	Collect enrollment info; elect officers; appoint committees	Parliamentary procedure	Ice Breaker Games		County Fair
<b>October</b>	Announce community service projects	Project record book workshop	Halloween Games	Community beautification	State Fair; National 4-H Week
<b>November</b>	Committee reports	Make holiday gifts and decorations	Team building games	Food drive	County Junior Leadership Workshop
<b>December</b>	Committee reports	Cook holiday dishes and treats	Holiday Party	Toy drive	
<b>January</b>	Discuss parent involvement opportunities	Safety poster contest	Dance lesson	Road side clean up	Family Night
<b>February</b>	Promote county and state events	Prepare presentations	Valentine's Dance	Share projects with nursery school children	Fund raiser
<b>March</b>	Committee reports	Give presentations	Relay races	Statewide service project	County Presentations Contest
<b>April</b>	Committee reports	Career exploration	April Fool's Party	Cards to community volunteers	Make A Difference Day
<b>May</b>	Announce plans for summer activities	Members give project reports	Intergenerational games	Visit nursing homes	Job Shadowing Day
<b>June</b>	Update project records	Healthy lifestyles skills	Patriotic games	Operation Military Kids project	Camping
<b>July</b>	Report on events; annual review; set goals for next year	Entering into fairs review	Picnic; folk games	School supplies drive	County Healthy Lifestyles Challenge
<b>August</b>	Collect records; give out re-enrollment info	Open house; recruitment	Action songs and games	Fairgrounds clean up	Recognition Program



# Appendix

## Sample Meeting Agenda

### **Opening**

- President calls the meeting to order
- Pledge of Allegiance
- 4-H Pledge
- Inspirational thought
- Song
- Secretary takes roll call (attendance)
- Introduction of new members and special guests

### **Officer Reports**

- Secretary reads minutes of last meeting and any new correspondence
- Treasurer's report
- Other officer reports

**Committee Reports** (used to streamline business meetings and keep members involved.)

**Member Involvement** (reports, demonstrations, etc.)

**Unfinished Business** (taken from the minutes of the previous meeting)

### **New Business**

**Announcements** (include the place, date, time, and program topic for upcoming events and activities)

**Adjournment** (The formal part of the meeting should be adjourned before the other activities such as committee work, educational program, or recreation begin.)

### **Educational Program**

### **Recreation and Refreshments**





# Appendix

## Sample Meeting Minutes

The meeting of the \_\_\_\_\_ (name) 4-H Club was held at \_\_\_\_\_ (place) in \_\_\_\_\_ (town) on \_\_\_\_\_ (date). The president, \_\_\_\_\_ (name) called the meeting to order at \_\_\_\_\_ (time).

\_\_\_\_\_ (number) members were present along with special guest(s) \_\_\_\_\_ (name/s).

4-H member (or officer), \_\_\_\_\_ (name/s) lead the club in the pledge of allegiance, the 4-H pledge, and inspiration thought for the day. \_\_\_\_\_ (name and position) led the song.

\_\_\_\_\_ (name), Secretary, read the minutes. Motion made and carried to accept the minutes as read. (names of first and second on the motion)

\_\_\_\_\_ (name), Treasurer, read the treasurer's report. Motion made and carried to accept the report as read. (names of first and second on the motion)

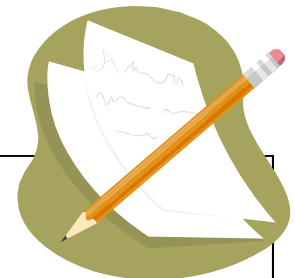
\_\_\_\_\_ (name), chair of the \_\_\_\_\_ (name) committee reported that \_\_\_\_\_ (recommendation of committee).

The president appointed \_\_\_\_\_ (name) chair, \_\_\_\_\_ (name), and \_\_\_\_\_ (name) to the \_\_\_\_\_ (name) special committee. This committee will \_\_\_\_\_ (state purpose or goal) and report back on \_\_\_\_\_ (date).

The president announced that the next club service activity would be on \_\_\_\_\_ (date) at \_\_\_\_\_ (place) and the next club meeting would be on \_\_\_\_\_ (date).

Motion made and carried to adjourn at \_\_\_\_\_ (time). (names of first and second on the motion)

Respectfully submitted by:



### **Tips for Minute Taking**

- Make sure writing/typing is neat and legible
- Check for correct spelling, especially peoples names
- Note the when/where/etc details of the meeting
- List those who took leadership roles during the meeting and what that role was
- Not every word said during the meeting has to be written down
- Exact wording of motions needs to be recorded along with who made and seconded the motion
- Record if the motion carried or defeated
- Keep an attendance list with the minutes
- Prepare written minutes within one week of the meeting (or as soon as possible after the meeting for accurate documentation)



# Appendix

## Sample Treasurer's Report

Date	Item	Income	Expense	Balance
10/1/xx	Starting balance			100.00
10/8/xx	Collected dues	25.50		125.50
10/15/xx	Club notebooks		15.75	109.75
10/26/xx	Program supplies		47.96	61.79
10/31/xx	Bake sale	42.25		104.04

The balance on October 1 was \$ 100.00.

We received \$ 67.75 in income from dues and the bake sale.

We spent \$ 63.71 for notebooks and supplies.

The balance on November 1 is \$ 104.04.



The balance on \_\_\_\_\_ (*date of last report*) was \$ \_\_\_\_\_.

We received \$ \_\_\_\_\_ in income (*total amount*) from \_\_\_\_\_ and \_\_\_\_\_ (*list all sources*).

We spent \$ \_\_\_\_\_ (*total amount*) for \_\_\_\_\_ and \_\_\_\_\_ (*list all reasons*).

The balance on \_\_\_\_\_ (*date of current report*) is \$ \_\_\_\_\_.

Respectfully submitted by,

(*signature of treasurer followed by printed name and title*)



# Appendix

## Sample News Story

### 4-H NEWS RELEASE

May 17, 2005

Contact: Chris Clover, Leader of Greentown 4-H Club  
4 Clover Way, Greentown, SC 44444 (555) 444-4444

#### Greentown 4-H Club To Hold Open House, June 19

The Greentown 4-H Club will hold an Open House on Friday, June 19, from 7:30 to 9:00 pm at the club leader's home on 4 Clover Way. The purpose is to attract new members. The admission is free and refreshments will be served. Parents are encouraged to attend with their children.

The club normally meets the first and third Tuesday of each month at 7:30 p.m. at Clover's home. The club's projects include woodworking, science, and bicycling. They also conduct community service projects like one they were honored for recently, and also have many fun activities like parties, trips, and camps.

The club currently has eight 4-H members, boys and girls ranging from ages 9-15, from Greentown and several neighboring towns. However, any boy or girl, ages 5-19, from anywhere in Green County is welcome to join.

For more information about the Open House or the Greentown 4-H Club, call Mr. Chris Clover at 444-4444. For other 4-H Clubs in Green County, contact the 4-H Office of Clemson University Cooperative Extension Service of Green County, at 555-4141. Membership in 4-H is offered to all youth, ages 5-19, on an age-appropriate basis, without regard to race, color, sex, religion, national origin, disability, political beliefs, sexual orientation, marital or family status.

#### **Information Needed to Write Story**

- Prepared By:
- Address:
- Phone:
- Name of Club:
- Time and Date of Meeting:
- Place of Meeting:
- Opening Ceremony:
- 4-H'ers Giving Reports:
- Program Taught:
- Recreation Activities:
- Community Service Performed:
- Club Contact Information:
- County Contact Information:





# Appendix

## Sample Songs

### **S-M-I-L-E**

Oh, it isn't any trouble just s-m-i-l-e\*  
 Oh, it isn't any trouble just s-m-i-l-e\*  
 If ever you're in trouble,  
 It will vanish like a bubble,  
 If you only take the trouble to just s-m-i-l-e\*  
 Chorus:  
 Ha ha ha ha ha ha ha  
 Ho ho ho ho ho ho ho  
 Hee hee hee hee hee hee hee  
 Ha ha ho ho hee hee  
 \*  
 G-R-I-N grin  
 G-I-giggle-e  
 L-A-U-G-H

### **I'M A NUT**

I'm a little acorn round  
 Lying on the cold, cold ground.  
 Everybody steps on me.  
 That is why I'm cracked you see.  
 CHORUS  
 I'm a nut, I'm a nut,  
 I'm a nut, I'm a nut, I'm a nut.  
 Called myself on the telephone  
 Just to see if I was home.  
 With myself I made a date.  
 Gotta be ready by half past eight.  
 Took myself to the movie show.  
 Set myself on the very last row.  
 Put my arm around my waist.  
 If I get fresh, I'll slap my face.  
 I'm a little piece of tin.  
 Nobody knows just where I been.  
 Got four wheels and a runnin' boards  
 I'm a Ford, oh, I'm a Ford.  
 Honk, honk, rattle, rattle, crash, beep,  
 beep.  
 (repeat four more times)

### **LINGER**

Hm-mm--I want to linger,  
 Hm-mm --a little longer,  
 Hm-mm --a little longer here with you.  
 Hm-mm --it's such a perfect night,  
 Hm-mm --it doesn't seem quite right  
 Hm-mm --that this should be my last with  
 you.  
 Hm-mm --and come September,  
 Hm-mm --I will remember,  
 Hm-mm --our camping days and friendships  
 true,  
 Hm-mm -- and as the years go by,  
 Hm-mm -- I'll think of you inside  
 Hm-mm -- this is goodnight and not goodbye

### **I LIKE BANANAS, COCONUTS AND GRAPES**

I like bananas, coconuts and grapes (3  
 times)  
 (Chorus)  
 That's why they call me tarzan of the apes.  
 I like mmm, coconuts and grapes (3 times)  
 (Chorus)  
 I like mmm, mmm and grapes (3 times)  
 (Chorus)  
 I like mmm, mmm and mmm (3 times)  
 (Chorus)

Other suggestions include holidays songs, patriotic songs, rounds, or current popular songs.  
 Song books are also available from the National 4-H Supply Service.



# Appendix

## Sample Games

### FIND SOMEONE

Each person writes on a blank index card one to three statements, such as favorite color, interest, hobby, or vacations. Pass out cards so everyone gets someone else's card. Have that person find the person with their card and introduce themselves.

### I'VE DONE SOMETHING YOU HAVEN'T DONE

Have each person introduce themselves and then state something they have done that they think no one else in the class has done. If someone else has also done it, the student must state something else until he/she finds something that no one else has done.

### ACCURATE TURN

Put a chair or a stool on the playground. The player who wants to participate in this game sits down on a chair. Then he/she is blindfolded. After that he/she stands up, makes 5 steps forward, turns to the right, makes 5 more steps forward and again turns to the right. On having walked the perimeter of the playground in this way, the player stops and sits down on the chair again. The player who manages to do it wins the game.

### TOLIET PAPER GAME

For an icebreaker to be used with any grade. Throw out a roll of toilet paper and tell the students to take as much as they need. (Don't tell them what it's for). After everyone has taken some, have them tear the toilet paper at the perforations. For each square of paper in their possession, they have to share one fact about themselves.



### MIND READING ATTENTION

Tell the group, you have ESP and can read their minds. To prove it, **1** ask each person to mentally think of a number from 1 up to 10. **Step 2:** take that number and multiply by 9. **Step 3:** Take the result and add the number together (i.e.  $72 = 7+2$ ,  $9 = 0+9$ ). **Step 4:** take that number and subtract 5. **Step 5:** take that result and equate it to a letter of the alphabet (i.e.,  $4 = D$ ). **Step 6:** think of a country beginning with that letter. **Step 7:** Ask them to think of an animal that begins with the **second** letter of the country name.

Then ask the group: "*How many people are thinking of elephants in Denmark?*" This exercise works because any number they think of for step 1, will result in the answer of 9 for step 3. From that point on, the country will begin with D (Denmark is one of the few) and Elephants is typically used for E.

Game books are available from National 4-H Supply Service.



# Glossary

Agenda - a formal list of things to be done in a particular order, especially a list of things to be discussed at a meeting

Amendment - an addition or alteration to a motion, bill, or constitution

Annual Program Plan - the plan of activities and events for a club or group for an entire year

Chair - person selected to preside over a committee, event, meeting, etc.

Committee—a group of people selected to complete a service or function

Constitution and Bylaws - the ideas and rules that govern your club or group

Correspondence - communication by exchange of letters, cards, emails, etc.

Ex Officio - to serve on a committee because of holding a certain office or position

Gavel - a small hammer used by the chair of a meeting to draw people's attention or to make the conclusion of a discussion

Installation - the act of appointing somebody to a particular position or of inducting someone formally into office

Majority - most of the people in a group

Memorabilia - object collected as souvenirs of important events or experiences

Minority - a group of people that is a small part of a much larger group

Minutes - an official record of what is done or said during a meeting

Motion - a proposal put forward for discussion at a meeting

Nominations - a suggestion of somebody for appointment or election to a position

Parliamentary Procedure - rules that guide how a club or group conducts its business; developed from the original rules of conduct in the English Parliament

Preside - to be the chairperson or hold a similar position of authority at a formal gathering of people



# Glossary

Public Relations - efforts of a club or group to promote awareness and good will between itself and the public

Quorum - the number of members required to be present to legally transact business in your club or group; this number (or percentage of membership) is usually stated in the club's constitution

Second - to express formal support of a motion before further discussion or voting



*4-H Motto  
To Make the Best Better*

*4-H Slogan  
Learn By Doing*