Starting and Maintaining 4-H Clubs in South Carolina

Important Forms

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Criteria for 4-H Youth Development Programming
Including 4-H Clubs

Both National and State 4-H Headquarters, located at USDA Cooperative State Research Education and Extension Service (CSREES) and Clemson University (CU), have policies governing 4-H clubs. These policies govern all youth-development programming delivered through 4-H.

- 4-H programs, curricula, and procedures are based on research and are developmentally appropriate.
- 4-H programs are based on the needs of children, youth and their parents.
- 4-H provides access to resources of the land-grant university and Cooperative Extension System.
- 4-H provides members access to county, state, and national 4-H opportunities.
- 4-H membership is open to all youth.
- 4-H programs employ experiential learning strategies.
- 4-H encourages active involvement and participation by children, youth and adults in all aspects.
- 4-H relies heavily on youth and adult volunteers or staff to provide a critical support system.
- 4-H provides training for volunteer and staff, recognizing that training is essential for effective 4-H programs.
- 4-H adapts to and supports mobility of children/youth and parents.
- 4-H clubs comply with national 4-H name and emblem policies and policies of the state.
What is a 4-H Club?

The 4-H club serves as the primary means of providing youth-development programming in 4-H. It has the advantage of long-term involvement with the support of “caring” adults. 4-H clubs are organized and supported to provide community-based, positively structured learning opportunities for youth throughout their developmental years. Surveys of youth who have been involved in out-of-school youth programs report the importance youth place on knowing that programs will continue over many years. Youth are reluctant to take ownership in groups or establish relationships with volunteers when they appear temporary. While other 4-H delivery methods are effective, more in-depth experiences occur in and through the club.

The goals and structure of 4-H clubs vary according to the needs of the members they serve. Some clubs offer one project topic that the entire membership experiences together at the club meeting. Others offer a selection of projects delivered through project meetings held at times outside the club. Some clubs have a singular focus, such as community service clubs, or they serve a specific audience, such as tribal reservation, after-school, or home-school youth. Yet, there are components and characteristics common to all 4-H clubs and these commonalities provide the definition of a 4-H club.

A 4-H Club:
- Is an organized group of 5 or more youth from at least 2 families.
- Has a planned program that is ongoing throughout all or most of the year.
- Is advised by adult staff or volunteers.
- Elects officers.
- May meet in any location.
- Includes opportunities to learn skills through a wide variety of project experiences.
- Offers opportunities for leadership, citizenship/community service, and public speaking.

Who can join?

Youth ages 5-18 (as of January 1 of the current, 4-H year) are eligible to be 4-H members in South Carolina. The 4-H club year traditionally runs from September to August. Younger members (5 to 8 years of age) are called Cloverbuds. Additional volunteers are required to support clubs and events with Cloverbuds. Programs targeting this age group should focus on cooperative learning instead of individually competitive events. Junior 4-H’ers are 9-13 years of age and Senior 4-H’er are 14-18 years of age, as of January 1 of the current, 4-H year.
Types and Characteristics of Clubs

Organized 4-H Clubs
The 4-H club is one of the most effective methods used by the 4-H program. 4-H clubs are organized groups of boys and girls supported by adult volunteers. The 4-H club conducts meetings and activities throughout the year — usually holding six or more official meetings annually.

Club meetings typically include:
- the conducting of some business by the officers,
- an educational program, and
- a group team-building or recreational activity.

The club frequently includes opportunities for leadership, citizenship, and public speaking. It may meet in any location. A chartered club is authorized through the county and state Extension Office to use the 4-H name and emblem.

In all clubs, members are encouraged to learn and participate in one or more projects. Additionally clubs do a community service activity or service-learning project during the 4-H year. All clubs require at least one designated adult club volunteer.

There are different methods and locations of organizing 4-H clubs. Clubs may be formed in communities, in schools, in after-school settings, or on military installations. Two distinctive types of methods or organizational structure exist: clubs where youth have multiple interests or singular focus. Either type of club should provide an opportunity for youth to plan and conduct their own program with the guidance of adult volunteer(s) or have input into what they want to learn within a project focus. These clubs usually have elected youth officers, develop their own club name, create their by-laws and learn to govern themselves.

Multi-Project or General Club
The multi-project or general club: (1) meets regularly to conduct a business meeting; (2) provides an educational program or activity (often by the youth themselves); (3) addresses county and community issues through community service-learning projects and (4) offers a selection of projects delivered through project meetings held at times outside the club meeting. This format provides a wider choice of learning experiences for the 4-H'er, but requires more volunteers for the additional project meetings. It is more complicated than single project clubs to manage.
Project Clubs
Clubs that are referred to as project clubs (1) meet regularly, (2) conduct a business meeting, (3) address county and community issues through service, and (4) focus on one project for the entire membership. In a single-project club, all the members are enrolled in the same project; they may be active in more than one project club.

Supplemental Learning Activities
In addition to the many activities scheduled in club meetings, 4-H members in all clubs are provided access to additional structured learning opportunities though:
- Community Service-Learning projects;
- Day Camps;
- Overnight camping;
- Trips;
- Events and Activities:
  - Competitive Events and Activities (fairs, judging etc.) and
  - Non-Competitive Events and Activities (clinics, workshops, lock-ins, retreats, seminars, etc.).

Club Program Support Materials
These or other materials may be available from your local 4-H office for club support each year.
- Club Secretary’s Book
- Club Treasurer Book
- Club Financial Handbook
- A Guide for Club Officers

Checklist for Annual Club Re-enrollments
- Youth membership forms (completed by each member - signed by parents) on page 9-13 of this handbook.
- Volunteer enrollment forms (completed by each volunteer) on page 23-26 of the South Carolina 4-H Day Program and Club Standards guidebook.
- Annual Charter Request form (signed by club leader)

Your county may provide these forms to you and/or ask you to complete them via South Carolina's license with 4HOnline enrollment system. Check with your county for the enrollment process.
Starting and Maintaining 4-H Clubs

Enrollment Procedures
Enrollment of clubs and all members and volunteer leaders is required for participation. The 4-H program/enrollment year operates from September 1 through August 31. This enrollment is done through the county and submitted to the State 4-H Headquarters, through an online reporting software, called 4HOnline (www.4honline.com). This system requires all fields to be filled out completely and accurately. Check with your county office for procedures.

Establishing and Chartering a 4-H Club
South Carolina has established criteria for enrolling as an official 4-H Club. Official enrollment as a 4-H Club and receipt of a 4-H Club charter gives the club the authority to use the 4-H name and emblem. Clubs must be chartered through a request to the local Extension Office, meeting the minimum criteria and receiving written approval. Criteria for clubs in South Carolina are as follows:

- The club has 5 or more members (from at least 2 families) with completed enrollments.
- The club is organized with youth officers or defined youth leadership roles.
- There are one or more appointed club volunteers, following application, screening and training.
- An initial meeting place is secured for at least several consecutive months.
- An official, non-discriminatory club name is chosen.
- Club rules, which may be in the form of bylaws, are established.
- At least 6 or more regular meetings, plus project meetings, are scheduled.
- A written educational plan/calendar for the club program and activities is presented to the county 4-H office (draft is okay).
- Follows the affirmative action policy of the Cooperative Extension Service.

A copy of the club enrollment is kept on file with the County Extension office. When requesting a club charter, the New 4-H Club Charter Application or Annual Request for Club Charter form should be completed by the Club Secretary and signed by the Club President, Club Organizational Leader, and Extension Faculty. Once completed, the Extension Faculty will then forward the request to the State 4-H Headquarters. This form, provided on the next pages, can be found at the South Carolina 4-H website, clemson.edu/4h.

Officially chartered 4-H clubs can use the name and emblem of 4-H. Individual clubs may have continuous use of their charter over many years; however, an Annual Request for Charter is required from all clubs. Counties usually require this form to be completed when annual enrollment of individual members are due in the fall. The annual 4-H calendar follows a program year operating September 1 - August 31. A letter from the County Extension Office will acknowledge continued club status annually.
NEW 4-H CLUB CHARTER APPLICATION
(to be completed by Club Secretary)

Name of 4-H Group ____________________________________________________________

Type of 4-H Group ____________________________________________________________
(4-H Project Club, 4-H Special Interest Group, General 4-H Club)

Community/School County
__________________________________________________________

Purpose of Club ____________________________________________________________

Name of Club Leader ________________________________________________________

Date Organized _____________________________________________________________

President: Name ____________________________________________________________

   Address __________________________________________________________________

Vice President: Name ________________________________________________________

   Address __________________________________________________________________

Secretary: Name __________________________________________________________________

   Address __________________________________________________________________

Signed by: ___ __________________________________________________________________

Club President __________________________________________________________________

Club Organizational Volunteer(s) _______________________________________________

4-H Agent __________________________________________________________________

Date of Application ___________________________________________________________

Attachments:
___ Club Program Plan with meeting dates and locations
___ Roster of Club Members
___ Signed Charter Request Form
___ Club By-laws/Rules
___ Club Officers/Defined Youth Roles

Submit to your County 4-H Office
ANNUAL REQUEST FOR CLUB CHARTER

Due: ____________ County Extension Office _______________________

Name of Club: __________________________________________________

Type of Request: □ Establishment of a new club
□☐ Continuance of: _____________________________________________

Purpose of Club: to carry out a continuous 4-H club program, servicing the needs of youth in _________________ County.

Name of Club Leader: __________________________________________

AGREEMENTS:
I understand that if this club disbands during my leadership, all property and funds of this club or group shall be returned to the County 4-H Program Leader. If the group continues, it shall be turned over to the new club leader.

It is the policy of __________________ of the ___________________County (Club Name) (County) Extension Service, 4-H & Youth programs, that all persons shall have equal opportunity and access to its programs and facilities without regard to race, color, religion, gender, sexual orientation, national origin, or disability.

Number of youth enrolled in this club: ______Hispanic ______Non-Hispanic
____Black ____White ____American Indian ____Asian/Pacific Islander ____Other

Club Leader: ___________________________________________ Date: __________
(Signature)

** The approval below will be granted upon receipt of this form for all clubs with minority enrollment. Clubs not meeting this requirement will be notified and will be required to conduct All Reasonable Efforts between the dates of September 1 and December 31.

OFFICIAL APPROVAL FOR 4-H CLUB OR GROUP: On the basis of the above purposes, and having fulfilled the Affirmative Action requirements, the ________________ is authorized to use the 4-H name and emblem in connection with its program and activities and is considered an official 4-H club of the Cooperative Extension Service.

Signed: ________________________________County 4-H Program Leader

[Signature]

4-H Emblem
Maintaining a 4-H Club

Enrolling Members
Youth may join 4-H at any time and clubs may be formed throughout the year. Enrollment of new members and volunteers who join the club during the year can be submitted immediately electronically or in print form to the county 4-H office by the club volunteer. However, many counties promote and recruit new members and “re-enroll” clubs and their membership each fall. Annually, an “enrollment due date” for returning members of 4-H Clubs will be determined by the county 4-H faculty. Enrollment includes choices for projects, releases for use of photographs or program evaluation tools, and agreements for non-discriminatory membership. A state 4-H membership code of conduct/volunteer expectations must be read and signed and submitted with the enrollment. Samples of the Individual Youth Enrollment Form and 4-H Participation Form are located at the South Carolina 4-H website. Enrolling and re-enrolling may be done through the South Carolina 4-H online Enrollment System. Check with your County 4-H Agent for your county’s online enrollment procedures.

Eligibility for competition at fairs or exhibitions and some project involvement requirements are often determined by birth date as of September 1 of the current program year. Other requirements may also be in place at the county level. Competitive event guidelines and supporting information can be obtained from your County 4-H Extension faculty.

Enrolling Volunteers
South Carolina requires a screening and training process prior to serving as an official 4-H volunteer and working directly with youth. Position descriptions that outline leader responsibilities are usually provided. Every Extension volunteer who works directly with youth on a non-supervised basis or for an overnight situation must complete the 4-H Volunteer screening process as well as complete the Child Abuse Prevention and Reporting Training, Emergency Procedure Training and Basic Child Development Training.

The South Carolina 4-H Volunteer Application Forms are located at the South Carolina 4-H website listed at the end of this document or from your county 4-H Extension Office. Once a volunteer is appointed following screening, an annual enrollment form is used to provide updated information to the 4-H office. Enrolling and re-enrolling may be done through the County Extension Office. Returning volunteers must complete a disclosure statement in years 2 and 3 and another background check in year 4.

Throughout the year, youth, staff and volunteers who participate in special programs beyond the club level (e.g. County 4-H Camp, State 4-H Congress, State Leader’s Forum, National Conferences) are required to complete additional forms related to the event.
# SOUTH CAROLINA 2016-17 PROJECT LIST

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Fiscal Requirements of 4-H Clubs

A 4-H club must be chartered to be eligible to use the name and emblem of 4-H. Chartered clubs have several rights and responsibilities for fiscal management of resources garnered in the name of 4-H. All individual clubs in South Carolina operate under the fiscal authority and jurisdiction of Clemson University. Club treasuries and fundraising activities have specific guidelines and procedures to follow. As clubs are formed, club treasurers and designated adult leaders will receive training and materials regarding county 4-H club fiscal policies. Each club receives a South Carolina 4-H Club Treasurer's Book annually.

Financial Accountability
In each county, the County Extension Office is accountable for the administrative oversight of all funds associated with the County Extension and 4-H program.

4-H Agents and staff are responsible for reviewing each clubs financial reports twice a year. That report is located in the South Carolina 4-H Club Treasurer’s Book.

Member Fees/Dues
South Carolina 4-H has a $10 per year membership fee. This fee includes a 4-H T-shirt. Sometimes, counties or clubs require 4-H members to pay additional membership dues and some do not. In addition, counties may assess fees to cover the cost of insurance, newsletters, or other specified items.

Insurance/Risk Management
It is required that 4-H clubs enroll in club insurance for their members each year. This coverage will be in effect for any 4-H Club meeting. This insurance is through American Income Life and is $1.00 per year except for Horse Clubs which are $2.00 per year. In addition, you must take out a Special Event Insurance through the County 4-H Office for any special event that may include others, such as a club sponsored Horse Show. This insurance is $0.40 per person per day and is provided through Clemson University’s Risk Management office.
Evaluating, Reporting and Recognizing Club Performance

South Carolina 4-H and local county agents report data to Clemson University and CSREES/USDA in an annual statistical report of summarized demographic data regarding members and volunteers. This information includes the numbers of clubs in the county, member enrollment, and project information about the program. Youth-development professionals working with a 4-H club for an organization outside Extension will need to work closely with the County 4-H Extension staff to include data on the 4-H club in this report.

In addition to the statistics gathered about the 4-H club, volunteers will want to evaluate the success of the club in providing the support youth need. This will allow club volunteers to communicate how well the club is contributing to the growth and development of its members. This assessment involves more than gathering numbers. While the numbers of youth participating does indicate a level of success in reaching youth (they keep coming or drop out), there are other indicators that will help assess what is happening in the club. Work closely with the 4-H Extension faculty and use quality evaluation tools to assess club progress.

Club Performance Recognition

Club recognition systems exist to recognize clubs for their performance. Clubs may strive to reach specific standards of performance just as individual club members work to achieve standards. South Carolina 4-H provides four levels of recognition—bronze, silver, gold, and emerald for 4-H Club attainment. Each of the four levels of standards is available for clubs to achieve. Criteria for Club Performance Standards can be found on pages 17-19.

BRONZE Clover
Club will receive a BRONZE Clover Certificate and name printed in the 4-H newsletter.

SILVER Clover
Club will receive a SILVER Clover Certificate and name printed in the 4-H newsletter.

GOLD Clover
Club will receive a GOLD Clover Certificate and name printed in the 4-H newsletter.

EMERALD Clover
Club will receive an EMERALD Clover Certificate, name printed in the 4-H newsletter and name in a news article submitted to the local newspaper for publication.
Standards of Excellence for 4-H Clubs and Groups

Check the following Club Performance Standards completed during the 4-H year. Documentation may come from meeting minutes, scrapbooks, photos, newspaper articles, letters, etc., and should be attached to this form.

Club/Group Name ____________________________________________
County ____________________________________________________
Club/Group President Signature __________________________ Date __________
Organizational Volunteer Signature __________________________ Date __________
Total Number of checked responses for the 20 Excellent Standards __________

Club Performance Standards

_____ 1. Club/group had a planned annual program that includes group goals. (Ex: recruit 4 new members; all members will choose one county learning activity to attend)

_____ 2. Club/group members were actively involved in planning the club/group’s annual program.

_____ 3. Club/group selected an area of focus for their annual program. (Ex: health & fitness; environmental science; pet care; community service; intercultural understanding) OR club/group is represented in the community, by serving on a committee, council or board with adult partners.

_____ 4. Club/Group members were involved in implementing the annual program/activities. (Ex: planning and bringing snacks; leading the pledges; calling club/group members for a meeting or assignment; presenting a demonstration; organizing a tour; introducing a speaker; leading recreation; teaching others)

_____ 5. A calendar for the year was printed and distributed to members, parents, volunteers, and the local Extension Office. (Ex: identify meetings dates, locations, educational programs; special projects; social events; county or district events)
6. All members were invited and at least 75% of club/group members were involved in at least nine club/group activities during the year. 
   (Ex: meetings; club/group tours; recognition event)
7. Club/Group officers were elected or appointed, and fulfilled their leadership roles.
8. Club/Group completed at least one (1) community service project.
9. Club/Group completed at least one (1) promotion activity that promotes 4-H visibility at the community or county level. 
   (Ex: participating in a community parade; radio interviews during National 4-H Week; project displays in business windows; or doing website development for County Extension office.)
10. Club/Group has completed at least one (1) project that promotes 4-H visibility at the county, multi-county, district, state, multi-state, national or global level.
11. Club/Group recruited at least one (1) project volunteer for at least 75% of the member’s project learning areas.
12. At least 75% of the members made progress toward individual 4-H project goals.
13. Group developed a method to communicate with families at least three (3) times per year regarding club/group activities, education, and achievements. (Ex: newsletters; e-mails; calling tree; group activity that includes families)
14. Club/Group planned at least one (1) activity to include parents and families in club/group activities. (Ex: project showcase; skating party; tours; recognition event)
15. Members took part in a variety of non-competitive activities and/or meetings beyond the 4-H club/group level. (Ex: county project workshops; council meetings; interstate exchange programs)
16. A scheduled recognition event was held for members, volunteers and parents.
17. Club/group planned and implemented at least one multi-club activity. 
   (Ex: doing multi-club community service; several clubs managing a community or county event; conducting a multi-club learning or social event)
18. Members participated in competitive 4-H events beyond the club/group level. (Ex: county events; district events; state fair; project area competitions)
19. 4-H club/group consistently had a safety/supervision ratio of 1 adult to 10 youth.
20. The racial/ethnic composition of the club reflects the diversity of the surrounding community. (If club does not reflect the diversity of the community, then successful efforts to contact minority citizens in person, by mail, and through mass media may be used. Work with your county 4-H agent for help achieving this goal.)

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This report is due in the State 4-H Office June 1 of the current club year.
4-H Clubs

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

Written and Designed by Amy McCune (2007)

Grateful acknowledgement is given to the Extension Services of the following Universities for the use of ideas and content in portions of this guide:
- University of Kentucky
- University of Missouri
- Pennsylvania State University
- University of Tennessee
- 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 clothes 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.
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.
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
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
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.
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 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 Robert’s 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.
**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.

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**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, (engage the youth-adult partnership model) and 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 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

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

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

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)
**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:
## Sample Songs

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

<table>
<thead>
<tr>
<th>Oh, it isn't any trouble just s-m-i-l-e*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oh, it isn't any trouble just s-m-i-l-e*</td>
</tr>
<tr>
<td>If ever you're in trouble,</td>
</tr>
<tr>
<td>It will vanish like a bubble,</td>
</tr>
<tr>
<td>If you only take the trouble to just s-m-i-l-e*</td>
</tr>
</tbody>
</table>

Chorus:

<table>
<thead>
<tr>
<th>Ha ha ha ha ha ha</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ho ho ho ho ho ho ho</td>
</tr>
<tr>
<td>Hee hee hee hee hee hee hee</td>
</tr>
<tr>
<td>Ha ha ho ho hee hee</td>
</tr>
</tbody>
</table>

*G-R-I-N grin
G-I-giggle-e
L-A-U-G-H

### I'M A NUT

<table>
<thead>
<tr>
<th>I'm a little acorn round</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lying on the cold, cold ground.</td>
</tr>
<tr>
<td>Everybody steps on me.</td>
</tr>
<tr>
<td>That is why I'm cracked you see.</td>
</tr>
</tbody>
</table>

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

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

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 role 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,

**Step 1:** ask each person to mentally think of a number from 1 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 By-laws** - 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
South Carolina 4-H Treasurer’s Book

New version to be released soon!!!
Dear Members, Volunteers, and Advisories,

Thank you for your active participation in South Carolina’s 4-H Program! It is our intention that this book will help you in your endeavors as treasurer or leader. This book is designed to alleviate stress and answer questions about your 4-H account that you may have or that may arise throughout your service.

This handbook will be full of examples that will clearly show how forms are completed and records kept. Based on the 4-H Treasurer’s Book, originally developed by Cooperative Extension at Michigan State University, South Carolina 4-H Youth Development and Clemson University Cooperative Extension is developing this book together specifically designed to fit your needs!

As many of you are aware, all 4-H Club accounts in South Carolina have been moved to the Clemson University system. This helps to protect club leaders, 4-H, and Extension staff from financial liability, reduces tax liability for club leaders, offers secure financial systems, grants access to state contract pricing/discounts, and offers eligibility for 501(c)3 tax-exempt gifts or non-profit funding opportunities. This new Treasurer’s handbook will be updated to reflect all the new forms and changes to financial reporting procedures to make it as simple as possible. Thank you for working with us through this process!

Sincerely,

Clemson University Cooperative Extension
South Carolina 4-H Youth Development

New version to be released soon!!!
Clemson University Cooperative Extension Service offers its programs to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, gender identity, marital or family status and is an equal opportunity employer.