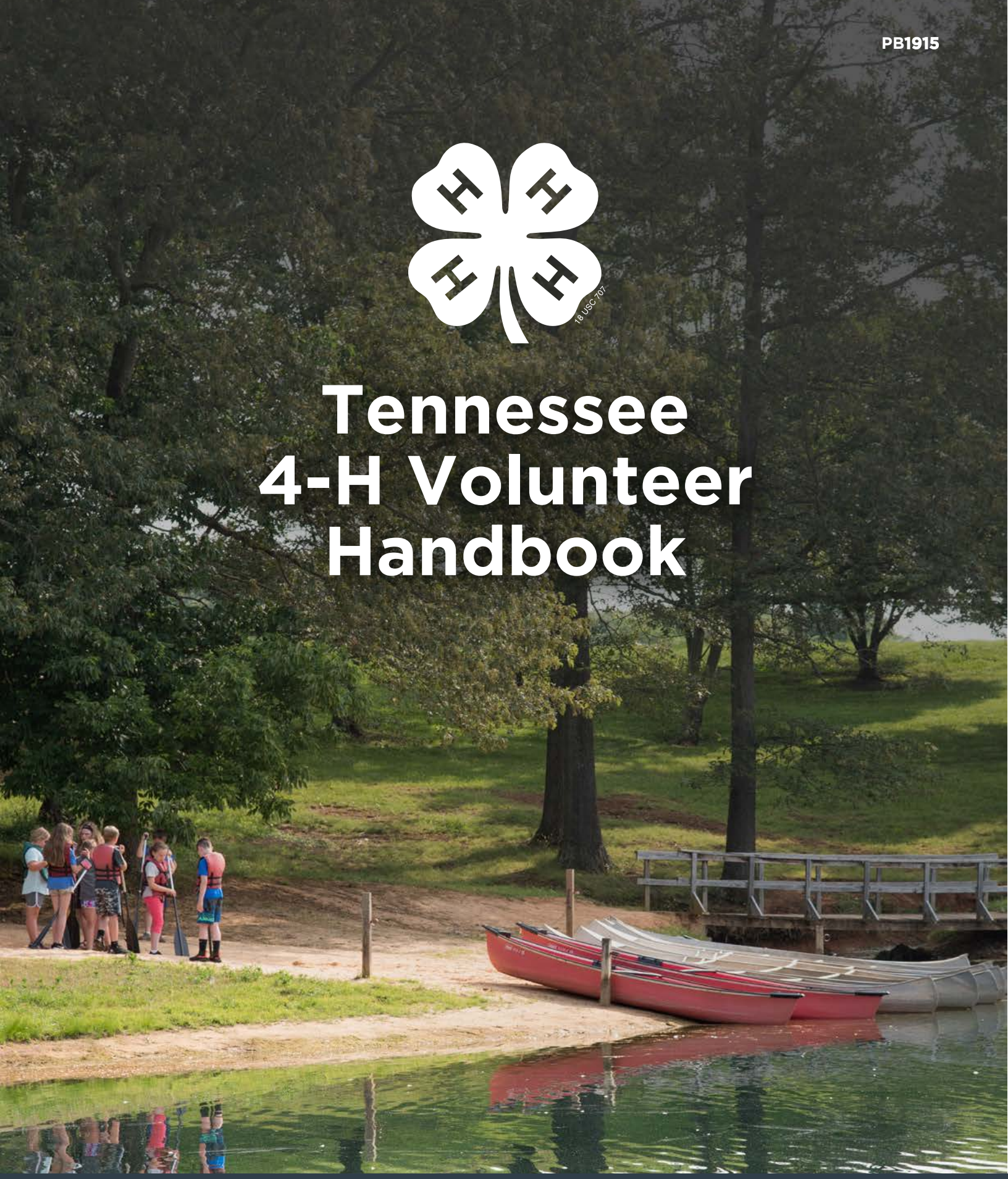
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Tennessee 4-H Volunteer Handbook

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UTEXTENSION
INSTITUTE OF AGRICULTURE
THE UNIVERSITY OF TENNESSEE











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SECTION I. WELCOME TO 4-H

Welcome!

Thank you for volunteering! As an official Tennessee 4-H volunteer (we are the Volunteer State), you will be a part of an organization that has touched the lives of more than 4 million young people for over 100 years. Tennessee 4-H is steeped in tradition, but continues to evolve as a modern, university-based youth development institution. We hope you enjoy being a part of the excitement of 4-H youth development in Tennessee!

This handbook is designed to give you a glimpse of the Tennessee 4-H program and to show you how you could possibly fit into it. When thinking about your role, it does not need to be in a leadership capacity (like an organizational club leader or project club leader). You may simply want to help in some simple, small way. Please understand that this is completely OK! Whatever you choose to do, it is important to have a discussion with your county Extension agent so that clear expectations can be established.



Organizational Structure of Tennessee 4-H

4-H is the largest youth organization in the United States. Tennessee has more than 150,000 4-H members in 95 counties. 4-H is conducted in Tennessee by UT (University of Tennessee) and TSU (Tennessee State University) Extension.

At the federal level, 4-H is organized within the U.S. Department of Agriculture. Our parent department in USDA is the National Institute of Food and Agriculture, otherwise known as NIFA.

The four primary program areas in Tennessee Extension are:

1. 4-H Youth Development.
2. Agriculture and Natural Resources.
3. Community Economic Development.
4. Family and Consumer Sciences.







The Extension Family

In Tennessee, Extension is built on a partnership among federal, state, and local governments, as well as two land-grant universities: the University of Tennessee and Tennessee State University. Together, these institutions work to improve the lives of Tennesseans through research-based education, community engagement, and youth development.

While each university maintains its own identity and areas of expertise, both share a common commitment to serving the people of Tennessee through teaching, research, and Extension.

One Mission. Two Universities. Endless Impact.

UTEXTENSION INSTITUTE OF AGRICULTURE THE UNIVERSITY OF TENNESSEE



TSU COOPERATIVE EXTENSION COLLEGE OF AGRICULTURE TENNESSEE STATE UNIVERSITY

1862 Land-Grant

1890 Land-Grant

How Tennessee Extension Is Organized

State

Leadership, coordination, and direction for the entire system.

- UT President
- TSU President
- Provosts & Deans
- Extension Directors
- State Specialists
- Program Leaders
- 4-H Foundation

Regional

Support and technical assistance for county

- Region Directors
- Program Leaders
  - 4-H
  - ANR
  - FCS
- Program Evaluation

County

Direct delivery of Extension programs.

- County Directors
- 4-H Agents
- FCS Agents
- ANR Agents
- Support Staff
- Program Assistants

Community

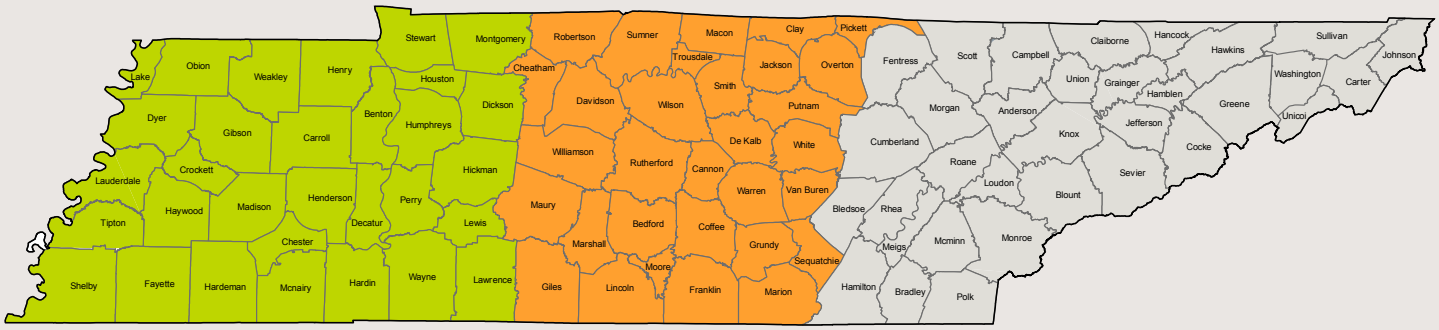
Youth, families, producers, and stakeholders.

- Schools
- Youth Groups
- Farms
- Businesses
- Local Governments
- Volunteers





Tennessee Map for 4-H Programming



Western Region | 31 counties

Regional Director | Jerry Lamb

Regional Office | Jackson

Central Region | 31 counties

Regional Director | Chris Hicks

Regional Office | Nashville

Eastern Region | 33 counties

Regional Director | Kelli Roberson

Regional Office | Knoxville



Mission, Vision, Values, Pledge and Motto

4-H Mission

The mission of Tennessee 4-H is to provide research-based Extension educational experiences that will empower young people to gain knowledge, develop life skills and form positive attitudes to prepare them to become capable, responsible and compassionate adults.

4-H Vision

4-H is the youth development program of UT and TSU Extension. Preparing young people to become responsible, capable and involved leaders and citizens of Tennessee, and the nation, is the goal of the 4-H program. The goal is accomplished by providing educational experiences for young people to gain knowledge, develop life skills, live healthy lives, make intelligent career choices and form positive attitudes — values young people will rely on throughout their lives. Tennessee 4-H, a component of the Tennessee Extension system, is a leader in youth development education that accomplishes the following:

- Works with all eligible youth to provide effective, enjoyable learning experiences.
- Develops unity in all types of family structures.
- Utilizes a quality-applied curriculum in classroom and community-based settings.
- Reflects and values cultural and human diversity.
- Employs competent, educated, self-motivated staff who are valued assets of the land-grant university system and who are recognized as youth development experts.
- Utilizes creative staffing patterns and contemporary working environments.
- Delivers programs through cooperative efforts of UT, TSU, and public- and private-sector volunteers.

The Four H's

Head, heart, hands and health are The Four H's in 4-H. They are the four values members work on through fun, engaging projects and programs.

Head – Managing, thinking

Heart – Relating, caring

Hands – Giving, working

Health – Being, living

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.

The 4-H Motto

To Make the Best Better

The 4-H Slogan

Learn by Doing

4-H Emblem, Colors and Name

The official 4-H emblem is a clover with four leaves and an "H" on each leaf. The clover's stem must point to the right as you look at the image. The 4-H emblem is not a plain four-leaf clover. The 4-H emblem should appear in specific colors and in its entirety. The green represents nature's most common color and is emblematic of youth, life and growth. White represents purity. The 4-H flag consists of a green, four-leaf, stemmed clover on a white background. The 4-H name has a hyphen between the numeral "4" and the capital letter "H."

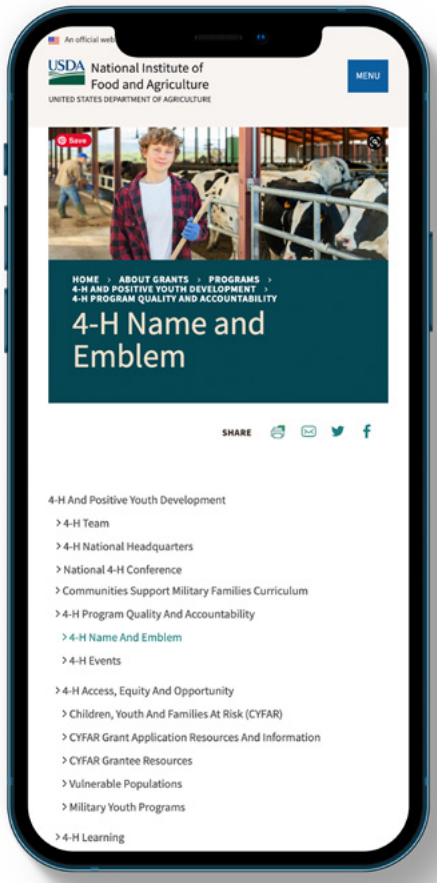


Use of the 4-H Logo

The 4-H name and emblem is a federal mark, within USDA, with protections and standards that exceed that of trademarks and copyrights. Using the 4-H name and emblem requires proper authorization. Contact your county Extension office for questions about authorization.

Learn more about the guidelines for appropriate use of the 4-H clover on the U.S. Department of Agriculture (USDA) website.





The 4-H Pledge Explained

The 4-H pledge is said at the beginning of every 4-H meeting. Members should do more than just "mouth the words." Members should be able to discuss and know the meaning of the pledge. Your club members should all say the pledge.

The 4-H pledge was officially adopted in 1927. The pledge has only been changed once. In 1973, the words "my world" were added to the end of the pledge. The 4-H pledge has stood the test of time, is educationally sound, and states the true purpose of 4-H. Let's look at the pledge and its meaning by examining some key thoughts under each H.

I pledge my head to clearer thinking

- Members strive for intelligent behavior.
- Members develop lifelong skills for living.
- 4-H teaches "how to" think rather than "what to" think.
- 4-H offers experiences in the decision-making process.

My heart to greater loyalty

- 4-H strengthens personal standards or morals that we live by.
- 4-H helps us to understand who may seem "different" and why.
- Members develop lasting friendships.
- 4-H instills trust and respect.

My hands to larger service

- 4-H teaches there is dignity in working.
- Members develop hand-eye coordination.
- 4-H instills concern for others through community service projects.
- 4-H provides working experiences.

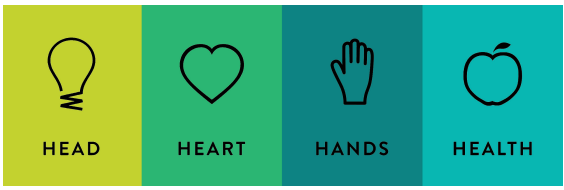
My health to better living

- 4-H teaches wiser use of leisure time.
- Members develop an understanding about the need for a healthy environment .
- 4-H relates to both physical and mental health for all involved.

For my club, my community, my country and my world.

- Teaches that 4-H members have a place in the world.
- Shows that a relationship between community and world does exist.
- Members develop citizenship skills by acting responsibly.
- Provides learning experiences for youth that can reach outside the country.





Eight Essential Elements of Positive Youth Development

There are eight essential elements critical to effective youth development programs. These elements help youth become competent, contributing citizens. Created from traditional and applied research characteristics that contribute to positive youth development, they help professionals and volunteers who work with youth view the whole young person rather than focus on a single aspect of life or development. These elements focus on social, physical and emotional well-being and are necessary for positive youth development. Each individual element is important. It is important to be aware of these elements when designing activities because they help professionals and volunteers ensure that experiences, programs and activities intentionally offer opportunities for hands-on, experiential learning in environments where youth feel safe, can master new skills and abilities, and can develop the confidence they need to contribute to their local communities in a positive way.



The eight 4-H essential elements are:

- Positive relationship with a caring adult.
- A safe emotional and physical environment.
- An inclusive environment.
- Engagement in learning.
- Opportunity for mastery.
- Opportunity to see oneself as an active participant in the future.
- Opportunity for self-determination.
- Opportunity to value and practice service to others.

The elements are organized under four groups:

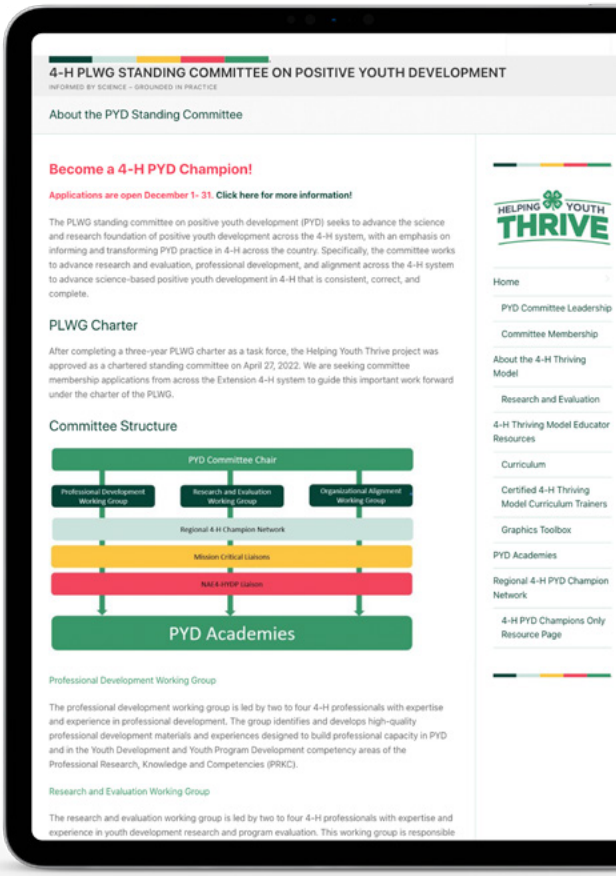
- Belonging.
- Mastery.
- Independence.
- Generosity.

The Experiential Learning Process

The Experiential Learning Cycle (see diagram) treats the learner's subjective experience with critical importance in the learning process. It draws on experiential education principles, which are largely based on the educational philosophy of John Dewey (1920-1950).



Source: 4-H National Headquarters Fact Sheet, Essential Elements. Prepared by Javiette Samuel, Tennessee State University, and Pamela Rose, Oregon State University



Youth Recognition

There are many recognition opportunities for Tennessee 4-H members — awards, trips, scholarships and other honors. Extension agents, volunteers and 4-H members can find out more about these opportunities through the Tennessee 4-H Leadership page found at 4h.tennessee.edu/leadership-opportunities. Rules and regulations governing eligibility of 4-H members participating in state award and recognition programs are also included.





SECTION II.
PROCEDURES FOR VOLUNTEERING

Procedures for Volunteering

APPLYING

Applying to be a 4-H volunteer is easy through a step-by-step process with the Tennessee Extension Volunteer Portal, which can be found at tiny.utk.edu/volunteer.

BENEFITS OF VOLUNTEERING

Volunteers develop knowledge and skills while benefiting personally from their involvement in accomplishing the mission of the 4-H program. For example:

- Ongoing continuing education programs provide personal development opportunities for volunteers to increase knowledge and skills.
- Volunteers can receive leadership opportunities that will allow them to advance into positions of greater responsibility and personal benefit.
- Volunteers are valued, trained and utilized to extend the reach of 4-H programs in their communities.
- Volunteers are appropriately recognized for their personal development achievements as well as for program achievements, not merely for years of service.
- Volunteers may have opportunities to share their personal skills, knowledge and experience with youth in the 4-H program.

Each county has a volunteer program management system in place. Volunteers work in partnership with faculty and staff to enhance the quality of the county program. Key volunteers also recruit, orient, train and support other volunteers. Volunteers organize and conduct educational programs, events and activities. Agents coordinate county programming. They are viewed as youth development experts and advocates in their communities.



VOLUNTEER POSITION DESCRIPTIONS

To help volunteers understand the expectations of being a 4-H volunteer, written position descriptions are provided by each county Extension office. These descriptions will describe the duties and responsibilities, resources available and time commitment for each volunteer position.

VOLUNTEER TRAINING

Volunteers shall receive specific training to provide them with the skills and knowledge necessary to perform their volunteer assignment. Training opportunities include, but are not limited to:

- Tennessee Extension Orientation.
- Child Protection.
- 4-H Camp.
- 4-H Shooting Sports.
- Tennessee 4-H Congress.
- State 4-H Roundup.
- Other project-based training.



VOLUNTEER MEETINGS AND CONFERENCES

Attending a volunteer conference is a great way to get more involved in Tennessee 4-H. You will meet other 4-H volunteers, get new and innovative ideas for 4-H programming, and learn about 4-H opportunities beyond your county for both yourself and your members. The National 4-H Volunteer Conference at Rock Eagle, Georgia, is the primary conference for 4-H volunteers. In addition to the national conference, other conferences may be held at the state, regional or county level. To find out more, contact your county 4-H agent.

VOLUNTEER RECOGNITION

Tennessee 4-H recognizes that volunteers are essential to delivering the mission of our program. The Tennessee 4-H Volunteer Awards and Recognition program provides various opportunities to recognize the many outstanding volunteers who serve in our organization.

- **4-H Salute to Excellence Awards** – Each year, the Tennessee 4-H program honors two outstanding individual volunteers through the 4-H Salute to Excellence Award Program. These two award winners are simultaneously nominated for regional (U.S. Southern) and national consideration. The Outstanding Lifetime Volunteer Award is given to an individual who has spent 10 or more years as a 4-H volunteer, while the Volunteer of the Year Award is given to an individual who has volunteered for 4-H for fewer than 10 years.
- **Charline Hamilton Powell Outstanding Volunteer Award** – This program recognizes an outstanding volunteer leader who has served five or more years. Each county may submit one nominee to the region. Each region will select two nominees for state competition. County winners will receive a Charline Hamilton Powell Leader Recognition certificate and the state winner will receive an engraved plaque. Dr. and Mrs. Kenneth Kant of Blount County sponsor this recognition. The state winner also will receive a trip to the National 4-H Congress in Atlanta.
- **Hale Master 4-H Family Recognition** – The purpose of the Hale Master 4-H Family Recognition is to give deserved recognition to 4-H families at the county, regional and state levels who have shown consistent leadership ability and exceptional participation in all phases of 4-H club work. Eligible families must have one member actively involved in 4-H activities on the local and county levels (in such roles as 4-H member, volunteer leader, donor, etc.) and must have been actively involved in 4-H club work for no less than five years, including the current year.

Other awards and recognition may be offered at the county or regional level.



SECTION III. GROUP MANAGEMENT





General Eligibility and Age Classifications

GENERAL ELIGIBILITY

4-H in Tennessee is open to any young person in grades four through 12.

ENROLLMENT

Youth are to enroll as a 4-H member through their county Extension office (find your office at utextension.tennessee.edu/office-locations-departments-centers) to participate in any 4-H event at any level (county, regional or state).

REFERENCE DATE

Unless otherwise specified, the reference date for all grade eligibility requirements will be as of January 1 of the current club year.

AGE CLASSIFICATIONS

Explorer: Grade four as of January 1 of current club year.

Junior: Grades five and six as of January 1 of current club year.

Junior High: Grades seven and eight as of January 1 of current club year.

Senior High Level I: Grades nine and 10 as of January 1 of current club year.

Senior High Level II: Grades 11 and 12 as of January 1 of current club year.

END OF ELIGIBILITY

A 4-H member can remain active until December 31 of the club year of the member's high school graduation. For example, if a member enters his/her 12th-grade year in August, he/she will remain active until December 31 of the following calendar year.





Types of 4-H Groups

IN-SCHOOL CLUB

Most of the 4-H clubs that meet in Tennessee are conducted in a classroom setting in a school, often during the school day. These clubs are typically led by 4-H members with some assistance from organizational leaders. This type of club involves members of similar age (ex: fourth graders) who may be in the same class or school. There are a variety of interests, projects and activities. Club sizes vary with each school. Some clubs may have 15-25 members while others may have 100-plus members. All members attend a "general" club meeting, which is typically held monthly throughout the school year. Club meetings ideally include an opening, a business meeting and an educational activity.

COMMUNITY CLUB

4-H community clubs are similar to in-school clubs but often meet in a location in one community on nights or weekends. Community clubs are often directed by volunteer leaders from that community. These leaders work directly with 4-H youth development agents to successfully deliver 4-H programming. Parents or volunteers who are interested in starting or assisting with developing a community club should first contact their county 4-H agent.

PROJECT GROUP

Project groups are different from community clubs in that they typically are centered around one topic or project area in which all club members participate. A project group is generally defined as a group of 4-H youth that meet for a minimum of six hours over any given club year. You can check out the list of 4-H projects in Tennessee and find some project resources, including project outcomes, to begin a project group at 4h.tennessee.edu/alphabetical-list-of-4-h-topics.

AFTER-SCHOOL CLUB

This type of club is similar to an in-school club because meetings are held at the school location but occur after the official school day has concluded. This club has similarities to a community club in that youth who are involved commonly come from one area. This club does not necessarily focus only on one topic or project area. The members may take part in a variety of lessons from a variety of project areas.







Organizing a 4-H Club or Project Group

THE 4-H ORGANIZATIONAL VOLUNTEER LEADER

Adult involvement is the key to having a vibrant 4-H group. Having an organizational leader will ensure the best growth experience possible for youth. This person will ensure that the club stays active between official club meetings. In addition, when a caring adult effectively manages the club, it establishes an atmosphere of caring that is noticeable by the youth of the club. Research shows that when caring adults are involved, youth are more likely to progress academically, enjoy the experience and participate in extracurricular activities, and are less likely to be a discipline problem. In addition, participation in the 4-H program can help adults contribute to their community and to the development of their own child and other youth. For more information, please refer to the *Position Description for an Organizational Club Volunteer Leader* on the next page of this guide.

SETTING THE STAGE

4-H learning is not like classroom learning. Youth don't listen to lectures and sit quietly, and it's not all about adults deciding what young people need to do. The members learn to lead by making the important decisions. A good 4-H meeting allows members to have some opportunity to move around and be active. The leader can make it easier for them to participate by "setting the stage" for involvement and learning. See the "Meeting Checklist" for points to look for in a good 4-H meeting.

Before each meeting, organizational leaders should:

- Announce the meeting time, date and location over a school intercom system, webpage, school newsletter or social media.
- Post meeting notices on a 4-H bulletin board or in a centrally located place.

Supportive 4-H organizational leaders are encouraged to:

- Take the time to learn about 4-H, what it stands for and how it operates.
- Help the 4-H member select a project of interest.
- Show an interest and enthusiasm for the 4-H member's selected 4-H projects.
- Plan project work throughout the year, rather than waiting until the last minute.
- Help the 4-H members participate in county, regional and state events, such as demonstrations, achievement days, camps, fairs and project workshops.
- Keep the purpose of 4-H in mind. The project is a teaching tool and method to provide the member a learning experience that will aid them in gaining life skills. The goal is to develop the youth, not to prepare a perfect project.
- Celebrate the 4-H members' successes and allow them to learn from their mistakes.
- Set goals with your members. Whatever the outcome, aid the 4-H member in seeing the progress made, the new information learned, and goals reached.

PRE-MEETING ACTIVITIES

Pre-meeting activities are designed to keep youth busy until your whole club is ready to start the meeting. There should be something fun for the youth that will keep them occupied.









POSITION DESCRIPTION

4-H Organizational Club Volunteer Leader*

OBJECTIVE:

- To organize and conduct one or more 4-H clubs during the school year, which will help youth meet their potential and develop new skills and attitudes.

DUTIES AND RESPONSIBILITIES:

- Utilize program materials provided to conduct five school club meetings.
- Ensure that club officers are elected and that these officers conduct the business of the club effectively and correctly.
- Become familiar with local, county and district events and activities that directly relate to the club members.
- Provide encouragement to 4-H club members and their parents.
- Be prepared for each upcoming club meeting by attending the organizational leaders meeting.
- Record and report club membership participation on forms provided.
- Recruit, encourage and enlist additional leaders, both teen and adult, when needed.
- Promote 4-H within the community.
- Request training help or other assistance as needed.
- Conduct should model the Six Pillars of Character – trustworthiness, respect, responsibility, fairness, caring and citizenship.

RESOURCES:

- Monthly organizational leader meeting to provide materials and training.
- 4-H project material, including 4-H project manuals, project leader guides, lesson plans, scorecards and explanations of program contests, 4-H yearbooks of rules and guidelines of activities, etc.
- Ribbons for contests conducted at the local club meeting.
- County Extension staff, youth development agents and support staff.
- Leader trainings offered, such as the National 4-H Volunteer Conference hosted by the Volunteer Conference of Southern States, and others.
- UT resources, including 4-H specialists and staff, as well as program development material and SUPER enrollment data management program.
- 4-H volunteer liability coverage for registered volunteers is provided by the university.

TIME COMMITMENT:

- The organizational leader will serve for one year with the understanding that if local leaders and extension staff agree, he/she may continue serving in this position.
- Within the year, organizational leaders may expect to volunteer about five hours per club, plus an additional hour per club day for preparation, training and travel.

*Adapted from UT Extension 4-H in Robertson County



Community Service-Learning

Community service-learning is different from community service in that it involves a thoughtful inclusion of educational curriculum and reflection before, during and after service.

"I pledge my hands to larger service, for my club, my community, my country and my world."

For more than 100 years, community service has been an important part of 4-H in Tennessee. So has a hands-on, learn-by-doing process, which is now called experiential learning. When you put community service and hands-on, learn-by-doing ideas together appropriately, the result goes beyond a "feel-good" experience.

Examples:

- Community service: Picking up trash on a riverbank.
- Community service-learning: Taking water samples from that same river and studying them under a microscope, documenting results and presenting your findings to the local pollution control.
- Community service: Visiting a nursing home.
- Community service-learning: Outreach to seniors to deepen knowledge of history and culture and build cross-generational relationships.

In 4-H community service-learning, young people learn and develop through active participation in thoughtfully organized service experiences that:

- Meet community needs.
- Are coordinated in a collaborative effort between 4-H and other individuals or groups.
- Provide structured reflection time for young people to think, talk and write about what they experience.
- Provide opportunities for young people to apply 4-H project skills and knowledge in real-life situations in their own communities.
- Help foster a sense of caring for others.

Service-learning promotes:

- Education and personal growth.
- Active youth citizenship.
- Workforce preparation.
- Service to others.
- Adult-youth partnerships.

Resource: *2001-2002 Cooperative Extension Service, College of Tropical Agriculture and Human Resources, University of Hawaii at Manoa*



GET OTHERS INVOLVED

Through involvement in 4-H, adults strengthen their social networks with other adults and youth in the community. In addition, adult participation will aid in facilitating some, or all, of the club's meetings and activities. In other words, a caring adult's participation can lighten your load as the organizational club leader. Caring adults enrolled as volunteers can help expand the club's program.

Involved adults also increase the club's leadership and resource base to support its activities in the community. You, as the organizational 4-H leader, gain a resource base to share the responsibility for a successful club that meets the needs of its members.

Caring adults can assume a variety of roles to support the 4-H member and the club. They may assist members with individual projects, club activities, service projects, fundraising, transportation, refreshments, obtaining speakers, securing judges or other 4-H events.

Matching the talents and interests of the adult to the task is important. Most people are more likely to volunteer if they feel comfortable with the task that needs to be completed. Your 4-H youth development Extension agent can provide resources and materials to assist caring adults to be successful as they work with the club members. These include volunteer orientation, project helper guides and training offered at the county, regional and state levels. 4-H Youth Development agents also have an array of position descriptions for 4-H volunteers.

When asking a caring adult to assist with the club, be specific. Provide them with a position description (available through your Extension office) and explain what tasks are involved and needed, not just a general plea for help.

Don't forget about teenagers, who are both members and volunteers. They are encouraged to develop knowledge and skills to share with the younger members. High expectations are placed on teen members, with adult mentors encouraging and supporting them.

MORE INFORMATION ON PROJECT CLUBS

One of the best ways to provide youth with opportunities is to offer a safe space where project work can be done. Project clubs are centered around one primary 4-H project in which all members participate. The average project club has eight to 12 members. It is important to keep project club size smaller because youth and adults can work in true partnership to accomplish their goals. Project club meetings are held at least monthly, and they focus on project work and business. Additional project club activities are scheduled for relationship building, service, fundraising, family involvement and personal growth.

Project clubs are led by one or more volunteer project leaders working together for project teaching and club business. Officers can be elected by the members, and more experienced or older youth often help as teen leaders. The project club is usually the simplest type of club to start because of its focus on a single subject.



4-H PROJECTS

A 4-H project is the topic or interest area members explore through hands-on activities, sequential learning experiences, goal setting and evaluation. Necessary life skills, as well as project skills, are emphasized in the project material. Project material has been approved and available statewide through your local Extension office. All project clubs are to be led by a caring adult.

Twenty-nine 4-H projects are available to Tennessee 4-H members. A complete list of 4-H projects may be found on the 4-H enrollment form. Members may select a new project each year or may re-enroll in the same project(s) for multiple years. Some projects have multiple levels, so as the members improve, they can become more involved and knowledgeable in their project area.



POSITION DESCRIPTION

4-H Project Club Volunteer Leader*

OBJECTIVES:

- To organize and conduct a subject-matter project group. A project group consists of four or more students with common interests who meet for a minimum of three times.
- To increase the number of 4-H members completing their project.

DUTIES AND RESPONSIBILITIES:

- Select 4-H project area or cluster of project topics in which the leader has an interest.
- Set dates, times and location for project sessions based on the leader's calendar.
- Inform club members, leaders, and parents of the availability of a project group.
- Plan and conduct sessions, which may include hands-on lessons, field trips, service-learning projects, demonstrations, games, fun activities, etc.
- Be familiar with local, county, district and state events and activities supporting the project.
- Keep project group members and families informed of project opportunities.
- Utilize youth members in planning subsequent project sessions.
- Record and report project club membership and participation on the forms provided.
- Encourage and assist 4-H members in completing project materials, achievement project portfolios, Academic Conference and Honor Club applications, etc.
- Serve as liaison between the project group and Extension staff.
- Recruit, encourage and enlist additional leaders, both teen and adult, when needed.
- Promote 4-H within the community.
- Request training help or other assistance as needed.
- Conduct should model the Six Pillars of Character — *trustworthiness, respect, responsibility, fairness, caring and citizenship*.

RESOURCES:

- County Extension staff, youth development agents and support staff.
- Leader trainings offered, such as the National 4-H Volunteer Conference hosted by the Volunteer Conference of Southern States, and others.
- UT resources, including 4-H specialists and staff, as well as program development material and SUPER enrollment data management program.
- 4-H volunteer liability coverage for registered volunteers, which is provided by the university.

TIME COMMITMENT:

- Flexible, with a minimum of three sessions planned for one or more hours each.
- Preparation time, also flexible as determined by session plans, training needed and knowledge of subject.
- Project group leaders will serve for one year with the understanding that if local leaders and extension staff are in agreement, he/she may continue serving in this position.

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*Adapted from UT Extension 4-H in Robertson County

Working With Youth

Some important things to remember in working with youth:

- Learn each child's name.
- Greet them warmly each time you meet them.
- Praise them often.
- Listen carefully to what they say.
- Remember what they say.
- Accept them as individuals.
- Do not classify them as poor, weak, slow, small, etc.
- Use encouraging words and tone when speaking.
- Be comfortable with silence.
- Be honest with them.
- Admit when you do not know something.
- Offer to find out information you do not know.
- Let them know that they can come to you with problems.
- Do not tell others their problems.
- Help them make good decisions.
- Be friendly.
- Refer disciplinary problems to their parents or the 4-H agent.

Some important things to remember in giving instructions:

- Instruct your 4-H'ers as though you expect them to do what you are asking.
- Give them sufficient time to complete a task.
- Give them a warning before the time ends.
- Use words that children know and understand.
- Keep your voice low.
- Keep rules simple.
- Keep rules understandable.
- Don't make too many rules.
- Reward good behavior.
- Encourage youth to help others.
- Give youth incentives to do things.
- Pair them up with people they do not know
- Get youth out of their comfort zone.
- Give them opportunities that they would not normally have.
- Encourage them.
- Be kind.

Behavior Management

Youth are fun but can sometimes create problems. In the management of youth, training and support are important. Before embarking on any behavior management endeavor, it is important that volunteers receive training and support from their county Extension professional.

After receiving training, here are a few tips in dealing with youth who misbehave:

- Deal with the child directly if the parent is not aware of the problem or is ignoring the problem.
- Approach the child at his/her eye level – eye to eye.
- Calmly and kindly ask him/her to stop the behavior.
- Explain why the behavior is unacceptable.
- Youth should not be unsupervised at events and should not be "abandoned" by their parents .
- It is not the adult-in-charge responsibility to make sure that the child is taken home. Remind parents of this prior to each meeting.
- If a light approach does not work, or if the parent is aware and ignoring the problem, refer the situation to the 4-H agent.

Never use physical force to restrain or discipline a child, except when behavior significantly endangers the child or others or may cause serious property damage.

Never yell at a child in a group setting. This will embarrass him/her in front of his/her peers. Pull the child aside and have a discussion about his/her behavior.



Below is a list of potential 4-H activities for members in Tennessee. This list is not comprehensive and requires confirmation from the county 4-H office. Members are eligible in the shaded areas:

Activity (confirmation required from County Office)	Age Division (confirmation required from County Office)				
	Explorer (4th grade)	**Junior** (5th grade)	**Jr. High** (6-8th grade)	**Sr. Level** (9-10th grade)	**Sr. Level II** (11-12 grade)
Academic Conference			*a winner in selected projects		
All-Star High Council					
All-Star Conference (Regional)					
All-Stars					
Art Poster					
Citizenship Washington Focus (CWF)					
Clover Bowl					
Daisy National BB Championships	*State Winners / May not compete after age 16				
Electric Camp**			This event is open to 6th and 7th graders	**	**
History Bowl (Regional and State)	Must be Congress delegate to participate in History Bowl				
Honor Club					
Horse Bowl and Hippology (Regional and State)					
Horse Presentations					
Horse Public Speaking					
Interactive Exhibit Contest					
Demonstrations	County & Multi-County				
Jr. High 4-H Camp**				**	**
Jr. 4-H Camp**	4th-6th grade			**	**
Judging and Evaluation Contests					
Livestock Shows					
National Judging Contests					
National 4-H Conference				Open to State Council Members	
National 4-H Congress					*State Winners
National 4-H Shooting Sports Championships				*State Winners / 14-19 yrs old	
Grill Master Challenge					
Performing Arts Troupe			Open to 8th thru 12th Graders		
Photo Contest					
Portfolio, Senior High					
Portfolio, Jr. High					
Public Speaking	County & Multi-County			Can advance to State	
Shooting Sports					
Skillathon (Beef, Sheep, Swine)					
State Council					
State Judging Contests					
State 4-H Congress (as a winner)					
State 4-H Congress (as a delegate)					
Target Smart Camp**		*grades 5-9			**
Tennessee 4-H Roundup					
Vol State					

**Teen Leaders can participate as camp volunteers (in green)

Parliamentary Procedure – The Way to Conduct Effective 4-H Meetings

Parliamentary procedure enables 4-H club meetings to be conducted in an orderly manner. It is used so the wishes of the majority of club members will be carried out without ignoring the opinions of the minority. That's really how a democracy works. Your members will someday be in a position where knowing correct parliamentary procedure may be necessary. 4-H'ers may go on to elected office, serve on appointed committees, and be involved in local organizations.

Parliamentary procedure will help them be more effective in their roles. The formality of the parliamentary procedure you use will depend on the age of your members. Here's some basic parliamentary information on how it is used in a 4-H meeting. The 4-H Club President's Guide has more information about parliamentary procedure and how to teach it to your club members.

Motion: This is a request made by a member to the club to do something.

Second: Every motion must have the support of at least one more member before it can be discussed. This member does so with a "second".

Discussion: All motions are discussed before a vote is taken. This allows members to express their opinions either for or against a motion.

Here are the steps you would follow in making a motion:

1. Secure the floor.

- Member raises a hand or rises and addresses the president with "Mr. or Madam President." The president recognizes the member.

2. Introduce motion.

- Member makes the motion.
- Always begin your motion with "I move."
- Another member seconds the motion with "I second it."
- President restates the motion.

3. Discussion.

- Club members may now discuss the pros and cons of the motion. Each time you wish to speak, follow No. 1 above.

4. Question.

- When there is no more discussion, a member may make a motion, after being recognized from the chair, for "Question." Calling the question is simply a way of saying, "Let's vote."
- The president states, "Question has been called. Are all members ready to vote?" If two-thirds of the members are ready to vote, then a vote happens.

5. Voting.

- The president says, "All in favor, say aye." Count the votes.
- The president says, "All opposed, same sign." Count the votes.

6. Results.

- The president announces the result of the vote. The secretary documents the result.

Officer Examples and Responsibilities

This is a list of options for officers and their roles. Officers should be elected through a voting process.

President	Conducts all meetings. Appoints committees. Serves as a good role model for other members.
Vice President	Conducts meeting in the president's absence. Offers support to the president. Passes out any papers.
Secretary	Keeps complete and accurate minutes of meetings. Keeps attendance records of each member.
Treasurer	Tracks all club funds.
Historian/Reporter	Writes a monthly report for the county 4-H agent.
Parliamentarian	Keeps order during meetings.
Inspirational Thought Leader/Chaplain	Offers an inspirational thought at each meeting. Offers a blessing before meals.
Snack Master	In charge of making sure snacks are available at each meeting.
Activities Chair	In charge of making sure an activity or speaker is lined up for each meeting.
Service Chair	Researches service projects and brings options to the club. Oversees arrangements and/or delivery for service projects.
Hospitality Chair	In charge of greeting members and introducing new members at each meeting.

Election of Officers

Every 4-H Club should have a slate of officers that, when trained effectively, run the club meeting. See "Training Effective 4-H Officers," which is an appendix to this Handbook.

When it is time, announce that officer elections will be taking place.

Explain the rules for nominating. The leader or president says, "I will now open nominations for president."

Traditional nominations are conducted as follows:

- Member raises hand.
- Leader or president calls on member.
- Member stands and says, "I nominate _____."
- If the nominee wants the position, he or she would say, "I accept the nomination."
- If the nominee does not want the position, he or she would say, "I decline the nomination."
- If the nominee accepts, write his or her name on the board or on a sheet of paper.
- After three or four nominations have been made, say, "I am now closing nominations for president. We will now hear our candidates' speeches on why they are the best candidate for this position."
- Following the candidates' speeches, ask voters to put their heads down and raise their hands when their preferred candidate's name is called. This could also be conducted by secret ballot where members write down their votes and turn them in for official counting.
- Continue this format for all elections.

Some rules to consider implementing:

- Members may not nominate themselves.
- Members are allowed to vote for themselves.
- Remind the club that this is not a popularity vote but a vote for the candidate who fits the position best.

How Club Meetings Are Conducted

(A suggested script)

Call the meeting to order

"The meeting of the _____4-H club will please come to order."

Pledges

"_____ will lead us in the Pledge of Allegiance and _____ will lead us in the 4-H pledge."

Roll call

"Will the secretary please call the roll of members? Please answer with 'here' or tell us what project you are currently working on."

Introduce guests and new members

Read minutes from the last meeting

"Will the secretary please read the minutes?"

Treasurer's report

"We will now hear the treasurer's report."

Unfinished business from last meeting

Begin with the first item on the agenda. "The first order of business is..." After the last item is finished, ask, "Is there any unfinished business?" If not, "Then we will move on to new business."

New business

Begin with the first item on the agenda. When the last item under new business is finished, ask if there is any other new business. If there is none, ask the club leader if there are any announcements.

Announcements

Make announcements.

End meeting

"Is there any further business to come before the _____club?" If not, "The motion to adjourn is in order." Someone else says, "Madam President, I move that we adjourn this meeting." Someone else seconds the motion. ("I second the motion.") Then the president says, "All in favor of adjourning, say 'Aye'." Count the ayes. "Those opposed, say 'No'." If more "ayes" than "nos", then say, "The meeting stands adjourned." Bang the gavel.

Suggested Meeting Format

Opening (3-5 minutes)

- Fun activity for members to do – icebreaker.
- Call to order.
- American Pledge, 4-H Pledge.
- Roll Call.

Business (10-15 minutes)

- Minutes from the last meeting are read by the secretary.
- The treasurer's report is given by the club treasurer.
- Unfinished business (things from the last meeting still needing action).
- New business.
- Announcements by the club leader.
- Adjournment.

Program (20-30 minutes)

It should include:

- Member participation.
- Educational activities.
- Project work.

Examples:

- A project activity.
- Community service project.
- Judging contests or activities, games, quizzes, etc.
- Guest speakers, video, slide presentations.
- Project demonstrations or talks by members.

Recreation/Refreshments (10-15 minutes)

Clubs that have fun are more active, do more things, and get along better. Be sure to include fun activities in every club meeting!

4-H Club Meeting Outline Sample

Date: _____ Time: _____ Place: _____

Agenda Item	Things To Do	Person Responsible
Activity for Early Arrivals		
Lead American Pledge		
Lead 4-H Pledge		
Inspirational Activity		
Roll Call Topic		
Old Business		
1.		
2.		
3.		
New Business		
1.		
2.		
3.		
Program		
Recreation		
Refreshments		

Sample Meeting Agenda

Club Name _____ Date _____ Time _____

Agenda Item	Action Item	Person Responsible
Activity for Early Arrivals		
Games (Icebreaker)		
Business		
Flag Pledges	American	
	4-H	
Introduction of guests – Hospitality Chair		
Roll Call		
Roll Call Response	What is your project area?	
Secretary's report and correspondence		
Special reports		
Foods project meeting		
Swine project meeting		
Fundraising project		
Old Business		
Family dues – should we have them?		
Changing our club meeting date		
Voting on a service project for January		
New Business		
Program plans for the next three months		
Share the Fun – appoint committee and brainstorm ideas		
Christmas party – appoint committee		
Demonstrations for December		
Announcements		
Adjournment of business meeting		
Program		
Demonstrations		
Recreation & Refreshments		
Games		

Club Meeting Checklist

(Points to Look For in a 4-H Meeting)

This checklist is to be used to help evaluate the meetings in your club. Doing so will help improve club meetings and will make the best meetings even better. The ones with a Never are areas the club may want to improve upon.

	Always	Sometimes	Never
Members enjoy coming to meetings.			
Each member voices his/her opinion at meetings.			
Meetings are fun and educational.			
Members learn at least one new thing at each meeting.			
Members are kept informed on what is happening.			
All members feel they are a part of or belong to the club.			
The officers and leaders check meeting plans before each meeting.			
Each club meeting has variety.			
Meetings start and end on time.			
Officers use correct parliamentary procedure.			
Business meetings are short.			
Club meetings feature recreation as well as a program.			
Officers do the talking.			
Leaders do all the talking.			
Meetings are well attended by members.			
Meetings are well attended by parents.			
Meetings have a balance of fun, learning and business.			

Methods for Collecting Input

SUGGESTION BOXES:

Have your suggestion box (nicely decorated) at each meeting. Place a scratch pad with a pencil or pen next to the box. Vary this at each meeting by specifying the type of suggestions you want. Here are some titles you might use:

I Am Frustrated With .....

I Wish I Could.....

I Liked..... Let's Do It Again.....

I Need Help With.....

No One Heard Me Say.....

At Our Next Meeting Let's.....

SHARING IDEAS

Tape a large piece of paper to the wall. As people arrive, ask them to write on the paper at least one thing they would like to do in the club during the coming year. Using magic markers or crayons in many colors makes it a fun activity.

COLLAGES

Ask each member to bring a collage, which communicates what they want to do in the club this year, to the club meeting. Collages can also be made at the meeting. (You will need magazines, newspapers, crayons, markers, glue, scissors, construction paper, etc.) Be creative! Have the members explain what their collages mean. The collage activity is a technique that gets members actively involved and gives the planning committee suggestions to work on.

ROLL CALL

Ask members to answer roll call with a suggestion for an activity. No activity should be suggested twice.

Program Ideas by Seasons of the Year

Fall: September, October, November	
Participate in fair	Halloween party
Hot-dog roast	Trick-or-treat bags to a children's home
Installation of officers	Scavenger hunt
Collect food for needy families	Visit a nursing home
Winter: December, January, February	
Christmas caroling in the community	Holiday party
Christmas caroling at a nursing home	New Year's Eve party
Play Bingo and provide gifts for the elderly	Valentine's party
Valentine's party at a nursing home	Sweetheart dance
Spring: March, April, May	
Arbor Day program	Egg hunt
Mother's Day salad buffet	Campout for club
Family cookout	Bike trip
Club hike	Craft fair
Summer: June, July, August	
Watermelon feed	Canoe trip
Tubing party	Whitewater rafting trip
Inner-tubing trip	Visit theme/amusement park
Field trip to a state park or other location	Field trip to Cades Cove
Pa & Me Night	Pizza and bowling
Ma & Me Night	Dinner and a movie
Anytime:	
Tour McDonald's or Burger King	Visit a veterinary clinic
Tour a feed store or Tractor Supply Co.	Tour a grocery store
Tour a slaughterhouse	Tour the Sheriff's Canine Unit
Go to an auction	Tour an EMS or fire station
Tour a UT campus	Tour a radio station
Tour a city hall or courthouse	Tour Home Depot or Lowe's
Attend a county commission meeting	
International Night	Invite a student from another country to do a program
Facials and Hair Styling Night	Care of skin, hair and nails by a local cosmetologist
Practice participating in History Bowl or Clover Bowl	

Financial Guidelines

Club finances will be managed by the Extension office. No outside accounts will be established. A financial report can be obtained through the county 4-H agent.

Fundraisers, such as drawings, raffles, bake sales, candy sales, calendar sales, yard sales, craft sales, car washes, or similar activities **will be approved at the county 4-H agent's discretion**.

All funds and property acquired by the 4-H club are owned by the county Extension office. Fundraiser monies should be turned in to the 4-H office no later than two days after the fundraiser has been completed.

Clubs and groups may charge fees, but only if they are appropriate for the purpose of operating the club or group. If a family cannot pay the fees, contact the county Extension office for more guidance.

Grant writing will be coordinated by the county Extension office with the guidance of the UT Office of Sponsored Programs.

Disbanded Clubs

Clubs may be disbanded by the club leader or the county 4-H agent. To disband a club, the 4-H leader should follow a series of procedures:

- The primary club leader should submit a written request to the county 4-H agent asking to be released from his or her leader responsibilities.
- If no adult volunteer is willing to step into the leadership role, the club will be disbanded, and members will be encouraged to join another club.
- All 4-H property that the disbanded club has in its possession should be returned to the 4-H office by a specified date. (This includes manuals, project books, videos, etc.).
- Any funds that remain in the club's account will be added into the general 4-H operating account or split among other clubs based on a percentage of club member transfers. Scholarships and member assistance funds also may be allocated from this account.
- The club's name will not be used for one year. This is to minimize confusion in dealing with communities.
- If disbanded by the county 4-H agent, other stipulations may apply.





SECTION IV.
RISK MANAGEMENT



Risk Management

LIABILITY COVERAGE

Tennessee 4-H volunteers are a valuable part of UT. The university recognizes the valuable contributions of volunteers giving freely of their time and talents for the benefit of the university without compensation. The state Legislature, in the enactment of the Tennessee Claims Commission Act of 1984, recognized the need for the protection of volunteers from legal actions while performing their service on behalf of the university. As such, the volunteers who are registered with the university receive the same civil immunity from liability that university employees receive under the Act. Volunteers under the Claims Commission Act are not covered for workers' compensation.

CHILD PROTECTION

Tennessee 4-H volunteers are required to complete training in child protection, to protect themselves and the youth they serve, as part of the application process.

TRAINING AS A RISK MANAGEMENT TOOL

As mentioned above, 4-H volunteers are UT volunteers and are protected under the Tennessee Claims Commission Act of 1984 from legal actions while performing their service on behalf of the university. For volunteers to be protected, they must be performing their duties as prescribed.

So, how does a volunteer know the duties? The answer is training. Training is the "Key Risk Management Tool" for a 4-H volunteer. The more a volunteer knows about the duties and responsibilities, the better. Fortunately, Tennessee 4-H provides ample training opportunities that keep the risks of volunteering to a minimum. In addition, because of UT Extension's 95 county offices, there is always a county Extension agent ready to help with any training needs.



SECTION V. FORMS

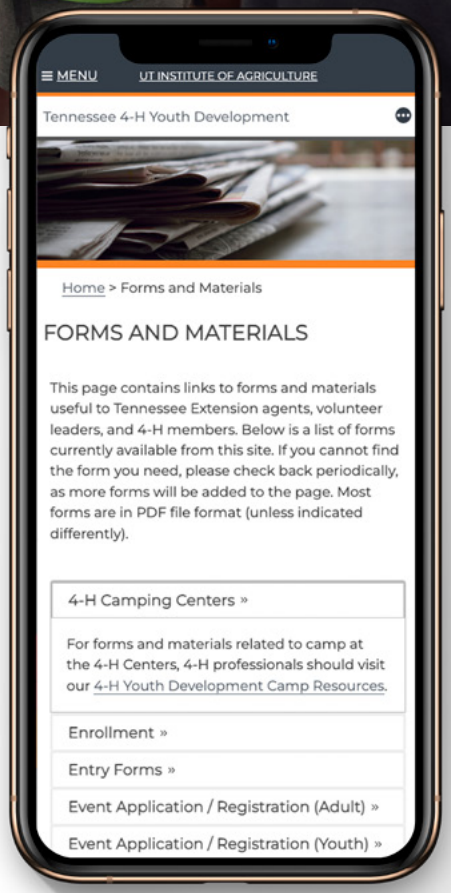
Tennessee 4-H Forms and Materials

All forms and materials for Tennessee 4-H are conveniently found at 4h.tennessee.edu/forms-and-materials.

Among the items you will find at this site are:

- A link to the Tennessee 4-H Volunteer website to start the application process, which includes child protection training and all associated forms, under the Volunteers tab.
- A health form for 4-H volunteers (F600-B), under the Volunteers tab.
- Applications for several volunteer recognition programs, under the Volunteers tab.
- A health form for 4-H youth (F600-A or F600-C), under the Health/Code of Conduct/ Photo Release tab.

For regional and county forms, check with your county office.



4-H Club Officer Sheet

Club Name _____ Date _____ Time _____

Officer	Name	Address	Phone Number
President			
Vice President			
Secretary			
Treasurer			
Reporter			
Inspirational Thought Leader			
Recreation Leader			
Other			

Club Enrollment List

Club Name: _____

Please list each member and volunteer of your club. Specify position M=Member V=Volunteer

Name	Position	Name	Position



SECTION VI.
VOLUNTEER GET-ACQUAINTED ACTIVITIES

Find-a-Friend Bingo (for adult volunteers)

Directions – Find one statement that applies to you and sign the box. The first person to get five in a row (diagonal, vertical or horizontal) or fill up the whole sheet will win a prize!

I was a 4-H member as a child.	I can say the 4-H pledge.	I am a University of Tennessee Vols fan.	I already have children interested in joining my club.	I love 4-H.
I have visited more than 10 states.	I know what the 4-H colors are.	I know the difference between a Junior 4-H'er and a Junior High 4-H'er.	Spring is my favorite season.	I would like to participate in a national exchange program.
I would like to help youth learn more about animals.	I know the 4-H motto.	FREE	I've been to 4-H camp.	I have shown animals through 4-H.
I want to learn more about portfolios.	I enjoy outdoor activities.	I know what the four H's stand for.	I know the two universities that are part of the land-grant system.	I know what the 4-H emblem is.
I know what Extension is.	Winter is my favorite season.	I know where the 4-H office is located.	I know what a clover bud is.	I know you have to be a fourth grader to begin 4-H.

New 4-H Volunteer Interest Survey

1. What is your full name?

2. What would you prefer to be called?

3. What area of Tennessee do you live in? What town?

4. What newspapers do you receive?

5. Have you ever seen any articles about 4-H in the newspaper?

6. If so, what were the articles about?

7. Where did you hear about the opportunity to volunteer with us?

8. Why do you want to be a 4-H volunteer?

9. What position would you like to serve in with us? (Club leader, co-leader, etc.)

10. Do you realize that serving as a 4-H leader may tie up nights and weekends in your personal life?

11. Are you willing to treat every child in your club equally?

12. Do you have children who will join or are already members of 4-H?

13. Do you know children, besides your own, who are interested in joining your club?

14. Set two goals that you would like to achieve in 4-H this year.

    A.

    B.

15. What are two activities you would like to participate in as a 4-H volunteer?

    A.

    B.

16. Do you have an idea where your club will meet? If so, where?

Thank you for completing this survey. Your honest answers help us evaluate our goals and objectives in the 4-H program.



SECTION VII.
LOGO AND BRANDING STANDARDS



UTIA Brand Standards

Maintaining a strong, consistent brand is crucial to any organization. A brand reflects the core of an organization's personality. It's who we say we are, and what we hope our audiences will remember us for. Our visual identity, written identity and brand promise provide a unified platform from which to showcase the value we provide.

Tennessee 4-H is part of the UT Institute of Agriculture (UTIA) and adheres to all UTIA Brand Standards. They are found at utiabrand.tennessee.edu. For more information on these standards, contact your county Extension agent.

Use of the 4-H Logo

The 4-H name and emblem is a federal mark, within USDA, with protections and standards that exceed that of trademarks and copyrights. Using the 4-H name and emblem requires proper authorization. Contact your county Extension office for questions about authorization.

Learn more about the guidelines for appropriate use of the 4-H clover on the U.S. Department of Agriculture (USDA) website.





APPENDIX W387





Training Effective 4-H Officers

NAME _____

CLUB _____



This publication was prepared by:

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Adapted from:

Jordan, J., & Terry, B., (2009). *Florida 4-H Officer's Handbook*. Gainesville, FL: University of Florida IFAS Extension.

Lucas, A. (1997). *4-H Club Officers Manual*. Lexington, KY; University of Kentucky Cooperative Extension Service.

Finley, K., & Mann, T. (2012). *Robertson County 4-H Officer Manual*. Springfield, TN: University of Tennessee Extension - Robertson County

Training Effective 4-H Officers

The topics that will be discussed in this manual are:

I. Club Officers - Roles and Responsibilities.
   - A. President.
   - B. Vice President(s).
   - C. Secretary.
   - D. Reporter/Historian.
   - E. Recreation Leader.
   - F. Chairs.
   - G. Service Learning Chair.

II. Parliamentary Procedure.

III. Implementation of Club Meetings.



Congratulations!

You have been elected as an officer for your club. Now comes the training you need to become an effective leader.

One important lesson to remember is that 4-H is youth-led. This is YOUR club and it has to be your priority. The success of the club depends on how much you put into leading the club.

It will be extremely important that you handle the club meeting in a business-like and professional manner! You will want the Executive Board (all of the officers serving together) to work as a team to get the most work accomplished in a minimal amount of time. There is a time and place for fun activities. During the business meeting is not the time for silliness. Allocate some time before and after the meeting for social time or recreation.

As an officer, you are responsible for making sure that your club makes everyone feel welcome and that you and/or your members are non-discriminant when it comes to race, national origin, religion, disability. 4-H is open to everyone, ages 9-19.

USING THE FOUR H'S TO BE AN EFFECTIVE LEADER

HEAD

- Be open-minded.
- Begin with the end in mind.
- Be intelligent.
- Be a good communicator.

HEART

- Be friendly to everyone.
- Be respectful about every person's opinions.
- Be loyal to the people involved in your club.
- Be honest with yourself and others.

HANDS

- Be a good representative for your organization.
- Help others.
- Have a service-oriented mind.

HEALTH

- Encourage your members through positive messages.
- Participate in activities that promote health among you and your community.
- Learn to make good choices for the good of all involved.



THE PRESIDENT

The president provides leadership to the officers, works with the other officers, assists the 4-H agent in developing an annual program plan, and facilitates the club meetings.

- Work with the 4-H Agent/Leader to plan the business part of your meeting.
- Assist the 4-H Agent/Leader with preparing the agenda.
- Ensure that all officers have their prepared reports prior to the meeting.
- Be familiar with parliamentary procedure.
- Start and stop the meeting on time.
- Preside over the business meetings.
- Represent club at other group meetings.
- Assist Service Learning Chairs with planning and organizing activities.
- Appoint committees as needed.
- Be a role model for all members.

THE VICE PRESIDENT(S)

The vice president provides leadership in the president's absence.

- Assist the President in planning the business meeting.
- Ask specific members to lead the American Pledge and the 4-H Pledge.
- Call on a member to give a thought for the day.
- Try to share opportunities with club members.
- Participate in the monthly club activity and lesson.
- Be a role model for all members.
- Represent club at other group meetings.

THE SECRETARY

The secretary is the record-keeper for each month's meeting.

- Use a Secretary's Book(F241) and fill in the minutes each month.
- Remind club members of upcoming meetings.
- Keep the roll of members.
- Write the minutes of each meeting. Be sure to include:
  - The date of the meeting.
  - Name of people in attendance.
  - Items discussed.
  - Next activity planned or club meeting.
  - Write letters for the club, such as thank you notes or invitations.
  - Assist other officers with their needs.
  - At the next meeting, read the minutes of the meeting. Be sure to use a clear, loud voice as well as eye contact.

Example of Secretary's Minutes

The first meeting of_____
(name of club - teacher's name)

4-H Club was held at _____
(name of school)

on _____. Our 4-H Leader, _____,
(date of 1st club meeting) (name of 4-H leader)

led the meeting to organize our 4-H club.

_____led the American Pledge while
(name of 4-H member)

_____ led the 4-H Pledge.
(name of 4-H member)

Old business discussed was: _____

_____

_____

New business discussed was: _____

_____

_____

A special program was taught by _____
(name of person teaching lesson)

on _____
(list the topic of the special lesson)

Our next 4-H club meeting will be _____.

The meeting was adjourned by the President at _____ a.m./p.m.



REPORTER/HISTORIAN

The reporter/historian reports any news inside or outside of the club.

- Work with the 4-H Agent/Leader and President to identify events and activities that are newsworthy.
- Write newspaper articles.
- Submit reports to the 4-H Agent/Leader in order to include information in the monthly newsletter.
- Represent club at other group meetings.

RECREATION LEADER

The recreation leader is responsible for any recreation, including games that members will participate in before, during, or following club meetings.

- Have a fun and interactive game ready at each meeting.
- Be sure to include all members in the game.
- Work with your 4-H Agent/Leader to make sure you have any supplies or equipment you may need for your activity.

CHAIRPERSON (SERVICE, HOSPITALITY, FUNDRAISING)

Different counties have different needs. The President of each club may appoint a Chairperson to handle specific responsibilities. In some counties, the chairperson may focus on something specific, such as, service projects, hospitality, fundraising, etc. Instead of "running" for this office, Presidents normally select someone for the position.

- Report on the committee's work.
- Handle any issue that may need to be addressed.
- Be willing to assist the President when dealing with specific issues or reports.
- Plan and conduct activities for the committee assignment.







Parliamentary Procedure

The term “Parliamentary Procedure” is the proper way to handle meetings. It provides rules for conducting an orderly meeting and is also a fair way to give everyone an opportunity to participate.

Vocabulary List

Parliamentary procedure	minutes	vote
gavel	second	adjourn
motion	roll call	rap

Let’s look at some basic rules of parliamentary procedure…

The president calls the meeting to order. He/she will rap the gavel **twice** to call the meeting to order. The president recognizes the person who has raised their hand to speak. Members don’t speak out of turn. Each person should address the presiding officer as, “Madam or Mr. President.”

Making a motion

The word “motion” means “to move.” In order to bring up business in a meeting or to approve business that is taking place, a club member must “MOVE” to make a motion. To conduct business, such as approving the minutes, adjourning the meeting, or voting on a community service project, a member must make a motion. To bring the motion to a vote, another member must second (or agree) to the first motion. The president will recognize a club member to make the motion and then a second club member to second the motion. The vote of the majority decides.



To make a motion, say “I move…”

To second a motion, say, “I second the motion.”

The president may ask for discussion. The discussion is a time for the group to talk about what is being proposed. Then all members vote, either “yes” or “no.” “Aye” is another word for yes and is pronounced “I”. The membership may vote by secret ballot, show of hands or by saying “aye.” The president decides how the vote will be taken. The president will announce the results and rap the gavel **one** time.

Officer Script

President: The 4-H meeting will please come to order. The Vice President will begin our program.

Vice President: Everyone please stand for the Pledge of Allegiance led by _____.

The 4-H pledge will be led by _____.

Vice President: The Thought for the Day will be read by _____.

President: All members answer as the secretary calls the roll.

Secretary: (Calls the roll. If a roll call response is expected, say…)
Please answer the roll by saying _____.

President: Secretary, please read the minutes from our last meeting.

Secretary: (Reads the minutes written in Secretary's Record Book.)

President: Thank you. Are there any additions or corrections to the minutes? (Pause)
Do I hear a motion that the minutes be approved?

4-H Member: I move that the minutes be approved as read.

President: Is there a second?

4-H Member: I second the motion.

President: The motion has been made and seconded to approve the minutes. All those in favor, say "Aye." All opposed say "nay." The motion carries and the minutes are approved. (Rap the gavel once to make the motion official.)

President: We will now hear a report from our Chairs about their reports

Service Leaders: (Give report or open discussion for ideas.)

Fundraising Chair: (Give report or open discussion for ideas.)

Hospitality Chair: (Introduce visitors or if someone has recently been initiated.)

President: Do we have a motion to accept the reports from our Special Chairs?

4-H Member: I move that the reports be approved as given.

President: Is there a second?

4-H Member: I second the motion.

President: The motion has been made and seconded accept the reports as read. All those in favor, say "Aye." All opposed say "nay." The motion carries and the minutes are approved. (Rap the gavel once to make the motion official.)

President: Thank you for your report. Now our Recreation Leader will lead us in an activity.

Recreation Leader: (Leads song or activity planned.)

President: I will now turn the meeting over to our 4-H Agent/Leader for today's program.

At the conclusion of the meeting:

President: Do I have a motion that this meeting be adjourned? Call on someone. You will need a motion and a second.

President: This meeting is adjourned at _____ p.m.

Tips and Tricks

THE GAVEL

The gavel is the visible sign of authority. The President or the Vice President (in the President's absence) are the only one who use the gavel.

- The gavel should never be banged. A light tap is sufficient.
- When the gavel is not in use, it should be placed on the table.
- Times when the gavel should be used.
    1) To restore order.
    2) Open and adjourn the meeting.
    3) If conducting a ceremony.
- Never use the gavel as a weapon. Respect it!

THE MEETING

- Be prepared and dependable.
- Have a script and follow it.
- Be attentive to the agenda and what MUST get done in the time you have available.
- Listen to what others have to say. Practice active listening!
- Utilize parliamentary terms when speaking.
- Ask questions of others or your 4-H Agent/Leader if you do not know the answer.
- Try to be unbiased and be respectful of every person present.
- Practice your public speaking skills!

HELPFUL RESOURCES

Robert's Rules of Order – 11th Edition

The Complete Idiot's Guide to Robert's Rules

The Meeting Will Come to Order by Optimist International

INSPIRATIONAL THOUGHT SUGGESTIONS

"It is health that is real wealth and not pieces of gold or silver."

- Mohandas Gandhi

"When I use my time wisely, there is usually enough time to do what I want to do."

- Unknown

"If a man empties his purse into his head, no one can take it from him."

–Benjamin Franklin

"An apology is the superglue of life. It can repair just about anything."

- Lynn Johnston

"If the sky is the limit, then what is space, over the limit? Reach for the stars."

- Unknown











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University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.
UT Extension provides equal opportunities in programs and employment.