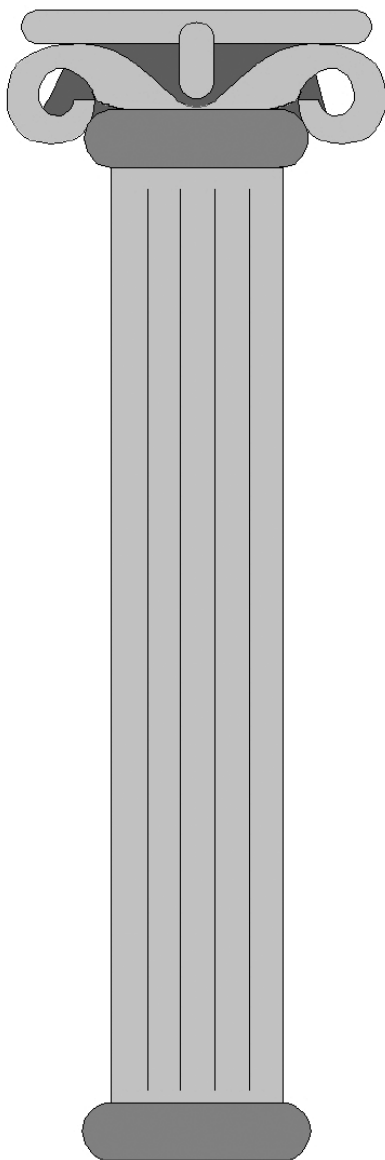


Handbook for 4-H Club Officers Leader's Guide





Developed and written in 2008 by the 4-H Volunteerism Team: Susan England-Lord, Wyoming County Extension Agent; Rhonda Coleman, Raleigh County Extension Agent; David Hartley, Kanawha County Extension Agent; Deb Tate, Fayette County Extension Agent; Jennifer Lipscomb, Randolph County Extension Agent; Liz Post, Lewis County Extension Agent; Mark Whitt, Mingo County Extension Agent; Michael Pollard, Logan County Extension Agent; Patrick Nestor, Extension Specialist, Volunteer Leadership; and Jean M. Woloshuk, Extension Specialist, 4-H Youth Agriculture.

Introduction

The *Handbook for 4-H Club Officers* is a guide for the 4-H club officers. Club officers plan and carry out community club meetings. This process encourages officers to learn experientially. High-quality youth development experiences don't just happen; the best ones are carefully planned. By focusing on the life skills to be developed, a leader is able to support officer and club member growth. This growth results in increased

- planning and organizing skills
- teamwork, leadership, and social skills
- communication and public speaking skills
- self-responsibility and decision-making skills
- record-keeping and management skills

The “Targeting Life Skills Model” of learning, developed by Dr. Patricia Hendrix, Iowa State University Extension youth specialist, provides a context for the leader to engage officers and members in the club planning and meeting process.

The most effective club meetings last 60 to 90 minutes and are divided into three components – business, program, and recreation. Planning is the key to developing effective club meetings. The forms (pages 19-47) will help your planning process.

Club officers have an important responsibility to their club, to West Virginia University, and to the public. Officers are responsible for a public, nonprofit organization – a 4-H club. The club has educational goals for its members, service and membership goals for the community, and fiscal and legal responsibilities to West Virginia University.

A club’s youth members should make the club’s decisions, with leadership provided by the club’s officers. Adult leaders are present as advisers, project leaders, resource providers, youth coaches, and, as necessary, facilitators to nurture the youth leadership and planning process.

Officer Leadership:

Experiential Learning takes place when a person is involved in an activity then looks back and evaluates it, determines what was useful or important to remember, and uses this information to perform another activity.

– John Dewey



Patricia A. Hendricks, Ph.D., Iowa State University Extension

Club Officers and Responsibilities

As an officer, you will manage the planning and implementation of the club's programs and business. You will be a guardian of the club's legal, financial, social, and educational responsibilities. Officers are responsible for ensuring that the club is inclusive and does not discriminate on the basis of race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status.

Good 4-H Club Officer Characteristics

- Trustworthy
- Responsible
- Respectful
- Fair
- Caring
- Good Citizen
 - Friendly
 - Sincere
 - Loyal

Officer Responsibilities

- Learn and carry out the duties of your office.
- Be an active member of the board of officers.
- Attend officer executive board meetings.
- Attend club meetings and activities.
- Lead in planning meetings and events.
- Give your opinion on issues, but also listen to what others have to say.
- Actively represent 4-H in your community.
- Let the officer adviser know if you are not able to attend a meeting.



Sample Installation for Newly Elected 4-H Club Officers

The retiring president and the leader sit at a table in the front of the room. The table could have 4-H and United States flags or other appropriate decorations.

Retiring President:

We will now install the new officers of the _____ 4-H Club. Will the guide please bring the newly elected 4-H officers forward. (The guide leads the new 4-H officers to stand in front of the table.)

Guide:

May I present the newly elected 4-H officers of the _____ 4-H Club:
President –
Vice President –
Secretary –
Treasurer –
Reporter –
Health Officer –
Song Leader –
Recreation Leader –

Retiring President:

4-H club members, you have been selected to serve as officers of your 4-H club. This is both an honor and a responsibility. You will at once learn the duties for your office. The way you carry out these duties will help determine the success of your club. Each officer, along with each club member, will strive toward the same goal set forth in our 4-H motto, "To Make the Best Better." Will the new 4-H officers repeat after me, giving your names: "I _____ do pledge myself to perform faithfully the duties of the office I am about to assume."

Leader:

It is the responsibility of each of us – leader, officers, and members – to work together. By working together, a group is made strong. Let us all stand and say the 4-H Pledge – as we accept the challenges and opportunities ahead.

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.

(audience and officers sit)

Retiring President:

Fellow 4-H'ers, I present the officers of your choice. Congratulations to you for having chosen well. To the new officers, I extend congratulations from the club and wish you well as you assume your duties. As we close our installation, let us sing a 4-H song together.

Responsibilities of All Officers

The 4-H club officers, working together under the supervision of an adult leader, perform many duties. Some important duties are the following:

- Secure new members and organize the club.
- Plan the program for the year.
- Conduct and take part in the meetings.
- Keep the club records and give them to the leaders or adviser as required.
- Maintain a good spirit and interest in the club or council.
- Help every 4-H'er find an opportunity to contribute to the club.
- Maintain a good relationship with all individuals and groups.
- Maintain contact with the WVU Extension office.
- Attend the 4-H officers' training session.

The President

So you're the president of your 4-H club or council! You have an important job. Your fellow 4-H'ers have shown their support in your leadership by electing you to the highest position in your 4-H club or council. The harmonious working of the group depends upon you. You should learn how to conduct a business meeting, how to cooperate with your 4-H'ers, and how to make your club "click."



Duties of the President

- Plan the business part of the meeting with other leaders before meetings are held.
- Check on meeting arrangements, seating, lights, and temperature of the meeting place.
- Prepare a meeting agenda in advance.
- Know parliamentary procedure so that you can conduct an orderly meeting.
- Start and end the meeting on time.
- Preside and call the meeting to order and direct the business meeting.
- Appoint a temporary secretary if the secretary is absent.
- Keep order. Be courteous but firm.
- Provide opportunities for all members to be heard. Encourage everyone to participate.
- Decide points of order fairly.
- Guide the meeting in a courteous, tactful way; avoid talking too much. Keep the program moving. Remember that the meeting belongs to the 4-H'ers. The president is only the "pilot" and should avoid giving opinions on motions under discussion.
- Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- Appoint committees when directed by the club or council and define the responsibilities of the committee. Counsel with leaders if necessary.
- Check frequently on the progress of committees and ask for a report from each chairman.
- Delegate responsibilities so that every 4-H'er has some job in the group at one time or another.



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- Help plan a program for each month in the year.
 - Arrange to have another person (usually the vice president) preside if you cannot attend a meeting.
 - Work with other officers to plan programs and carry out events.
 - Keep in close touch with the local leaders, county WVU Extension agents, and state adviser.
 - Attend the officers' training session.

If You Have a Guest Speaker

- Meet the speaker at the door and extend a cordial welcome.
- Know the following about the speaker:
 - a) The speaker's full name and how to pronounce it properly.
 - b) The title the speaker prefers to be introduced by.
 - c) The name of the topic.
 - d) The speaker's preference about having questions or discussion after the talk.
- Introduce the speaker to some of the members and leaders who can discuss something about the 4-H organization.
- Discuss meeting plans and the time allowed for the program.
- Encourage members to be ready to start a discussion and/or ask questions after the talk.

The Vice President

The vice president ranks next to the president. You take the president's place if that officer resigns or is not present at a meeting. Probably your biggest and most important job is acting as chairman of the program committee.

Duties of the Vice President

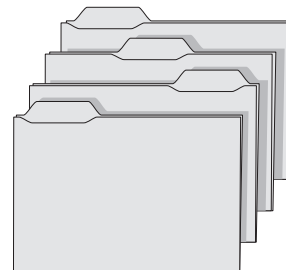
- Know parliamentary procedure so that you can conduct an orderly meeting.
- Preside at meetings in the absence of the president.
- Know the duties of the president.
- Serve as chairman of the program committee. Prepare a calendar of events. Be responsible for following through with each monthly program. Notify members who are on the program committee.
- Arrange a well-balanced program for each meeting. Announce the program at each meeting.
- Work closely with the president, leaders, and other officers on all club activities.
- Consult with the president on plans or special work needed.
- As program chairman, sit near the front of the room or at the table with the president and secretary.
- Attend the officers' training session.

Being organized is the most important thing in managing successful club meetings, and organization requires planning. To develop effective meetings, allow two hours of planning time for each hour of meeting time.

– Volunteerism Team, April 2008

The Secretary

Congratulations on being elected to one of the most important offices in your club! The club or council has entrusted to you the responsibility of maintaining the records. Ask your leader or adviser for a copy of the *4-H Secretary Record Book* or visit the West Virginia University Extension Web site (www.wvu.edu/~exten/infores/pubs/4hpubs.htm#support) to help you with this task. Much of the success of the club or council depends upon the working relationship between you and the president. This is your opportunity to help the president make the club “click.”



Duties of the Secretary

- Sit with the president at the desk or table in front of the room.
- Record any officers elected, committees appointed, and other business brought before the club.
- Call the roll at the request of the president and record the attendance.
- Stand and read minutes of the last meeting when the president calls for them. Make corrections given by 4-H members.
- When called upon by the president, state any unfinished business left from the previous meeting. If there is none, so state to the president.
- Read correspondence directed to the club or council when called upon by the president; write replies when necessary.
- Initiate correspondence as directed by the club or council. Keep copies of all correspondence for future reference.
- Collect and record reports of all committees and all written resolutions.
- Cooperate with the reporter in preparing articles for the newspaper.
- Call the meeting to order in the absence of the president and vice president and have a temporary chairman elected to preside.
- Assist the president during the meeting by writing each motion as stated. Be prepared to read the motion.
- Advise the president on matters of business to be taken up. Help to start and to end on time.
- Maintain a record of all officers, standing committees, and special committees.
- Inform the president if you will be absent. The president will appoint an acting secretary for the meeting.
- Submit regular reports to the leader or to the county WVU Extension office as requested.
- Attend the officers' training session.

What the Minutes of the Meeting Should Contain

- Name of the club or council; hour and place of the meeting.
- Name of the presiding officer, roll call, approval of the secretary's minutes, and the treasurer's balance.
- A summary of reports given.
- Business transacted. Each motion should be fully and accurately recorded, giving the exact wording and the name of the person seconding it. The result of the vote should also be given.
- State whether the motion passed or failed. State the time that the meeting was adjourned.
- Signature and title of person who recorded the minutes.



The Treasurer

Your club or council has placed upon you the responsibility of keeping the financial records. For any club or council to make wise use of money it has earned, 4-H'ers need to know the financial status of their club or council. Ask your leader or adviser for a copy of the *4-H Treasurer's Record Book* or visit the West Virginia University Extension Web site (www.wvu.edu/~exten/infores/pubs/4hpubs.htm#support).



Duties of the Treasurer

- Take charge of all the money taken in by the club.
- Keep an accurate record of:
 - all money received and its source
 - all money paid out, showing who received the money and what it paid for
- Deposit in a checking account in a local bank all money as soon as it is received.
- Do not keep large sums of club or council monies at home or on you personally.
- Do not mix money belonging to the club or council with private funds.
- Never use club or council money to pay personal bills no matter how short the time intended for the loan.
- Give a report of money received, bills paid, and amount on hand at each meeting when called upon by the president.
- Be ready to give an itemized account of funds at any time on request of members or leaders.
- Pay money out of the treasury (by check) only as approved by the club or council or as specified by the bylaws of your club or council. Promptly pay bills authorized by the club or council. Canceled checks will serve as receipts.
- You are responsible for the club or council funds until your successor is elected. An auditing committee should check your records before they are turned over to your successor.
- Serve as chairman of the finance committee whose main responsibility is planning ways of raising money for the club or council.
- Give complete, accurate records to your successor at the end of the year.
- If your club or council disbands, turn over remaining funds for disposition as approved by the club or council or as specified by the county program guidelines.
- Attend the officers' training session.

The Reporter

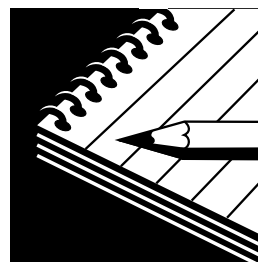
Reporting 4-H news can be an exciting adventure, and it could be the beginning of a new and exciting career. The 4-H reporter has the privilege and opportunity of telling others about 4-H. Newspaper editors like news stories about 4-H because their readers like to know what young people are doing. For your club to obtain the support, respect, and goodwill of the people in the community, it is important for you to keep them aware of the good work done by your club. To do this, your reports must be factual and must answer the questions of “Who, What, When, Where, Why, and How.” To be news, a 4-H event must be one or more of the following: (1) recent, (2) important, (3) close to the place of publication, (4) unusual, or (5) interesting. It must always be accurate.

Duties of the Reporter

- Spread the good news of 4-H and your club or council to the people.
- Write a report of each 4-H meeting immediately following the meeting and mail it, e-mail it, or take it to the local newspaper editor as soon as possible. Send a copy to your county WVU Extension Agent as well. Remember that old news is worse than no news.
- Make a collection of clippings and news items concerning your club or council for the permanent record.
- Write articles about special 4-H events for your local newspaper.
- Serve as chairman of the publicity committee.
- Attend the officers’ training session.

Suggestions for Good “Straight” News Story

- Type your story.
- Put your name, address, and phone number at the top of the page.
- Double space.
- Leave wide margins at the left and right.
- Write stories in the third person (he, she, they).
- Keep sentences short.
- Leave out personal opinions.
- Be sure all names are spelled correctly.
- State the most important or most interesting fact in the first paragraph. In the following paragraphs, give the information in the order of importance.
- Keep paragraphs short (not over 40 to 50 words).
- If possible, submit good pictures with your stories.
- Visit the local newspaper office and radio and TV stations to find out what news writers want and will use.
- Recognize that your story may be cut or changed (or not used at all). Remember the reporter’s ABCs: Be Accurate! Be Brief! Be Concise!



The Parliamentarian

As parliamentarian of your 4-H club or council, your duties are as follows:

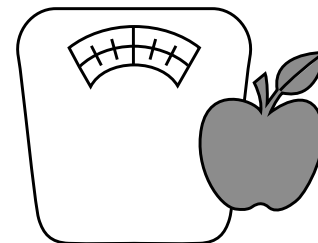
- Be knowledgeable about parliamentary procedure and its application in a meeting.
- Carry *Robert’s Rules of Order* to meetings as a reference.
- Make final decisions on any discrepancy in the parliamentary procedure of the club.
- Attend the officers’ training session.



The Health Officer

Education, family and peer support, and a community environment that promotes healthy behaviors may help prevent a lifetime of health problems. As 4-H health officer, your efforts can make a real difference in improving the health of West Virginians!

In this office, you provide leadership for the Health “H.” You are responsible for educating, inspiring, and leading club members in “Health for Better Living.”



Duties of the Health Officer

- Serve as chair of the 4-H Club Health Committee.
- Work with other officers and leaders of the club to develop a yearly plan for including health activities in each 4-H club meeting.
- Use the *4-H Club Health Activity Guide* to carry out one or more activity at each meeting. This may include:
 - Giving the club secretary roll call ideas related to health.
 - Conducting an Instant Activity.
 - Challenging club members to practice the Health H by making a plan to meet the monthly health challenge found in the 4-H Club Health Activity Guide and the 4-H Health Planner.
 - Giving nutritious snack ideas to the person(s) responsible for club refreshments.
 - Working with the leader to have copies of the 4-H Family Handouts ready for members to take home after each club meeting.
- Gaining support from members and leaders to do a club community service project related to health.

The Song Leader

One key to a good 4-H meeting is singing. The manner and enthusiasm in which the song leader leads the club in singing can set the tempo and mood for the activity that follows. The song leader should be full of energy and ready to go with the right song at the right time.

Duties of the Song Leader

- Take charge of music (books or handouts) and distribute and collect materials at club meetings.
- Lead the club in singing or get others to lead.
- Before the meeting, work with the president and leader to list songs to be used.
- Know the West Virginia 4-H songs and teach them to other members.
- Provide special music for club meetings as needed.
- If there is an accompanist on an instrument, go over the songs to be used before the meeting starts.
- Get the club members’ attention and give a definite movement to start the song.
- In selecting songs, be careful to sing the right song at the right time. To be the best song, it should fit the occasion.
- Attend the officers’ training session.

The Recreation Leader

A little fun is important at all meetings. The members' interest in club meetings depends a great deal on how much they enjoy attending. The club members will be counting on the recreation leader to help them have a good time. The recreation leader will strive to have a well-balanced recreation program for the club and to help the members learn new games.

Duties of the Recreation Leader

- Check the meeting place and plan appropriate recreation.
- Before the meeting, make a list of games to be used.
- Give thought to having the right game at the right time. It is good to know active games, quiet ones, etc.
- As chair of the recreation committee, see that special recreation, parties, or picnics are provided when needed.
- Plan and lead several games for the recreation period and also see that other members lead games.
- Work closely with the refreshment and program committees so that games can be chosen to fit their plans.
- Prepare some activity such as puzzles and get-acquainted mixers, which club members may begin as soon as they arrive at the social meeting.
- End the recreation when interest is high and end it on time.
- Attend the officers' training session.

Other Leadership Roles

Other officer or committee chair positions can be determined for expanding the leadership roles within your club. Some others might include:

- Community Service
- Volunteer Recognition
- Holiday Gatherings
- Parent/Family Recognition

Notes



Planning the Club Year

Before the club year begins, the community club leader, and the officers meet together to complete the following tasks:

- Review the duties of each officer.
- Set annual club goals for membership, programs, and community service.
- Develop a yearlong club program calendar.
- Plan the club budget.

At Club Meetings

- Work as a team to set up and clean up the meeting area.
- Greet guests, members, and leaders as they arrive.
- Offer help when needed.
- Help new or younger members become acquainted with 4-H terms.

End of Year

- Give all reports to the community club leader.

A Well-planned 4-H Meeting

A well-planned meeting consists of three main parts:

- Business
- Program
- Recreation

Every officer should know the accepted procedure.

Business

Generally, the meeting follows this order of business:

- Call to order
- Pledges to the flags
- Group singing (if held)
- Roll call
- Reading and approval of minutes
- Reports from officers, executive committee, and leaders
- Reports of standing committees
- Unfinished business
- Installation (if held)
- New business
- Announcements
- Adjournment



Program

A program consists of a combination of talks, demonstrations, slide presentations, movies, or musical presentations as determined by the program committee. Programs should be interesting to all members.

The program should be well-balanced, with variety to add interest and enthusiasm. Avoid repetition by varying the program from meeting to meeting.

Recreation

Recreation is the social part of the meeting. When planning recreation, the recreation leader should consider the interests of the 4-H'ers and the time and facilities available. A good recreation program offers something for all the members, not just a few.

Parliamentary Procedure for Club Meetings

Parliamentary procedure is the etiquette of organization. It is a uniform, businesslike procedure organizations use to ensure that all members have a chance to participate and reach conclusions. Parliamentary procedure is merely the application of good manners.

You must know some of the basic principles of parliamentary procedure in order to conduct a good meeting.

Here are some points you need to know:

1. How to call the meeting to order.
2. How to call for reading of minutes, approval, or corrections.
3. How to be recognized or to get the floor.
4. How to make a motion.
5. How to amend a motion.
6. How to table a motion.
7. How to postpone a motion.
8. How to call for questions.
9. How to call for committee reports.
10. How to call for various types of votes.
11. How to reconsider a motion.
12. How to adjourn the meeting.



Parliamentary Procedure

By observing a few rules, your 4-H club meeting will move like clockwork. Here are a few things that will help you with parliamentary procedure in your club.

To call the meeting to order

The president stands, raps once on the table, and then says, "The meeting will please come to order."

To call the roll

The president, still standing, says, "Will the secretary please call the roll." Then the president sits down. The secretary may or may not rise as the roll is called.



Reading and approving the minutes

The president, standing, says, “Will the secretary please read the minutes of the preceding meeting.” The president sits down and the secretary stands while reading the minutes. After the minutes are read, the president will say, “Are there any corrections to the minutes?” After a pause, he/she then continues, “If not, the minutes stand approved as read.” Any corrections are made before the minutes are approved.

Reports of officers and committees

It is not expected that every officer and committee will have a report, and it is not always necessary to call the names of all committees. To get these reports, the president should say, “We will now have the reports of officers (or committees).” Then the president calls the names of the officers first, followed by the committees.

Unfinished business

Unfinished business is any item not completed at the last meeting and pending in the secretary’s minutes. The president will call for these motions by saying, “Mr. (or Madam) Secretary, is there any unfinished business?”

New business

After all postponed business has been taken care of, the president calls for new business by saying, “Is there any new business?” After new business is completed, the president will present the program chairman who will introduce the program. At the end of the program, the program chair turns the meeting back to the president. The president then will entertain a motion to adjourn. (*NOTE: The meeting may be adjourned before the program, with the president then presenting the program chair.*)

Steps in Making and Voting on a Motion

The member addresses the chair (president)

A member who wishes to speak in a meeting should rise and address the chair as “Mr. President” or “Madam President.”

The chair (president) recognizes him/her

The president will do this by saying, “Bill” or “Jane.” The use of first names for recognition is permitted. Once recognized, that person “has the floor.” Only that person is allowed to speak and should not be interrupted. All remarks are directed to the president. There should be no talking among members.

The member makes the motion

Having been recognized, the member states the motion as follows: “I move that _____.” Do not say, “I make a motion that” or “I move you.”

The motion is seconded

All ordinary motions must be seconded. This should be done promptly. To second a motion, it is not necessary to be recognized by the chair or to rise. Any member may say, “I second the motion.” If there is no second, the president might call for a second by saying, “Is there a second to the motion?” If there is no second to the motion after a pause, the president will then say, “The motion is lost for want of a second.” Then this motion cannot be considered for further discussion.

The chair (president) states the motion

After the motion has been seconded, the president repeats it clearly so that all members will know what the motion is. The president says, “It has been moved and seconded that _____. Is there any discussion?” This discussion is necessary so that all members have a chance to express their opinion or help clarify the question.



The chair (president) puts the motion

When it seems that all who wish to speak on the motion have done so, the president may say, “Are you ready for the question?” If they are ready to vote, the members say, “Question.” The president then asks for a vote on the motion. A motion can be brought to vote by any member who calls out “Question.” (It is not considered good manners to call for question unless all members have had a chance to discuss the motion.) The president always asks for both a “yes” and “no” vote.

The chair (president) announces the results

After the vote is taken, the president must announce the results. The usual form is, “The ayes have it and the motion is carried,” or “The no’s have it and the motion is lost.”

Privileged Motions

Privileged motions relate to order and the rights and welfare of the members. They rank higher than subsidiary motions or main motions. Thus, they must be dealt with as soon as they are made. Three of the motions refer to actions of the entire club. They include taking recess, setting the time to adjourn, and adjourning. The motions are not debatable and require a majority vote to pass.

Recess

This is a request to take a short intermission. This request may not be made when debating on an amendment or bylaws, but can be requested at other times.

Fix time to adjourn

Sometimes an ending to a meeting has not been specified. A member may wish to fix a definite time for adjournment and to set the time, and sometimes the place, of another meeting to continue the business of the group.

Adjourn

The correct way to adjourn the meeting is for a member to rise, be recognized, and say, “I move to adjourn,” or “I move that the meeting be adjourned.” This must be seconded and a vote taken. Sometimes the president, after all business has been transacted, might call for a motion to adjourn by saying, “Do I hear a motion for adjournment?” Two other privileged motions are “calling for the orders of the day” and “raising a question of privilege.”

Call for the orders of the day

This motion does not need a second and is a way of requiring the group to conform to its agenda. No vote is taken and the group must stick to the agenda.

Raise a question of privilege

A question of privilege may be made by anyone. It often is used to allow a request or main motion relating to the rights and privileges of members, which is of immediate urgency, to be dealt with while other business is pending. The member stands, addresses the president, and says, “I raise a question of privilege.” This motion does not require a second. The president says, “State your question.”



Subsidiary or Secondary Motions

Sometimes in order to properly deal with a main motion, it is necessary to make a subsidiary motion. That motion must be voted on before the main motion can be discussed further. The most common subsidiary motions are the following:

Making an amendment

Amendments to the motion change the meaning of the original motion, usually by adding to or striking out a phrase or phrases included in the motion. An amendment must be seconded and voted on before the motion, as amended, can be voted on. If there is more than one amendment to a motion, the president should try to obtain a new motion. The proper way for a member to propose an amendment is to be recognized by the president, rise, and say, "I move to amend the motion by striking out _____," or "I move to amend the motion by adding _____," or "I move to amend the motion by striking out _____ and adding _____." The president then handles the amendment as a main motion. If the amendment passes, the president says "The amended motion now reads _____," placing the amendment in the proper place as the motion is read.

To postpone a motion

A member who feels that a motion should not be voted upon until more members are present or additional information is available may move that it be "postponed until _____ (a certain time)" or "postponed indefinitely."

To refer a motion to a committee

At times it is necessary that a question receive more thorough study that can be done in the open meeting. A member may wish a committee to study the question. This can be done by saying, "I move that the question be referred to a committee of three appointed by the president." Sometimes the question can be referred to a standing committee; however, if a committee is to be appointed, the motion to refer to a committee should also contain the number of members to be on the committee and how the committee should be selected.

Tabling a motion

A member who feels that discussion of a motion is taking up time needed for more urgent business may move that it be tabled. To do this, she/he says, "I move to table the motion." This must be seconded, and it cannot be debated or amended. A vote must be taken on a motion to table as soon as it is seconded. At any time during the meeting, this motion may be taken from the table by a motion to do so. If a motion is not taken from the table during the meeting at which it was tabled or in the following three months, it is considered to have been killed.

Incidental Motions

Some motions are incidental to the business being transacted and are in order when needed. The most common of these is reconsidering a motion.

To reconsider a motion

If a member feels that the club acted too quickly on a question, she/he may move to reconsider the question.

Methods of Voting

Acclamation or voice – “Yes” or “No”

Show of hands

Rising

Secret ballot (used most for elections)

Roll call (members answer when name is called)

Whenever a voice vote is taken and a member feels that it was not clear, she/he might call for a “division of the house,” which means that another vote must be taken by either a show of hands or members rising. *The president should not vote. He or she may vote in case of a tie vote, but does not have to. If the vote is a tie, the motion loses.*



Interruptions

Two main types of interruptions are allowed. They are point of order and a question of information.

Point of order

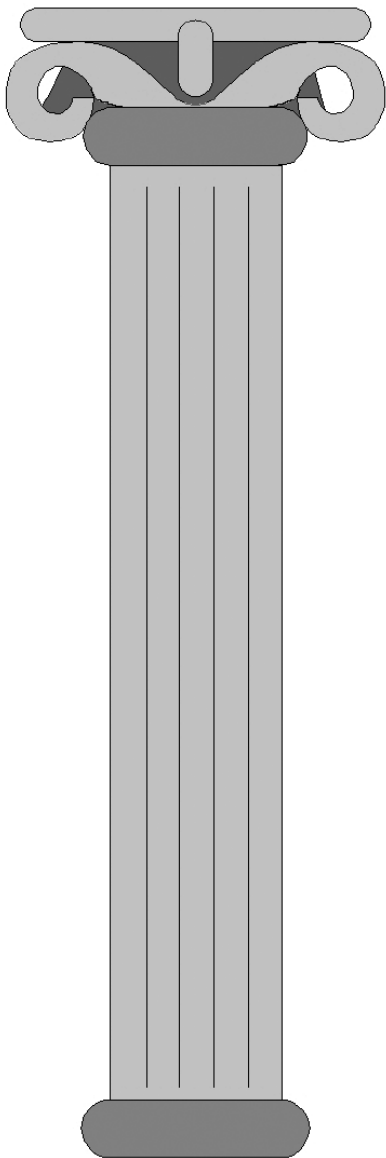
This is used to correct any errors in parliamentary rules. To rise to a point of order, the member rises and says, “Mr. (or Madam) President, I rise to a point of order.” The president responds by saying, “State your point of order.” The member then states his point and the president rules on it.

A question of information

Any member may interrupt the speaker to ask a question to gain information on the subject under discussion. To do this, the member rises and says, “Mr. (or Madam) President, I rise to a question of information. The president says, “State your question.” The member states the question, and the speaker answers it.



4-H Club Officers Forms



4-H Club Leadership Team Form

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

Club Name:		4-H Year:	
Officers	Name	Phone Number	E-mail Address
President			
Vice President			
Secretary			
Treasurer			
Reporter			
Parliamentarian			
Health Officer			
Other			
Other			

Club Name:		4-H Year:	
Leaders	Name	Phone Number	E-mail Address
Club Leader			
Assistant Leader			
Project Leader			
Teen leaders assist adult volunteers with leadership responsibilities in 4-H club and project groups. They are usually 13 to 19 years old.			
Teen Leaders			

Club Name:		4-H Year:	
Committees	Name	Phone Number	E-mail Address
Chair			
Members			
Adviser			
Club Name:		4-H Year:	
Committees	Name	Phone Number	E-mail Address
Chair			
Members			
Adviser			

Club Name:		4-H Year:	
Committees	Name	Phone Number	E-mail Address
Chair			
Members			
Adviser			
Club Name:		4-H Year:	
Committees	Name	Phone Number	E-mail Address
Chair			
Members			
Adviser			

4-H Club Meeting Agenda Worksheet

Agenda Item	Person Responsible
Calling the Meeting to Order	
Pledges	
Reflections	
Roll Call	
Introduction of Guests and/or New Memebers	
Reading and Approval of the Minutes	
Treasurer's Report	
Committee Reports	
Unfinished Business	
Announcements	
Program	
Recreation	

4-H Club Meeting Notes Form

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

Place: _____

Date: _____

Time: _____

Club Officer Presiding: _____

Secretary: _____

Number of Members Present: _____

Number of Leaders Present: _____

New Members and/or Guests: _____

Reflections: _____

Pledge of Allegiance: _____

4-H Motto and Pledge: _____

Minutes: _____

Correspondence: _____

Treasurer's Report: _____

Other Reports: _____

Business: _____

Program: _____

Announcements: _____

Recreation and Refreshments: _____

4-H Club Meetings (Sample Minutes)

The regular meeting of the Highpoint 4-H Club was held at the Community Center on January 23, 2009, at 7:00 p.m.

President Joe Johns called the meeting to order. Harley Joe, Secretary, called roll. Eighteen members answered the roll call with their New Year's resolution. Megan Jones was welcomed as a new member.

Marty Lee led the members in the 4-H Motto and Pledge, and Ruth Leaf gave the reflections.

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

Treasurer Jennifer Tree reported a balance of \$263.86 in the bank.

After discussion, Brandon Bailey suggested forming a committee to plan a visit to the local nursing home on Valentine's Day. Jeff Joe, Morey Lead, and Leather Williams were appointed to be on the committee.

Rhonda Kohn gave a report on the 4-H clothing and textiles project meeting. Kelly Hall reported on County 4-H Teen Leaders, and Tammy Trail gave a report on the upcoming judging contests.

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

Larry Lynn introduced the program, which was a presentation on How to Find a Summer Job.

The president announced that the next meeting will be February 20. The meeting was adjourned for recreation led by Jeff Joe and Leather Williams, and refreshments provided by the Carper family.

Secretary _____

President _____



4-H Club Membership and Attendance Roster

Name	Age 9/1	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug

4-H Club Membership and Attendance Roster

Name	Age 9/1	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug

4-H Club Recruitment Sample

Program Year _____

Club Name _____

Membership Chairperson _____

Community Club Leader _____

Please describe the efforts your club has made to recruit new members from your community, including underrepresented groups, and attach documentation. Be specific. For example, if a school presentation was made, list the name of the school, size of the audience, ethnicities represented in audience, and other pertinent details. Although this is not a club requirement, it is important to show that you are making an effort to invite others to be involved in your club.

Method	Dates	Location	Comments/Description
1. Mass media, including radio, newspapers, TV	Nov. 10, Nov. 14	County Area J. Town	TV ads on local channels. Radio programs. Newspaper articles.
2. Newsletter, posters, flyers, and announcements	Oct. 10	Area Schools	Flyer inviting youth to join our club. Distributed to four schools with approximately 150 kids.
3. Personal letters to underserved audiences	Jan. 19	Town Heights	Notes to two families inviting them to club meetings.
4. Personal contacts with underserved audiences	Oct. 8	County	Referrals from 4-H agent. Called five families and invited them to 4-H club meetings. Talked to 10 families responding to flyers.
5. Community and school groups contacted with information or through community service	February, March, and April	Town 2 Area Maplewood	Valentine's Party with kindergarten and first-grade classes. Distributed cards to children in children's ward of local hospital. Shared 4-H with 50 youths.
6. Membership drive or promotional programs to reach underserved audiences (festivals, fairs, displays etc.)	May	Maytown	Fundraiser at local festival; ATV Safety Workshop during festival; distributed 1,000 flyers to school audience.

4-H Club Outreach Document

Program Year _____

Club Name _____

Membership Chairperson _____

Community Club Leader _____

Please describe the efforts your club has made to recruit new members from your community, including underrepresented groups, and attach documentation. Be specific. For example, if a school presentation was made, list the name of the school, size of the audience, ethnicities represented in audience, and other pertinent details. Although this is not a club requirement, it is important to show that you are making an effort to invite others to be involved in your club.

Method	Dates	Location	Comments/Description
1. Mass media, including radio, newspapers, TV			
2. Newsletter, posters, flyers, and announcements			
3. Personal letters to underserved audiences			
4. Personal contacts with underserved audiences			
5. Community and school groups contacted with information or through community service			
6. Membership drive or promotional programs to reach underserved audiences (festivals, fairs, displays etc.)			



4-H Club Financial Documents

1. Bank Account

- All monies should be placed in a bank account in the name of the club/group nonprofit organization.
- 4-H clubs/groups are not charged a service fee. There may be, however, a charge for printing the club/group name on checks.

2. Employer Identification Number (EIN)

- Every 4-H club/group must have an Employer Identification Number (EIN) to open a checking or savings account. Contact your county WVU Extension 4-H agent to ensure that your club has the EIN number.

3. Signatures

- Each club/group is required to have two (2) names on all checking and savings accounts.
- Chartered 4-H clubs will have the youth treasurer and a 4-H club volunteer on the accounts. The club volunteer should not be the parent of the treasurer. Both signatures are required on each check issued.
- No West Virginia University Extension faculty or staff member's signature may appear on any account belonging to a 4-H club/group authorized to use the 4-H name and emblem.

4. West Virginia University Extension 4-H Club Treasurer's Record Book

- The club/group treasurer must use the WVU Extension 4-H Club Treasurer's Record Book (to show sources and amounts of money received and payments made to whom and for what purpose).
- Treasurer's records become a permanent part of the club records.

5. Annual Budget

- Clubs/groups are encouraged to prepare an annual budget. This is a written plan for raising and spending money for one year.
- Since the members of the club/group approve the budget, it will not be necessary to seek approval for payment of items included in the budget.
- If the club/group does not have a budget, or items arise that are not a part of the budget, each item must be presented to members for approval before payment is made.
- An annual budget accomplishes two things. First, all expenditures of club funds are made with full approval of the club/group. Second, it is a great way for members to learn how money flows in and out of an organization.

6. Receipts

- All income should be acknowledged with a written receipt, preferably prenumbered. These receipts are the backup documentation for bank deposits. The receipts become a permanent part of the club/group records. The receipt should include:
 - the source of the funds (such as car wash or plant sale), and the date
 - the name of the person making the payment, if possible

7. Payments

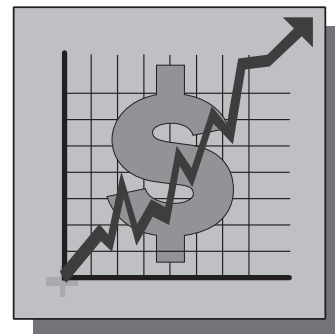
- Payments should be made only in response to a written bill or sales receipt.
- The itemized receipts, clearly stating what was billed, with the check number and the date of the check on it will also become a permanent part of the treasurer's records.

8. Cash Donations

- Cash donations must be acknowledged in writing to the donor and must include the amount of the contribution.
- A copy of the acknowledgment must be kept with the treasurer's records.

9. Noncash Donations

- Noncash donations (consumable donations of supplies or miscellaneous items) should also be acknowledged in writing to the donor. A description of the item(s) must be included in the acknowledgment. Valuation of noncash donations is the responsibility of the donor, in consultation with his/her tax adviser and individuals qualified to appraise an item of this type.
- It is not appropriate for a 4-H club/group, faculty/staff member, or 4-H volunteer to place a value on items donated. Valuation of noncash donations is the responsibility of the donor, in consultation with his/her tax adviser and individuals qualified to appraise an item of this type.
- Donors cannot specify the individual recipient of cash or noncash donations. A copy of the acknowledgment must be kept with the treasurer's records.
- Clubs should not feel compelled to accept noncash gifts. Contact the 4-H faculty/staff member whenever there are questions about accepting and/or managing donations.



Club Budget and Principles of Successful Fund-raising

1. Decide on the need and purpose of a 4-H club fund-raiser. Be sure the 4-H club members understand and support the need and purpose of the fund-raising. Organize the fund-raising activity to make it a learning experience for the club members. Through careful planning, 4-H club members can learn:
 - How to handle and account for funds
 - How to plan and carry out a money-raising activity
 - How to share with other club members and the community
 - Teamwork
 - Self-reliance
2. The WVU Extension agent responsible for 4-H must approve all club/group and county fund-raising activities before the event occurs.
3. Keep fund-raising to a minimum. One or two events a year is plenty. Keep the goals of fund-raising in mind so fund-raising does not become the objective.
4. Have a wholesome educational purpose for funds and use them wisely. Do not allow fund-raising to lower the status or prestige of 4-H.
5. Be aware of the laws protecting the use of the 4-H name and emblem. Any use of them that would indicate 4-H endorsement of the product during publicity or sales is prohibited by law. Avoid competing with regular business in the community. If there are any questions about the use of the 4-H name or emblem, contact your county WVU Extension agent responsible for 4-H.
6. All club funds should be deposited in a local bank. Withdrawals and payments of bills should be approved by the club. Money paid to the treasurer should be given in check form whenever possible. A labeled, sealed envelope from each member or family is most helpful when the treasurer is collecting payments at a meeting.
7. If the 4-H club should disband, the funds should be given to a worthy cause, with the club deciding the cause. If the club votes to divide, the funds should be divided based on equal shares per member going to each treasury. For times of no mutual agreement, request help in division of funds from a county committee.

Suggestions for gifting club funds:

- 4-H camp
 - 4-H Leaders' Association
 - local non-profit organization
 - WVU Foundation
 - local community service project
8. 4-H organizations have an obligation to file Internal Revenue Service Form 990 when average gross income in three years is more than \$25,000. The IRS has assigned a Federal Income Tax Group Exemption number for use with Form 990, which is available for any group authorized to use the 4-H name and the clover emblem. This group exemption (GEN) number is 2704.



Club Budget

At the beginning of the year, 4-H club members should set up a realistic budget to cover the projects they choose to support. Know:

- How much is available now?
- What is the club going to do with the money?
- How much should we raise?

All 4-H groups are tax-exempt.

Remember the basic purpose of 4-H is education. Do not get sidetracked by making money and lose sight of learning and doing.

4-H Club Annual Budget: (Sample)

	Estimated	Actual
Income	100.00	150.00
Fund-raisers		
Hot dog sale	50.00	75.00
Car wash	50.00	75.00
Estimated Expenses		
Club insurance	20.00	20.00
Healthy snacks	20.00	20.00
Committees	40.00	60.00
Educational (Speaker)		
Service		
Decorating		
Camp Scholarships	20.00	40.00
Carryover (2009/2010)		10.00



4-H Club Annual Budget

Income: Source	Estimated Amount	Actual Amount
Expenses		
End-of-Year Balance		

FY 2008 (Sample)
Less Is More County Annual Budget

Event	Estimated Expenses	Estimated Revenue
4-H Camp	\$3200.00	\$3600.00
Teen Leader Events	\$1200.00	\$1200.00
Achievement Banquet	\$700.00	\$700.00
Fair	\$3400.00	\$3400.00

Club Fund-raising Guidelines

1. Give people something for their money or invite them to support a specific educational activity or facility. Plan fund-raising so the public will receive value for the money spent.
2. Be aware of your community’s reaction to door-to-door selling before using this method.
3. Consider an annual tradition or event such as an ice cream and cake social or chicken barbecue.
4. Be sure members know how to:
 - Introduce themselves to a customer
 - Explain how the money will be used
 - Explain the program of their 4-H club
 - Keep records of the money received
5. Give special consideration to activities that would encourage family involvement.
6. Before selling anything, check on health, licensing, labeling, labor, and tax laws. Check with the county WVU Extension agent.
7. Inform your county WVU Extension agent when your club plans a major fund-raiser.

Annual Budget Form

Event	Estimated Expenses	Estimated Revenue

Fund-raising Ideas

- *Bake Sale* – Club members/families prepare baked goods for sale at a community event or celebration or request a sales area at a local mall.
- *Car Wash* – Set up a Saturday car wash. Members pitch in to wash cars for a specific price. Supplies: buckets, water source, hoses, nozzles, rags, brushes, soap.
- *Community Breakfast* – Families prepare and serve breakfast for the community. Members seek to get food items donated and ticket price for the breakfast. Combine with other clubs in your area.
- *Direct Sales* – The WVU Extension office receives literature from companies that offer products for direct sales, with a percentage of the profit going to the group.
- *Duck Drop* – Rice County 4-H’ers used this idea to support Operation Lift. A duck pen is set up with 50 painted circles on the floor. These circles are sold for \$1 each. When the duck deposits a “drop” on your circle, you win a prize.
- *Matching Dollars* – Find a donor who is willing to match funds raised by the club.
- *Project Meetings* – Make items to be sold as crafts for profit. Plant, grow, and sell cuttings or plants.
- *Serving Auction Sales* – Sell purchased or donated food at an auction sale or at some community event. Members prepare, serve, and sell the food.
- *Yard Sale* – 4-H members and families donate items for a community yard or garage sale, with proceeds going to the club.
- *Recycle for Cash* – Collect items to be recycled and turn in for payment. Request permission to have containers at a community event for deposit of aluminum cans.



Practice Checks



4-H Club

No. 1001

DATE July 1, 2009

PAY TO THE ORDER OF J. Q Food Court

One Hundred Fifty Dollars and 00 Cents DOLLARS

★ First National Bank of Hope

MEMO Refreshments for Club Meeting



4-H Club

No. 1002

DATE _____

PAY TO THE ORDER OF _____

_____ DOLLARS

★ First National Bank of Hope

MEMO _____

Practice Deposit Slips

DEPOSIT SLIP		Dollar	Cents
Classy Kids 4-H Club Date <u>July 1, 2009</u> ☆ First National Bank of Hope	Currency	300	00
	Coin		
	List Checks Singly	12	57
		45	00
	Subtotal	357	57
	Less Cash Received		
	Total	357	57

Use other side for additional listings

DEPOSIT SLIP		Dollar	Cents
Date _____ ☆ First National Bank of Hope	Currency		
	Coin		
	List Checks Singly		
	Subtotal		
	Less Cash Received		
	Total		

Use other side for additional listings

DEPOSIT SLIP		Dollar	Cents
Date _____ ☆ First National Bank of Hope	Currency		
	Coin		
	List Checks Singly		
	Subtotal		
	Less Cash Received		
	Total		

Use other side for additional listings



Sample 4-H Club Bylaws

County: _____ 4-H Club: _____

Adopted: _____
(insert date here)

ARTICLE I: Name and Objectives

Section 1. The name of this organization shall be the _____ 4-H Club.

Section 2. This shall be a nonprofit organization for the purpose of promoting education through 4-H club work.

Section 3. The objectives of this organization shall be

- i. To provide learning situations for the development of leadership, responsibility and effective citizenship.
- ii. To provide educational opportunities for young people in <name of county>, enabling them to become knowledgeable and skilled in their selected project areas.
- iii. To provide information and training through participation in 4-H activities as members' interests dictate.
- iv. To help each member experience personal growth and achievement, as well as to be of service to others.

ARTICLE II: Membership

Section 1. This club will follow current West Virginia 4-H policy requirements that define eligibility age for membership. Members will be accepted without regard to race, color, sex, disability, religion, veteran status, political beliefs, sexual orientation, national origin, and marital or family status. This club <will or will not> accept Cloverbud 4-H members. <Optional: This club will accept a maximum number of members each year. Once capacity is met, enrollment will be closed for that 4-H program year until a vacancy occurs.>

Section 2. Any age-eligible youth who has completed individual enrollment (including name and address) in an organized, ongoing local 4-H unit, and is aware of his/her involvement in 4-H is considered a 4-H member. New members must complete a 4-H Enrollment Form at a regular club meeting before being accepted into membership of the club. All returning members must re-enroll using a 4-H Enrollment Form each 4-H program year.

Section 3. Members are not required to pay dues but may be expected to participate in fund-raising activities of the club.

Section 4. All members should be engaged in at least one 4-H educational project or activity each year, and will complete and turn in a project record form or other appropriate paperwork summarizing their educational activity.

ARTICLE III: Officers and Elections

- Section 1. The officers of the club shall be president, vice president, secretary, treasurer, *<add others according to club size and structure—for example; reporter; health officer; parliamentarian, recreation leader; historian, song leader, etc.>*.
- Section 2. Officers shall be elected annually from the membership. Officers shall serve for a term of one year beginning October 1 and shall not be eligible for the same office the following year. Any person appointed to fill an unexpired term may be eligible for the same office the following year.
- Section 2a. A nominating committee shall be appointed by the president at least 30 days before the election of officers. It shall consist of three to seven members and one or two adult club leaders. This committee shall secure the consent of each nominee before placing his or her name on the proposed slate of officers.
- Section 3. The officers of the club shall constitute an executive committee.
- Section 4. Any officer position that becomes vacant shall be filled by a member appointed by the executive committee.
- Section 5. The president, with the approval of the executive committee, may appoint up to four additional members to official leadership roles as the need arises. Those appointed become members of the executive committee.

ARTICLE IV: Duties of Officers

- Section 1.** Duties of the *president* shall be
- To preside at all meetings of the club, enforce the bylaws, and exercise supervision over the affairs of the club.
 - To appoint standing and special committees.
 - To serve as an ex officio member of each committee, except the nominating committee.
- Section 2.** Duties of the *vice president* shall be
- To assist the president.
 - To perform the duties of the president in the absence of that officer.
 - To serve as chairman of the program committee.
 - To serve as an ex officio member of each committee, except the nominating committee.
- Section 3.** Duties of the *secretary* shall be
- To keep a full and correct record of all proceedings of the club.
 - To have charge of club correspondence.
 - To keep the roll and read the minutes at each meeting.
- Section 4.** Duties of the *treasurer* shall be
- To help prepare a budget for approval by the club.
 - To receive, hold and pay out all monies of the club as designated by the adopted budget. Any expenditures not included in the budget must be approved by the executive committee.
 - To keep an accurate record of the receipt and expenditures of all funds.
 - To present a financial statement when requested to do so.
 - To serve as chairman of the finance committee.



Section 5. Duties of the *reporter* shall be

- (a) To report activities of the club to local news media.
- (b) To report activities to the county Extension agent and/or in the county 4-H newsletter.

Section 6. Duties of the *parliamentarian* shall be

- (a) To provide advice to the presiding officer on parliamentary procedure.
- (b) To instruct members in correct parliamentary procedure.

Section 7. Duties of the *health officer* shall be

- (a) To provide the club with the West Virginia 4-H health program materials.
- (b) To provide suggested club activities that promote good health practices.

Section 8. Duties of the *recreation officer* shall be

- (a) To attend training and/or collect games and activities for club meetings.
- (b) To conduct icebreakers and recreation at each club meeting or activity.

Section 9. Duties of the *song leader* shall be

- (a) To learn and/or collect songs to lead at 4-H clubs or activities.
- (b) To lead appropriate songs, at 4-H meetings and activities when called upon to do so by the officers or club leaders.

<Add other officers and duties as needed>

ARTICLE V: Committees and Duties

Section 1. The standing committees of the club shall be *<Examples may include finance, membership, program, social, community service, and others>*. These committees shall be appointed by the executive committee and the organizational club leader at the beginning of the year for a one-year term.

Section 2. Duties of the standing committees shall be

<Select those that apply>

- (a) **Finance** – The finance committee shall have the responsibility of presenting a proposed budget to the club and arranging for an audit of the books when necessary. The committee shall also review the financial status of the club and make recommendations for fund-raising projects during the year. The committee shall assist the treasurer in completing the annual year end reports to submit to the county Extension Office.
- (b) **Membership** – The membership committee shall encourage every eligible boy or girl in the neighborhood or community to become a 4-H member. The committee will also be responsible for securing and enrolling new members for the club, welcoming visitors and prospective members at club meetings, and providing new members with 4-H club information.
- (c) **Program** – The program committee shall be responsible for all of the programs at the regular meetings. This includes planning the year's programs at the beginning of the club year and being responsible for each program during the year.
- (d) **Social** – The social committee shall be responsible for providing recreation at each club meeting, for all special activities during the year, and for recruiting member families to provide refreshments and be hosts and hostesses for each regular meeting.

-
- (e) **Community Service** – The community service committee shall be responsible for planning community service activities to involve all members of the club. Those activities should help the members develop personally as well as benefiting the community and county.

Section 3. Other committees may be named as the need arises.

ARTICLE VI: Meetings

Section 1. Regular meetings of this club shall be held on the _____ of each month.
<Or, something similar to this: This club will meet a minimum of eight times per year.
A calendar of meeting dates, times, and locations will be distributed to members.>

Section 2. Special meetings may be called by the president and/or the organizational club leader.

Section 3. 4-H club meetings will include business, social, recreation, and learning activities.

Section 4. In order to conduct official business (vote, approve reports, etc.), a quorum of at least fifty percent (50 percent) of the total club membership must be present.

ARTICLE VII: Procedure

Section 1. *Robert's Rules of Order, Revised* shall be the accepted authority in all matters pertaining to parliamentary procedure that are not specifically covered in the club's bylaws.

Section 2. The order of business for regular meetings is:

- Call to order
- Reflections or Inspiration
- Roll call; determination of quorum
- Reception of new members and recognition of guests
- Reading and approval of minutes
- Reports – officers, committees, projects groups, special activities, leaders
- Unfinished business
- New business
- Educational Program
- Adjournment
- Recreation

This order of business may be altered for the convenience of a speaker presenting the Educational Program.

ARTICLE VIII: Club Disbandment

Should the club disband, all real property – including money, equipment, and land – shall, within 30 days, become the property of the <name of county> County 4-H Program for care and disposition. The real property will be transferred to <insert the name of the organization in here – usually will be a County 4-H Leaders' Association or a County 4-H Foundation>. The last official duty of the club's organizational leader shall be to effect the transfer of club property and to turn over all club records to the county WVU Extension agent.



ARTICLE IX: Amendments

Section 1. These bylaws may be amended at any regular or special meeting of the club by a two-thirds vote of the members present, provided that the proposed amendments have been presented to the club in writing and filed with the secretary at the previous meeting of the club. A quorum must be present for the vote. Amendments must not conflict with 4-H philosophy, rules, or policies.

4-H Club Program Plan

1. _____
2. _____
3. _____
4. _____

Month	Program, Event, or Activity	Committee or Persons Responsible
September	General Meeting. Sept. 6 at 7:00 p.m. Begin to enroll members Explain new projects to new members Elect officers Planning Committee chosen Survey members for program ideas Demonstrations	Mrs. Able, Enrollment Coordinator Project Leaders Amy Baker, President, and Mrs. Mayes, Organizational Leader Sue Bender, Jim Ray, Jim Scott Diane Brag, Coordinator
October	General Meeting. Oct. 9 at 7:00 p.m. Install new officers Report of Program Committee Demonstrations Halloween party Window display in bank	Mrs. Mayes, Organizational Leader Susan Witt, Chairman Diane Brag, Coordinator, Sharon Jones, Bill Huff, Jane Huff Lynn Fry, Chairman Mary Jones, Chairman, and Mrs. Price, Activities Leader
November	General Meeting. Nov. 1 at 7:00 p.m. Recognition/Family Night Speaker Demonstrations Appoint Christmas Party Committee	Bill Huff, Chairman, and Mrs. Price, Activities Leader Jane Huff to contact speaker Diane Brag, Coordinator, John Able, Ken Dahl, Chris White Mrs. Price, Adviser



4-H Club Program Plan

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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

References

Barkman, Susan and Bouyer, Cheryl Jenkins, *Indiana 4-H Leader Home Study Course: Fund Raising in 4-H*, 4-H-688, Purdue University Cooperative Extension Service, West Lafayette, Indiana.

Club Fund Raising Ideas for “Operation Lift” – North St. Louis County

Couch, Martha, associate director, 4-H/Youth Development Programs, Texas Cooperative Extension Service University of California’s North Region 4-H Club Program Planning Guide.

Jordan, Joy, Ph.D., associate professor and 4-H youth development specialist, Department of Family, Youth and Community Sciences, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville 32611.

Tax Exempt Status of 4-H Organizations Authorized to Use the 4-H Name and Emblem. USDA Extension Service Program Aid Number 1282, May, 1993.



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