

COOPERATIVE
EXTENSION
SERVICE



4-H HANDBOOK

McCracken County Extension Office
(270) 554-9520

MCCRACKEN COUNTY COOPERATIVE EXTENSION
OFFICE
2705 OLIVET CHURCH ROAD
PADUCAH, KY 42001
(270) 554-9520

4-H
Handbook

**Program & Calendar
of Events**



**County Extension Agents for 4-H
Youth Development**

David Littlejohn Bernita Cheirs
Robert C. Tashjian, Jr.

2009 - 2010



Disabilities accommodated with prior notification.

Educational programs of Kentucky Cooperative Extension serve all people regardless of race, color, age, sex, religion, disability, or national origin.
UNIVERSITY OF KENTUCKY, KENTUCKY STATE UNIVERSITY, U.S. DEPARTMENT OF AGRICULTURE, AND KENTUCKY COUNTIES, COOPERATING

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.



FOR MORE INFORMATION PLEASE CONTACT

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2705 Olivet Church Road
Paducah, KY 42001
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**Monday—Friday
8:00 a.m. to 4:30 p.m.**



**County Extension Agents for
4-H Youth Development**

**Bernita Cheirs
David Littlejohn
Robert C. Tashjian, Jr.**

**[http://ces.ca.uky.edu/
mccracken/4HYouthDevelopment](http://ces.ca.uky.edu/mccracken/4HYouthDevelopment)**

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Word Search

C G K B A X H P W V M I Q N E Y J J
 O M H O E M A E O E P X M U V F J L
 E H M N B G L L F E F I A I A S X P
 R C I T E G U G N F H B U I E G C L
 H M I N N N C L O V E R R D A O O E
 Q G T V T X F C O U N C I L S F F D
 K S Q E R S A Y T I N U M M O C F F G
 Y F E A L E O C S N M U T R X O I E
 C R J P I H S R E D A E L O B Y C L
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 J P E U V S D B C R S W C A M P S M

Schools
 Service
 Volunteers
 Youth
 Councils
 Fair
 Friendship

Leadership
 Agents
 Clubs
 Camps
 Officers
 Conferences
 Fun

Meetings
 Pledge
 Communication
 Clover
 Members
 Community
 Green

4-H Club Officers and Leaders for

2009—2010

(After officer election, fill in the names.)

President _____

Vice President _____

Secretary _____

Treasurer _____

Reporter _____

Song Leader _____

Game Leader _____

Parliamentarian/ Sgt. At Arms _____

Community Pride Chairman _____

Club Leader _____

Club Leader _____

Project Leader _____

Project Leader _____

4-H / Youth Development Agents
for McCracken County

Robert C. Tashjian, Jr.

Bernita Cheirs

David Littlejohn

4-H CLUB EMBLEM

The state and national emblem is a four-leaf clover with a “H” on each leaf. The four “H’s” stand for the four-fold development of Head, Heart, Hands and Health.

4-H MOTTO

“To Make the Best Better”

The motto should be the aim of all club members and should be their guide to all they do.

4-H COLORS

The 4-H colors are green and white. The white background symbolizes purity and the green 4-H emblem is nature’s common color and is emblematic of springtime, life and youth.

4-H CREED

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

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

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

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

“I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease and to work efficiently.”

“I believe in my community, my state and my country and in my responsibility for their development.

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



Officer Responsibilities, Cont.

SONG/GAME LEADER

1. Be prepared to teach songs and/or games.

When teaching new songs or games

- Invite 2 or 3 people up front to help you lead songs/games.
- Know the song/game—Do not use word sheets except to teach the words.
- Teach the words/actions of the song/game to the group.
- Sing the song for the group.
- Have the group sing/play the song/game.
- Use your hand(s) to lead the song.

COMMUNITY SERVICE CHAIRMAN

1. Read newspapers, listen for community service opportunities.
2. Work with the leader/agent in making final plans with designated parties.
3. Possibly, work with reporter and 4-H Agent on covering events with a news article, radio, TV.
4. Complete 4-H Community Service Award, entry in April.

Community Service Ideas

- Adopt a Grandparent
- Begin or Assist Recycling Campaign for school, classroom and/or community
- Collect food for local charities
- Visit elderly to sing or take pets
- Make crafts for elderly people

Office Responsibilities, Cont.**SAMPLE OF TREASURER'S REPORT**

NORTH COUNTY 4-H CLUB
TREASURER'S REPORT
OCTOBER 5, 2005

Beginning Balance		\$5.00	
Money Collected			
October 1, 2005—Sale of Music Cards	\$15.00		
October 3, 2005— Membership Dues	\$ 4.00		
Total	\$19.00		
New Balance		\$24.00	
Money Spent			
October 2, 2005—Paid for Music Cards	\$12.00		
October 5, 2005—Red Cross Donation	\$ 5.00		
Total	\$17.00		
New Ending Balance		\$ 7.00	

REPORTER

1. Turn in Meeting Report to 4-H Agent in a timely manner.
2. If possible, the reporter will bring a camera to any and/or all 4-H events. Keep a scrapbook of club members and activities. Scrapbook can be made from construction paper.

PARLIAMENTARIAN

1. Learn Parliamentary Procedure in order to help the President keep the meeting running smoothly.
2. Take names of those who talk or misbehave during the meeting.
3. Cooperate with the teacher/leader on these names.
4. Set a good example.

****This month is mainly an organizational time. You may not have regular meeting.**

CALL TO ORDER

FLAG SALUTE

4-H PLEDGE

SONG (OPTIONAL)

ROLL CALL

REMINDERS: Enroll members and select projects

Election of officers

(Receive Officer Books)

RECREATION (OPTIONAL)

ADJOURNMENT

DATES**September 14**

Area 4-H Council Meeting

September 19 – 20

State 4-H Shoot

September TBA

Family Day

September 25

Project Books Due

* Not all event dates are published in this handbook

CALL TO ORDER

FLAG SALUTE

4-H PLEDGE

SONG (OPTIONAL)

ROLL CALL: Answer by naming something associated with Halloween.

MINUTES—Reading and Approval

TREASURER'S REPORT

REPORTS FROM OFFICERS, LEADERS & 4-H AGENT

NEW BUSINESS—Discuss Dues

Discuss membership pins

Discuss club names

Appoint Community Service Chairperson

(& Committee)

PROGRAM—Membership and Officer Installation Ceremony

RECREATION—(OPTIONAL)

ADJOURNMENT

<u>DATES</u>	October is Officer Training Month
October 1	Issues Registration Due
October 2	Ag Day at Carson Park
October 2	Reg. Deadline-Coaches Certification
October 8 -11	So. Region Teen Leadership Conf.
October 12 - 17	Fall Break
October 16 -18	Statewide Shooting Sports
October 19	Mini 4-H On Wheels Begins
October TBA	Rotary Luncheon

Sample of Minutes

The regular meeting of Mrs. H's 4-H Club was held at the Roaring Run School at 2:00 p.m., September 7, 2007.

There were no pledges, roll call, minutes or unfinished business because it was our first meeting. The first new business was electing officers. The officers are as follows: (President is Sally Wall, Vice President is Bobby Hook...etc.)

Motion was made by Jessica Jones to adjourn the meeting. Motion was seconded by Travis Long. Motion carried. The meeting was adjourned.

Respectfully Submitted
(Secretary's Signature)
Secretary

****Minutes should be kept in the Secretary's Book.

TREASURER

1. Keeps up with the money from dues, fund raisers, etc. The club can decorate a can or box to keep the money in for the club.
2. Makes Treasurer's report when asked to do so at monthly meetings. (Should be done monthly.)
3. Works with the leaders and other officers to prepare budget if needed.
4. Be available to pay bills and/or collect money when needed and be responsible for seeing that someone else takes care of it if your not going to be available.

CALL TO ORDER

FLAG SALUTE

4-H PLEDGE

SONG

ROLL CALL: Answer by naming something you could do to make the Christmas season nice for someone else.

MINUTES- Reading and Approval

TREASURER'S REPORT

REPORTS FROM OFFICERS, LEADERS & 4-H AGENT

UNFINISHED BUSINESS

NEW BUSINESS

PROGRAM

ADJOURNMENT

DATES

December 1	Communication Day Packets Available
December 5	Christmas Parade
December 14	Mini 4-H on Wheels Graduation
December 24th –	Christmas Break,
January 1st	Office Closed



Parliamentary Procedure, Cont.

Then, “**All in favor of this motion say “Aye”** (response). Then—”All opposed say ‘No’” (response). The President then announces “The motion carries”, or “The motion fails”. If the vote is very close, the President may ask the members to vote by standing. This permits counting first those in favor of the motion, then those against the motion. Then announce the result by the number of votes. For example, “The motion carries 8 to 6.”

7. Only one principle motion can be before the club at a time. If a motion is made to amend, the amendment is first considered as if it were a separate motion. If this amendment is adopted, the original motion is considered as amended. If the amendment fails, the original motion is considered.
8. A motion may be withdrawn or modified, or another motion made by the one making the original motion, provided the motion is still before the meeting for consideration.
9. One parliamentary tool that may be used often is to “Lay an item of business on the table.” This is used if time is running out and nothing has been decided. A member must receive recognition from the President and say “Mr./Madam President, I move to lay this item of business on the table.” There must be a second, then vote. If it passes, the item is brought up at next meeting. If it fails, the group continues discussion on item of business.
10. A simple motion to adjourn, such as “Mr. President, I move we adjourn” is in order at any time except when a member has the floor. This motion is not debatable, cannot be amended, nor can a vote on it be considered.
11. Be courteous at all times.



Parliamentary Procedure

1. Always address the presiding officer as “Mr./Madam President.”
2. All remarks should be addressed to the President; no talking between members is allowed.
3. When a member wishes to discuss a subject or make a motion it is necessary to obtain the floor. A member may get the floor by rising and addressing the President by the correct title, “Mr./Madam President”. The President will recognize the speaker; if a club member, by calling his or her first name. Adults are recognized as “Mr. or Mrs.” When two or more arise, or raise their hand, at the same time, the President will decide who is entitled to the floor and announce the member’s name. This gives that person the floor and no one else may speak while he or she is talking.
4. To make a motion, first get the floor, then state the motion as “I move that....”.
5. A motion cannot be discussed or voted upon unless it is seconded by another member. Nominations for officers do not need to be seconded. Any member may second the motion by saying—“I second it.” This can be done without rising or without addressing the President. However, in a classroom you should raise your hand to be recognized. If no one immediately seconds the motion after it is made, the President should ask—“Is there a second to the motion?” If a motion is not seconded, the President says—The motion dies by lack of a second.”
6. After a motion has been properly made and seconded, it usually is discussed and may be amended. The President generally repeats the motion and asks if there is any discussion. After the members have had a reasonable length of time to debate a question, the President puts it to a vote by first stating the motion, as “The motion has been made and seconded that, etc.”

CALL TO ORDER

FLAG SALUTE

4-H PLEDGE

SONG (OPTIONAL)

ROLL CALL: Answer by telling one thing you like about yourself and something you would like to improve.

MINUTES- Reading and Approval

TREASURER’S REPORT

REPORTS FROM OFFICERS, LEADERS & 4-H AGENT

UNFINISHED BUSINESS

NEW BUSINESS—Work on Community Service Project

PROGRAM—Talk Meet Promotion

RECREATION-(OPTIONAL)

ADJOURNMENT

DATES

January 18

Office Closed – Martin Luther King, Jr.’s Birthday Day

January 29

Communication Day Registration Due

CAMP COUNSELOR RECRUITMENT

CALL TO ORDER

FLAG SALUTE

4-H PLEDGE

SONG (OPTIONAL)

ROLL CALL: Answer by naming a favorite pass time or hobby.

MINUTES- Reading and Approval

TREASURER'S REPORT

REPORTS FROM OFFICERS, LEADERS & 4-H AGENT

UNFINISHED BUSINESS

NEW BUSINESS

Discuss Community Service Award

PROGRAM—Citizenship

RECREATION—GAME OR VALENTINE PARTY

ADJOURNMENT

DATES

February 4-5 Tri-State Diversity, Cincinnati, OH

February 19 Communications Day

POINTERS

Parliamentary law is the accepted system of rules for conducting business of a legislative body or formal meeting. The same rules fit all types of organization from the Congress of the United States through the board of directors of a large business corporation to a 4-H Club meeting. It provides a means of arriving at the opinion of those present accurately, impartially, and in a minimum amount of time. It is based on the following principles: Orderly transaction of business, equality and families, majority rule and the protection of the right of the minority. Parliamentary procedure is very simple when once the principles are understood. It is just plain common sense, plus justice, plus courtesy.

FIVE PRINCIPLES OF PARLIAMENTARY LAW

1. Courtesy and justice to all.
2. Consider only one thing at a time.
3. The majority rules.
4. The minority must be heard.
5. The purpose is to facilitate action.

PARLIAMENTARY COURTESIES

Courtesies expected of all members:

1. Stand when addressing the president, as in making a motion, discussing a question before the house, or making a committee report.
2. Address the president as "Mr./Madam President".
3. Sit down promptly when finished talking.
4. Do not speak during the business meeting except when addressing the chair and then only after having been properly recognized.
5. Never talk or whisper to another member during the meeting.
6. Never stand to get recognition from the president when another member has the floor.
7. Confine discussion to the question before the group.
8. Refer to an officer by their official title, to members by "member, who spoke last" or otherwise designate members but not by their names.
9. Willingly accept the decision of the majority.
10. Be punctual for club meetings.



RULES FOR CONDUCTING A 4-H CLUB MEETING Continued

8. **President** “**The next order of business is unfinished business.**” (It is the duty of the 4-H Club Secretary to refer to the previous minutes and prepare a list for the President of items of unfinished business.) Unfinished business is any business that was not finished in a previous meeting.
9. President (standing) “**Is there any new business to come before the club?** Any matter concerning the club that has not been before the club previously may be brought up at this time. The President or leader may present new matters to the club at this time. (Look in handbook, newsletter or notes from the 4-H agent.)
10. The club program for the meeting should be presented as planned. The President turns the program over to the Vice President at this time. At the close of the program the Vice President turns the meeting back over to the President.
11. When the last part of the program has been given, the President asks for a motion.
12. Meetings should close by someone making a motion that the club adjourn. Someone does this by being recognized by the President by raising their hand. Then they say “**Mr./Madam President, I move we adjourn.**” Another member, after being recognized by the President, should say “**Mr./Madam President, I second the motion.**” If the motion receives a second, the President puts the motion to a vote and announces the decision. Club meetings should always be adjourned in regular form.

MARCH

- CALL TO ORDER
- FLAG SALUTE
- 4-H PLEDGE
- SONG (OPTIONAL)
- ROLL CALL— Answer by naming a favorite food.

- MINUTES—Reading and Approval
- TREASURER’S REPORT
- REPORTS FROM OFFICERS, LEADERS & 4-H AGENT
- UNFINISHED BUSINESS
- NEW BUSINESS
- PROGRAM RECREATION
- ADJOURNMENT

DATES

- | | |
|-----------|---|
| March TBA | 4-H Camp Information |
| March TBA | Teen Summit |
| March 8 | Purchase Area 4-H Teen Council |
| March TBA | A Capitol Experience |
| March TBA | Reality Store |
| March 28 | Area Communications Day—Ballard Co. Hosting |
| March TBA | Western KY Teen Retreat |

CALL TO ORDER

FLAG SALUTE

4-H PLEDGE

SONG

ROLL CALL: Name a place of interest that you would like to visit.

MINUTES- Reading and Approval

TREASURER'S REPORT

REPORTS OF OFFICERS, LEADERS & 4-H AGENT

UNFINISHED BUSINESS

NEW BUSINESS—DISCUSS END OF YEAR SOCIAL

PROGRAM- CAMP PROMOTION

RECREATION

ADJOURNMENT

DATES

April TBA

APES Conference

April 5 - 9

Spring Break

Cooking/Sewing Workshops TBA

April 30

County Variety Fashion Show

RULES FOR CONDUCTING A 4-H CLUB MEETING

1. President (standing), raps with gavel (or ruler). **"The meeting will come to order."** (All club members take their seats quietly.)
2. President—"Let's all stand and repeat the pledge to the American flag." (Vice President will assign some one to lead the pledge.) **"Now we will repeat the 4-H club pledge."** (A copy is in the handbook.)
3. President (standing), **"The song leader will lead us in the song(s) selected for this meeting."** (President will take their seat.) Song leader comes to the front and addresses the President—"Mr. President", (Song l leader directs the singing and returns to his/her seat.)
4. President (standing), **"The Secretary will now call the roll."** (President takes his seat.) If club members are to respond to roll call in any special manner, the secretary should announce it. Secretary (standing), (Call the roll and take a seat.)
5. President (standing), **"The secretary will read the minutes of the last meeting."** (President takes his seat.) Secretary (standing), **"Mr. President"** (Read the minutes and take a seat.)
6. President (standing), "You have heard the reading of the minutes. Are there any corrections?" If there are no corrections, the president says, "There being no corrections, the minutes stand approved as read." A club member who has observed an error in the minutes should mention the fact as soon as the Secretary has finished. If there are no objections to the corrections, the president says: "The Secretary will correct the minutes."
7. President (standing), "There being no further corrections, the minutes stand as corrected." (continued on next page)



COMMITTEE INSTRUCTION SHEET

Date _____

Name of Committee _____

Type of Committee

() Standing Committee (Regular-have every year)

() Special Committee (For special circumstances or events.)

Chairperson's Name _____

Committee Members _____

Purpose of Committee _____

Date of Event, if any _____

Budget, if any _____

Time of Reporting _____

Coordination with other Committees _____

Specific Duties and Responsibilities _____

CALL TO ORDER

FLAG SALUTE

4-H PLEDGE

SONG

ROLL CALL: Name your favorite summer or camp experience

MINUTES- Reading and Approval

TREASURER'S REPORT

REPORTS OF OFFICERS, LEADERS & 4-H AGENT

UNFINISHED BUSINESS

NEW BUSINESS—Discuss summer events including 4-H Camp and County Fair

PROGRAM—McCracken County Fair

RECREATION

ADJOURNMENT

DATES

May TBA

Area Variety/Fashion Show

McCracken County

May 10

Purchase Area 4-H Teen Council

Bicycle Safety Month

Camp Orientations

June TBA	4-H Camp at Dawson Springs
June 14 – 17	Teen Conference
June TBA	Fair Interviews
June TBA	Kentucky Youth Seminar at UK
June TBA	N.I.C.E.
June 21 – 27	McCracken County Fair
August	School Begins
August	State Fair

Some people get upset whenever things don't turn out as they had planned. They assume they're incapable of succeeding or that their program is doomed. But even the most successful people don't succeed every time.

- **The greatest quarterbacks complete only six out of ten passes.**
- **The best basketball players only make about half of their shoots.**
- **Major league baseball players reach first base only 40 percent of the time-and that includes walks.**
- **Top oil companies, even with the consultation of expert geologists, find oil only in one well out of ten.**
- **A successful television actor or actress is turned down 29 out of 30 times when auditioning for roles.**
- **Winners in the stock market make money on only two out of five investments.**

From the *Joy of Working*, by Dennis Waitley and Reni L. Witt, 1985.



Participation Makes a Successful 4-H Club

- Plan Ahead
- Have Executive Committee (Officers) meetings a day or two before the club meeting.
- Assign Reports!
- Work with a Teacher/Leader. It is your club, but they do have the final say as the adult in charge.
- Be Responsible!
- Be Enthusiastic!
- Be Creative!
- Set a good Example!
- Follow thru!
- Participate in 4-H activities outside of the club meeting such as: Individual Projects, Demonstrations, Speeches, Variety Show, County Fair, etc. You can work on these at home,



Month	County Wide Schedule	Club Schedule	Things to do at Club Meetings
Sept.	Area 4-H Council Mtg Project Book Due	Club Enrollment Elect Club Officers	Prepare for National 4H Week
Oct.	County Ag Day Officer Training Rotary Luncheon	Give out project literature	National 4-H Week
Nov.	Area Record Book Due Issues Conference	Community Service	Parade Preparations
Dec.	Christmas Parade	Community Service Activity	Holiday Celebration
Jan.	Area 4-H Council Mtg Talk Meet/Demo Prom.	Kentucky Heritage	Prepare for Talk Meet/Demo Con- test
Feb.	County Talk Meet/ Demo State 4H Leader Forum	4-H Camp Info	Club Talk Meet Demonstration Contest
Mar.	Area Communications	Area Talk Meet Demo Contest	Fashion Revue Horticulture Project
April	Springbreak Workshop	Community Pride Due	Project Books Up- date
May	Area Fashion Revue Horse Camp	County Fair Promotions	4H Camp Promo- tion Fair Exhibit Prep.
June	McCracken County Fair 4H Camp	Fair Exhibit Prep. *Pick up Fair Exhibits after Fair	End of Year Party
July	Special Camp plan- ning for next year	Out of school	
Aug.	Kentucky State Fair		

