



Montana 4-H Youth Officer Training



Empowering Youth...

This guide was created as a facilitation tool for 4-H volunteer leaders or Extension Staff working with 4-H Club Officers. It could be done as a county or club training with the ability of parts of the training to be adapted to fit that specific club or county.

The objective of the training is to provide a hands-on experience to empower youth in the 4-H Club setting to take active leadership roles in their elected position while enhancing life skill development such as leadership, decision making, problem solving and communication. Additionally, through this training, youth officers will be better prepared to successfully navigate their officer position.

Updated January 2014

 **YOUTH**
Montana 4-H Center
FOR YOUTH DEVELOPMENT


MONTANA
STATE UNIVERSITY
EXTENSION

Table of Contents & Program Overview

Empowering Youth...

This training is designed to be two hours and provide skill training to have an effective club officer team with activities related to teambuilding, parliamentary procedure and specific officer skills. Pieces of the training can also be used as stand alone training or a series of educational experiences.

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**Montana 4-H Center
for Youth Development**

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Length: 15 minutes

Supplies (per team):

- ◆ 10 sheets of paper

Activity 1

Teambuilding

Empowering Youth...

Description & Objectives:

As a club, it is essential for officers and members to establish a team like atmosphere in order to successfully accomplish the club's goals and create a positive learning environment where ALL members are in an inclusive club experience.

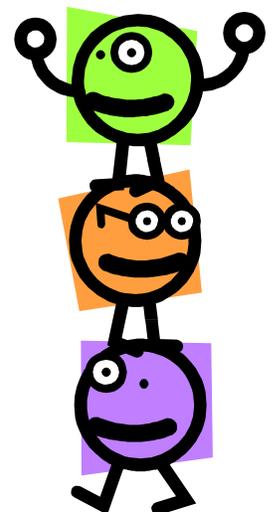
There are many different icebreakers or building activities. You may choose to do the one detailed below or substitute another depending on the stage and setting of your group. For example, if you are working with a countywide group consisting of officers from various clubs who may not know each other, a name game may be more appropriate. The objective of this activity should be to allow 4-H members to get to know each other better, build and strengthen life skill development and improve teamwork at the club or county level.

Leading the Activity:

1. Divide the group into teams of 3-5 members.
2. Provide each team with 10 sheets of paper.
3. Explain their objective is to work as a team to build the tallest highest free standing tower in five minutes.
4. Allow time to work and then reflect and apply.

Reflect & Apply:

- ◆ What techniques did you use to build your tower?
- ◆ What techniques didn't work?
- ◆ What skills did you use working as a team?
- ◆ Do you use any of these skills when working as a club?
- ◆ What others skills do you need as a 4-H Club Officer?



Length: 15 minutes

Supplies (per group):

- ◆ Parts of a Business Meeting Cards (page 5)

Order of Business

1. Call to Order
2. Pledges
3. Roll Call
4. Secretary's Report
5. Correspondence
6. Treasurer's Report
7. Committee Reports
8. Old Business
9. New Business
10. Announcements
11. Adjourn
12. Program

Activity 2

Meeting Basics

Empowering Youth...

Description & Objectives:

The objective of this activity is for participants to develop an understanding of meeting structure, purpose of parts of a meeting, and the order of business in a 4-H Club meeting. Participants will engage in an active game to help understand this structure.

Leading the Activity:

1. Divide the group into teams of 6-12 members.
2. Give each group a set of cards with a part of a meeting listed on each. Within each team, each person is to pick at least one card. The object is to form a line in the proper order of a business meeting.
3. Allow time for the team(s) to work (you may want to set a time limit). The teams may talk among themselves and should signal the facilitator when done.
4. Discuss the proper order. Ask the members to share a brief description of their part. If they aren't sure, the facilitator or other members should assist or use provided descriptions (page 6).

Reflect & Apply:

- ◆ Why is it important to know this order? As a club officer? As a club member?
- ◆ Do you need every element at each meeting? Why or why not?
- ◆ Besides your 4-H Club, where would you use this information?
- ◆ Is it okay to go in a different order? Why or why not?

Other Facilitation Methods:

There are several other ways to facilitate this activity to challenge your group or add other elements of skill building. Other methods ideas include:

- ◆ Emphasize the importance of communication by having the teams lineup in the proper order without talking.
- ◆ Add competition by seeing which team can line up the fastest in the correct order or within a set timeframe.
- ◆ Create a relay game.

Parts of a Business Meeting

Instructions—Cut into individual cards prior to activity.



Call to Order	Pledges
Roll Call	Secretary's Report
Correspondence	Treasurer's Report
Committee Reports	Old Business
New Business	Announcements
Program	Adjourn

Parts of a Business Meeting

Descriptions for Discussion (for facilitator)

<h2>Call to Order</h2> <p>The President calls the meeting to order to signify to the club to focus and begin the meeting.</p>	<h2>Pledges</h2> <p>Both the American and 4-H Pledge should be stated at the beginning of each meeting after it is called to order.</p>
<h2>Roll Call</h2> <p>The Secretary will call the roll of all enrolled and new club members. This can be fun and creative such as members stating their favorite 4-H activity as their name is called.</p>	<h2>Secretary's Report</h2> <p>The Secretary will read the minutes from the previous meeting. Then the President will provide an opportunity for any corrections or additions to the minutes.</p>
<h2>Correspondence</h2> <p>Following the approval of the Secretary's Report, the Secretary should read any correspondence that the club has received since the last meeting. This could include thank you notes or letters.</p>	<h2>Treasurer's Report</h2> <p>It's the Treasurer's turn report on the activity of the club accounts since the last meeting. This should include any transactions needing approval and the ending balance.</p>
<h2>Committee Reports</h2> <p>If your club has any standing committees, this is the time for their reports and to bring forward any recommendations or motions. For example, you may have a standing fundraising or community service committee.</p>	<h2>Old Business</h2> <p>This is any unfinished business from a previous meeting. It is the opportunity to make any motions and have discussions again related to these topics.</p>
<h2>New Business</h2> <p>This is the time for anything new that has never been brought before the club can be discussed and motions made.</p>	<h2>Announcements</h2> <p>The President or Club Leader will read any final announcements such as details for the next meeting, upcoming deadlines or event information.</p>
<h2>Program</h2> <p>This is the club's educational and/or recreational program such as a guest speaker, hands-on activity, demonstrations or teambuilding games.</p>	<h2>Adjourn</h2> <p>After all of the business is completed, then a motion can be made to adjourn a meeting. The motion should always be seconded and voted on.</p>

Length: 15 minutes

Supplies (per group):

- ◆ Buzzers or other noisemakers
- ◆ Prizes such as candy—*optional*
- ◆ Flipchart & Markers—*optional*

Activity 3

Parliamentary Procedure Quiz Bowl

Empowering Youth...

Description & Objectives:

The objective of this activity is for participants to develop a basic understanding of parliamentary procedure and its role in facilitating a meeting.

Leading the Activity:

1. Divide the group into teams according to the number of buzzers or noisemakers. Groups of 2-4 members are recommended.
2. Read a statement and the first person to “buzz” in with the correct answer will receive the assigned points. Keep track of the points on a flipchart or have members keep track of their own points.
3. Play the game and talk about the concepts as the questions progress.
4. Award prizes if desired.

Reflect & Apply:

- ◆ Were there any parliamentary rules that surprised you? If so, which ones?
- ◆ Where would using parliamentary procedure be appropriate?
- ◆ How can you utilize parliamentary procedure in your club?

Other Facilitation Methods:

This game could also be played as TurningPoint, Jeopardy or other trivia games. Use your imagination!



Parliamentary Procedure Quiz Bowl

100 points

1. Who takes over if the president is absent? (Vice President)
2. Whose job is it to write thank you letters and other correspondence sent by the club? (Secretary)
3. Who prepares the club's meeting agenda? (President working with club leaders and other officers)

200 points

1. How many signatures are required on checks? (Two)
2. What is the proper way to start a main motion? (I move...)
3. True or False: A member can move to adjourn the meeting at any time. (True.)

300 points

1. True or False: Even if a motion does not have a second, it can still be discussed and acted on. (False)
2. How many times should a president ask for discussion? (Three)
3. True or False: When approving secretary's minutes, a motion is needed. (False)

400 points

1. Name the three main sections parts of a 4-H business meeting. (Business, Recreation & Education)
2. What does tapping the gavel two times signify? (Call the meeting to order)
3. How should the President be addressed? (Madam/Mister President)

500 points

1. At a meeting with four members present, a main motion is made and seconded. After discussion, the vote is 2-2. What happens to the motion? (It is defeated.)
2. What is the name of the official book that provides guidelines for parliamentary procedure? (Robert's Rules of Order)
3. What is a quorum? (The minimum number of members needed to conduct business.)

Length: 45 minutes

Topic: Prior to your training, prepare for a fun issue for the main item of new business that encourages interaction

and participation with making motions. For example, your agenda item may be “Ice Cream Sundaes”. This would invite motions and discussion on how to make the sundaes, what to put in them, when to eat them, etc. Make sure to have the supplies to follow through after your workshop! Other ideas include:

- ◆ Food—Other items such as pizza, trail mix, smoothies, etc. that have many options for ingredients.
- ◆ Craft or Activity—Select an activity that has lots of options or ways of doing it to create discussion.
- ◆ Piñata—Invites lots of discussion related to how the piñata is broken, when, etc.

Supplies:

- ◆ Example Motion Topics (page 11)
- ◆ Supplies for Agenda Topic (see above)
- ◆ Mock Meeting Agenda (page 12)
- ◆ Mock Meeting Reports (page 13-14)
- ◆ Gavel
- ◆ “I Move” Cards (page 13)—*optional*
- ◆ Mock Meeting Script (page 15) - *optional*

Activity 4

Mock Meeting

Empowering Youth...

Description & Objectives:

Parliamentary procedure can be as simple or hard as a club makes it. Using basic tools of parliamentary procedure insures everyone in the club has rights and a fair process for making decisions. The objective of this activity is for members to learn how to make a motion through practice and develop a basic understanding of how parliamentary procedure can be used in a meeting. Through this activity, members will participate in a mock 4-H club meeting using a fun topic as the main item of new business that encourages interaction and participation. *Facilitators can create their own agenda and meeting reports to fit the club and group.*

Leading the Activity:

1. Making a Motion
 - a. Discuss how to make a motion and use the correct terminology, “I move...”. Each member can be given a card (page 10) with the language as a reminder of how to begin a motion. These could be provided to all club members and used at every meeting.
 - b. Pass out slips of paper with examples of motions; One to each youth. Have youth practice making a motion using the proper language with a partner.
2. Identify youth who will play the main officer roles. Teen members with experience leading a meeting are good leaders. Identify youth to be President, Vice-President, Secretary and Treasurer plus any other desired position(s). It may be valuable to identify these youth ahead of the meeting, so they can prepare. Position officers at the front of the room.
3. Provide an agenda to all members. Give officers the following materials:
 - a. President – This member may choose to use the provided script. This is optional especially if he/she has lots of experience leading meetings.
 - b. Vice-President – Committee Report
 - c. Secretary – Secretary’s Report and Correspondence
 - d. Treasurer – Treasurer’s Report
 - e. Other roles may need to be assigned as desired.
3. Provide an opportunity for the members to run the meeting. The President should make sure all members are participating in making motions and discussion.
4. During this time, it is important to empower the youth to run the meeting. If younger members are hesitant to make motions, it may be valuable to pair them with older youth who can mentor younger members in this process. Only step in if the group is struggling, asks a question or facilitate when necessary.

Reflect & Apply:

- ◆ Was making a motion harder or easier than you thought?
- ◆ What would make it easier?
- ◆ Why is it important to use parliamentary procedure in your 4-H Club meetings?
- ◆ What other places would you use parliamentary procedure?

“I Move” Language

Instructions—Cut into individual cards prior to meeting. Printing them on colorful paper helps them stand out. If they are laminated or on cardstock, then they also could be saved and used as regular club meetings as a constant reminder of the appropriate language to start a motion.

To present an item to vote on begin a main motion by saying...

**I
move...**

To present an item to vote on begin a main motion by saying...

**I
MOVE...**

To present an item to vote on begin a main motion by saying...

**I
move...**

To present an item to vote on begin a main motion by saying...

**I
move...**

Motion Topics

Instructions—Cut into individual slips prior to activity.

Take an educational field trip to visit a local meat processor.	Invite the County Extension Agent to a meeting.
Host a countywide 4-H Fun Day at the lake.	Provide an item for the 4-H Silent Auction Fundraiser.
All members will attend the countywide Demonstration & Public Speaking Day.	Club members will conduct speeches and demonstrations at each meeting.
Have an ice cream social after the next meeting.	Take the club's 4-H projects to a local rest home to showcase to the residents.
Pick up trash along the highway.	Pay for half of the registration fees for all club members who go to camp.
Have a pizza party to design the decorations for the club booth at Fair.	Start a club Facebook page.
Create a Fundraising Committee.	Require each member to participate in two countywide events.
Host an end-of-the 4-H year party at the bowling alley.	Plant trees at the park.
Start a recycling community program.	Do an educational activity at monthly club meetings to showcase a new 4-H project every time.

Lucky Clover 4-H Club Meeting

Mock Meeting Agenda

Call to Order

Pledges

Secretary's Report

Correspondence

Treasurer's Report

Other Officer Reports

Committee Reports

- ◆ Community Service
- ◆ Education

Unfinished Business

- ◆ Fundraising Committee

◆

◆

New Business

- ◆ [insert chosen topic here]

◆

◆

Announcements

Adjourn

Educational Program – Skill Training for Officers

Recreation

Lucky Clover 4-H Club

Secretary's Minutes

Mock Meeting

The Lucky Clovers 4-H Club meeting was called to order on June 12, 2013 at 7:00 pm by President Green Thumb. The meeting was held at the Community Building.

Pledges

Pledges to the flags were led by Silver Star and Waving Hand.

Roll Call

Roll call was to name your favorite color of jellybean and why. There were 24 members, 3 leaders, 10 parents and 6 guests present.

Secretary's Minutes

Minutes from the May meeting were read and approved.

Treasurer's Report

The Treasurer's report showed a beginning balance of \$543.89, income of \$15.00 from the fair booth, and expenses of \$95.20 for pizza and pop at the community service activity for a current balance of \$463.69.

Committee Reports

Red Clover, chairperson of the Community Service Committee, reported that they will be meeting to look at various options for service. The committee will present a recommendation at the next meeting.

Unfinished Business

- ◆ Discussion continued on how the club can improve the Fairgrounds. John Brush moved to donate \$100 to the Fair Board to use for stone work on the Cloverbud Barn. It was seconded and passed.

New Business

- ◆ Sammie Fields moved to sell candy bars for the club fundraiser. The motion was seconded. After discussion, Larry Helper moved to refer the motion to a committee of three appointed by the president. It was seconded and passed. The President appointed Sammie Fields, Silver Star and Waving Hand to the committee which will meet and present their suggestions for a fundraiser at the next meeting.
- ◆ Misty Rain moved to have a Pool Party. Motion died for lack of second.

Announcements

The next meeting will be held at the Community Center on July 20, 2013 at 7:00 pm.

Adjournment

John Brush moved to adjourn the meeting. It was seconded and motion passed.

Educational Program

The Educational Program for the evening was members talking about their plans for Fair. Everyone was given a 4-H Fair Exhibitor's Handbook and looked through the classes to fill out the entry form.

Recreation

Sammie Fields led the group in a teambuilding activity using duct tape. Following the activity, the club had brownies and punch.

Respectfully submitted:

John Hancock

Secretary

Green Thumb

President

Lucky Clover 4-H Club

*Treasurer's Report
Mock Meeting*

Club Name: Lucky Clovers 4-H Club

Date: June 12, 2013

Beginning Account Balance: \$463.69

Money Received:

\$10 from Mary & Molly Newcomer for club dues.

\$15 from Sam Jones for project books.

Expenses:

\$100 to the Fair Board for the Cloverbud Barn.

Closing Balance: \$383.69

Submitted by Larry Helper.

Committee Report

Community Service Committee:

Our committee met on June 1 to discuss various options for committee service which included planting trees at the Fairgrounds, visiting a local rest home with our 4-H animals and sending care packages to local soldiers deployed overseas. After lots of discussion, the committee recommends sending care packages to local soldiers deployed overseas.

Correspondence

Dear Lucky Clovers 4-H Club,

Thank you so much for the handmade tie blankets for our patients. The young children absolutely loved them and made them feel more at home. Thank you for taking the time to give back to your community!

Sincerely,

Hometown Children's Hospital

Sample Script

Mock Meeting

Call to Order

President: "This meeting will now come to order. (rap gavel twice)"

Pledges:

President: "Will _____ please lead the Pledge of Allegiance and _____ the 4-H Pledge?"

Roll Call

President: "Will the secretary please call roll?"

Secretary: "As I call roll, will each member stand and tell the club your favorite ice cream flavor?"

Secretary's Report

President: "Will the secretary now read the minutes from the last meeting?"

Secretary: Read Minutes

President: "Are there any corrections or additions to the minutes?" Pause.

"If not, they stand approved as read." (If there are changes, the president should ask the secretary to make the changes and state "The minutes are approved as corrected.")

Correspondence

President: "Will the secretary now read any club correspondence?"

Secretary: Read any letters, thank you, etc. that they club may have since the last meeting.

Treasurer's Report

President: "We will now have the Treasurer's Report."

Treasurer: Read Report

Committee Reports

President: "Thank you. Will _____, the Vice-President and chairperson of the Community Service Committee, please report?"

Vice-President: Read Report. The President should proceed with a motion if any follow the report.

President: "Are there any other reports? Pause. Seeing

none, we will proceed to unfinished business."

Unfinished Business

President: "The first item of unfinished business is _____. Would anyone consider a motion?"

The group should make motions and discuss issues as necessary. Then move on to the next agenda item. Tap the gavel once after each motion is concluded.

Before moving to New Business the President should ask, "Is there any other unfinished business?" Pause. "If there is no more unfinished business, we will move to move business."

New Business

President: "The first item of business is _____. Is there a motion?"

The club will proceed on with the motion and discussion as well as the remaining agenda items.

President: "Is there any other new business?"

Announcements

President: "The next meeting will be July 10 at 7:00 pm at the Community Center."

Adjournment

President: "If there is no other business or announcements, we need a motion to adjourn the meeting."

Member: "Mister/Madam President"

President: "Yes, _____"

Member: "I move that we adjourn our meeting."

Another member: "I second the motion."

President: "It has been moved and seconded to adjourn the meeting. All those in favor say aye." Group response. "All those opposed say nay." Group response. "The motion is _____. Meeting _____."

Educational Program

President: "Our program this month is skills training for officers and prospective officers. All members need to stay to attend this training."

Recreation

President: "_____ will now lead us in some fun recreational activities."

Length: 30 minutes

Supplies:

- ◆ Example Minutes (page 18)
- ◆ Agenda Guide (page 17)
- ◆ Pencils
- ◆ Club Meeting Scenarios (page 19)

Activity 5—Skills for Officers President & Vice-President

Empowering Youth...

Description & Objectives:

The objective of these activities is to provide specific skills for each officer position to allow youth to feel comfortable and competent in their leadership role. Depending on the situation, you could hold all of the officer skill trainings concurrently, as a skill-a-thon or one big group. You may also want to add trainings for other officer positions that are common in your county. There are Montana 4-H books for nearly all of the officer positions that can serve as additional resources to plan the activities or answer questions. Officers should be encouraged to obtain these books. *You may want to tailor the examples of meeting minutes, invoices, etc. so they are specific to your county.*

Leading the Activity:

1. Provide Background: The President's job comes with lots of responsibility and expectations to guide the club in the direction of its goals. Typical responsibilities of a President include creating agendas with the club organizational leader, running meetings while maintaining order and control, delegating tasks, working as a team with other officers, and being enthusiastic about club activities. The Vice-President runs the meetings in the absence of the President, serves as the chairperson of committees, helps coordinate educational programs, and works as a team with other officers.
2. Organizing the Agenda (15 minutes)
 - a. Provide the participants with an example set of minutes from a previous meeting and the agenda worksheet.
 - b. The object is for participants to look at the meeting minutes to design an agenda for the next meeting. They may add additional agenda items if desired.
3. Exercising Leadership Skills (15 minutes)
 - a. Divide the group into teams of 2-3 people. Provide each team with a different club leadership scenario.
 - b. Give the teams time to discuss the scenarios and select a spokesperson to report back to the group.
 - c. As teams report back, discuss the scenarios as a group.

Reflect & Apply:

- ◆ Is being a President easy or hard? Why or why not?
- ◆ What skills are important for a President or Vice-President?
- ◆ Is the President (or Vice-President) position similar or different in other organizations? Why or why not?

4-H Club Meeting Agenda Guide

President's Tool

Agenda Item	Topic or Person Responsible
Call to Order	
Pledges	
Roll Call	
Secretary's Report	
Correspondence	
Treasurer's Report	
Other Office Reports	
Committee Reports	1. 2.
Unfinished Business	1. 2. 3.
New Business	1. 2. 3.
Announcements	1. 2.
Adjournment	
Program	
Recreation	

Example Meeting Minutes

For President's Agenda Activity

The Blue Ribbon 4-H Club met at 7:00 pm on February 7, 2013 at the library. The meeting was called to order by Jerry Hurst, president.

Pledges

Kay Smith led the American pledge, and the 4-H Pledge was led by Paul Williams.

Secretary's Report

The secretary's report was read and approved.

Roll Call

Roll call was answered by "how can we improve our 4-H Club." There were 22 members, three leaders and two guests present.

Treasurer's Report

The Treasurer's report had a beginning balance of \$358.12. There was income of \$20 of club dues and expenses of \$45.00 for project books. The end balance was \$333.12.

Committee Reports

Joan Smith reported for the Nomination Committee. Their committee is currently has members interested in the Secretary and Vice-President positions in the club. They are still seeking other nominations and elections for club officers will take place next month.

Old Business

Sally Fry moved that the club have their annual exhibit at the school open house on September 27. The motion was seconded and passed. Jerry appointed the following committee to be in charge Ann Logan, Chairman, Josh Lucas and Amber Nye.

New Business

Amber moved to hold a joint 4-H meeting with another club in town. The motion was seconded and passed. Jerry will contact the other club to work out the details.

Announcements

Registration for 4-H Camp is due June 15 and the forms can be found in the 4-H newsletter.

Adjournment

Tom Jackson moved to adjourn the meeting. It was seconded and motion passed.

Educational Program

Brittney Shaff demonstrated "Freezing Green Beans," and Jack Hall showed "How to Groom a Sheep for the Show Ring."

Recreation

For recreation, Nicole Miller sang a song, and Mick Thomas and Shae Davis led games. Mrs. Swanson served refreshments.

Respectfully submitted:

Sally Swanson

Secretary

Jerry Hurst

President

4-H Club Meeting Scenarios

For President's Leadership Activity

Instructions: Cut into individual cards prior to activity.



<p>One of the parents in your club constantly interrupts the meetings with questions and comments. She makes it difficult for members to share their options and make decisions. What would you do?</p>	<p>The older members have been dominating the discussion of motions. Younger members hesitate to say anything and seem embarrassed when they address the President. What could you do?</p>
<p>The club is trying to decide on a possible fundraising activity. Many members have offered several ideas, but the club can't seem to reach a consensus. How can you help them make a decision?</p>	<p>The secretary is constantly running late for meetings and misses taking notes for the first part of the meeting. He hasn't been on time once this year. What would you do?</p>
<p>You have started noticing that several club members have dropped out. This is concerning, because the club has always been an active group with the same group of strong officers for several years. How can you help this situation?</p>	<p>Your club has an excellent recreational officer this year who organizes 2-3 fun games before each meeting. However, this makes it difficult to get the business meeting started because everyone is so energized. What could you do?</p>

Length: 30 minutes

Supplies:

- ◆ Incorrect Minutes (page 19)
- ◆ Lined Paper
- ◆ Pencils
- ◆ True/False Cards (page 20)
- ◆ Prizes such as candy—*optional*

True/False Questions –

What do you put in the official meeting minutes?

1. Time the meeting began. (True)
2. The name of the person who seconds every motion. (False)
3. Detailed records of all discussion. (False)
4. Number of members, leaders, parents and guests present. (True)
5. Personal opinions and feelings related to club decisions. (False)
6. Exact wording of every motion. (True)
7. Committee appointments of members. (True)
8. It doesn't matter what order the information goes. (False)
9. Record all special programs, recreation, demonstrations or presentations. (True)
10. The secretary and president should both sign the minutes. (True)

Activity 5—Skills for Officers Secretary

Description & Objectives:

The objective of these activities is to provide specific skills for each officer position to allow youth to feel comfortable and competent in their leadership role. You could hold all of the officer skill trainings concurrently, as a skill-a-thon or one big group. You may also need to add trainings for other officer positions common in your county. There are Montana 4-H books for nearly all of the major officer positions that can serve as additional resources to plan the activities or answer questions. Officers should be encouraged to obtain these books. *You may want to tailor the examples of meeting minutes, invoices, etc. so they are specific to your county.*

Leading the Activity:

1. Provide Background: The secretary has many very important responsibilities to keep the records for the club. This includes maintaining meeting minutes, keeping track of roll, organizing the club's correspondence, writing letters, and working with the president to correctly identify motions and unfinished business. The secretary's records are often referenced many years later, so it is important to keep them organized to pass on to the next person or place in your club's permanent files. The secretary should submit monthly minutes to the club and the Extension Office.
2. Minutes Content Game (10 minutes)
 - a. Divide the group into teams of 2-3 members. Give each team a set of True/False Cards.
 - b. Read statements (left) for the game which are related to the content of meeting minutes. Have the teams discuss and decide the answer. When asked, have all of the teams reveal their answer at the same time. Give points for correct responses and award prizes if desired.
3. Writing it Down Activity (20 minutes)
 - a. Provide each person with copies of incorrect meeting minutes. As a group, go through them and identify the items that are incorrect, in the wrong order or missing. Reflect on the content in the game to identify these items.
 - b. Next, have the members copy the minutes in the correct structure. Examples of good sets of minutes can be found on pages 13 and 18 in other activities.
 - c. Once the minutes are correct, then have the participants practicing reading the report with a partner.

Reflect & Apply:

- ◆ Is being a Secretary easy or hard? Why or why not?
- ◆ What skills are important for a Secretary?
- ◆ Is the Secretary's position in 4-H similar or different in other organizations? Why or why not?

Example Meeting Minutes

For Secretary's Minutes Activity

The regular meeting of the Blue Ribbon 4-H Club was at the old school house on September 31, 2012. The meeting was called to order by Monty McGee at 7:30 pm. Sue Smith gave a presentation titled "Care of Pigs". The bills for refreshments for the club tour were approved for payment. Jimmy Jones and Paula Potter talked about the football game they went to the night before. The treasurer's report showed a balance of \$117.19. We talked about the club's spending habits and decided that we should not have elected Eric Smith as treasurer. The president did a crummy job of conducting the meeting. There was not much business. The secretary's report was approved as corrected. There were six corrections, but one of them turned out not to be a real correction. I didn't change that one, because the person who said it just didn't like the motion we passed. We discussed paying for leaders to attend the leader's banquet. Our leader, Bob Smith, was unsure if he could attend, so it was postponed until next month. After 30 minutes, the meeting was adjourned. Roll call was answered by 14 members, two leaders and one guest. Ann Jones led us in a communication activity. A bill from the Corner Grocery Store for \$21.05 for refreshments for the club tour was presented. It was announced there would be a club officer training on November 18 and all club officers should attend. Bob Smith, our leader, thanked everyone for their help at the Fair. Bob Smith, our leader, recognized our two state fair exhibitors. We talked again about the club having a new members' meeting and decided to have one on October 25 at 7:30 pm at the old school house. Before the meeting, we setup the chairs in a semi-circle.

True & False Cards

For Secretary's Content Activity

Instructions: Cut into individual cards prior to activity.



TRUE	FALSE

Length: 30 minutes

Supplies:

- ◆ Flipchart
- ◆ Markers
- ◆ Pencils
- ◆ Example Invoice (pg. 24)
- ◆ Sample Blank Check (pg. 24)
- ◆ Example Check Register (pg. 26)
- ◆ Treasurer's Report Template (pg. 25)
- ◆ End-of-the-Year Financial Summary (pg. 27)
- ◆ Calculators—*optional*

Activity 5—Skills for Officers Treasurer

Description & Objectives:

The objective of these activities is to provide skill sets for each officer position to allow youth to feel comfortable and competent in their leadership role. You could hold all of the officer skill trainings concurrently, as a skill-a-thon or one big group. There are Montana 4-H books for nearly all of the officer positions that can serve as additional resources to plan the activities or answer questions. Officers should be encouraged to obtain these books. *You may want to tailor the examples of meeting minutes, invoices, etc. so they are specific to your county.*

Leading the Activity:

1. Provide Background: You have one of the most important jobs in the club. Your responsibility is to track funds for both deposits and debts, keep accurate records, write checks, provide fundraising reports, and submit the end-of-the-year report. Treasurers often need to work with adults to make sure that the records are accurate and up-to-date. You will prepare a report for the club each month. At the end of the 4-H year, you will prepare a report for the Extension Office.
2. Writing a Check Activity (10 minutes)
 - a. Review how to write a check. Use a flipchart to create a large sample for everyone to view.
 - b. Provide members with an example invoice and a blank check. Have each person practice writing a check to pay the invoice.
 - c. Handout the sample check register. Have members record the check into the example register.
3. Treasurer's Report Activity (10 minutes)
 - a. Using the check register, compile a treasurer's report that would be given at a meeting using the provided template. More details on how to compile a Treasurer's Report can be found in the Montana 4-H Treasurer's Book.
 - b. After completing the report, have members practice reading the report to a partner.
4. End-of-the-Year Financial Report (10 minutes)
 - a. As a group, talk about the components and importance of the end-of-the-year financial report.
 - b. Time permitting, start filling in parts of the report using the example check register.

Reflect & Apply:

- ◆ Is being a Treasurer easy or hard? Why or why not?
- ◆ What skills are important for a Treasurer?
- ◆ Is the Treasurer's position similar or different in other organizations? Why or why not?

Example Invoice

For Treasurer's Check Writing Activity

RECEIPT				
Highland Pizza Company				
SOLD TO Blue Ribbon 4-H Club 55 4H Road Bozeman MT 59717				
QTY	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
2.00	Pepperoni	\$ 14.50	\$ 2.00	\$ 27.00
1.00	Cheese	12.00	\$ 1.00	\$ 11.00
1.00	Supreme	16.00	\$ 1.00	15.00
TOTAL DISCOUNT			\$ 4.00	
SUBTOTAL				\$ 53.00
SALES TAX				
TOTAL				\$ 53.00

Sample Check

For Treasurer's Check Writing Activity

	Blue Ribbon 4-H Club 55 4H Road Bozeman MT 59717	1001 DATE: _____ \$ <input style="width: 100px;" type="text"/> _____ DOLLARS
PAY TO THE ORDER OF _____		
MEMO _____		AUTHORIZED SIGNATURE(S) _____
⑆0 100 1⑆ ⑆ 1 1 1 2 2 2 3 3 3 ⑆ 4 4 4 5 5 5 ⑆		

Treasurer's Report

The Treasurer's Report informs members of the club's financial activity since the last meeting. Complete the Treasurer's Report and present it to the club for each meeting.

 4-H Club Name

Treasurer's Report for _____
 (Date of Meeting)

1. Beginning account balance: \$ _____ (closing balance from previous meeting)
 Date of Previous Meeting: _____

2. Money received:

\$ _____ from _____ for what purpose _____
 \$ _____ from _____ for what purpose _____

Total money received \$ _____

3. Expenses:

\$ _____ to _____ for what purpose _____
 \$ _____ to _____ for what purpose _____

Total expenses \$ _____

4. Closing balance: \$ _____

5. Submitted by: _____
 (Treasurer)

Example Check Register

For Treasurer Activity

Date	Check Number	Payment Name & Purpose	Money Received	Payment Made	Balance
1/5/13	999	Christopher Adams – Reimburse Receipt Book		\$5.23	\$168.42
1/12/13		Jason Wyatt – Member Dues & Project Book	\$10.00		\$178.42
1/12/13		Fred & Linda Oldhouse – Member Dues & Project Books	\$25.00		\$203.42
1/12/13		Sam Jones – Member Dues & Project Books	\$15.00		\$218.42
1/26/13	1000	Pizza Land – Pizza & pop for officer installation		\$68.50	\$149.92
1/31/13		January Service Fee		\$4.00	\$145.92

Year-end Financial Summary Report

4-H Clubs, Committees and Councils need to complete and return this report to the County Extension Office at the end of the 4-H year for the year just completed. The 4-H fiscal year is from Oct. 1 to Sept. 30



Name of 4-H Group/Club _____ 4-H Year _____
MM/YYYY to MM/YYYY

Treasurer's Name _____ County _____

Leader Name _____ EIN _____

Checking Account*

Savings Account** if applicable

Starting Balance (October 1)	_____	Starting Balance (October 1)	_____
Total Income/Deposit (+)	_____	Total Income/Deposit (+)	_____
Total Expense/Withdrawal (-)	_____	Total Expense/Withdrawal (-)	_____
Ending Balance (September 30)	_____	Ending Balance (September 30)	_____
Total Checking & Savings _____ \$0.00		1% Assessment Fee for 4-H groups that are under the Montana 4-H Foundation GEN _____ \$0.00	

Bank Account is at _____ at _____
Name of Bank Address

Bank Account is at _____ at _____
Name of Bank Address

the check book is in the possession of _____

Cash on Hand: \$ _____ Cash is in the possession of _____

Signatories on the Account are: 1 _____ 2 _____
must be two

I certify that the above balances are a correct summary of receipts and expenses of the club, committee or council that I am treasurer of:

Treasurer's Signature Date

* Add the totals of all checking accounts under the EIN together for this section. **This section includes savings accounts, CD's or other investments under the EIN

Yearly Financial Review Certificate

We the Financial Review Committee, are from different families and are not signatories on the accounts for this club, committee or council. We certify that we have reviewed the Treasurer's book and bank accounts of the above group and found them to be correct to the best of our knowledge.

Signature Date Signature Date

Date the 990 for this EIN was filed for the above 4-H year? (attach a copy of the confirmation from IRS) _____

Length: 30 minutes

Supplies:

- ◆ Historian Worksheet (pg. 29)
- ◆ Recycled Magazines, catalogs, newspapers, books, etc.
- ◆ Glue
- ◆ Scrapbook Layout Guide (pg. 30)
- ◆ Scissors
- ◆ Pencils
- ◆ Heavy Paper (such as cardstock)
- ◆ Markers
- ◆ Stickers, construction paper, stencils and other scrapbooking supplies—*optional*

Activity 5—Skills for Officers Historian

Description & Objectives:

The objective of these activities is to provide specific skills for each officer position to allow youth to feel comfortable and competent with their leadership role. Depending on the situation, you could hold all of the officer skill trainings concurrently, as a skill-a-thon or one big group. You may also need to add trainings for other officer positions that are common in your county. There are Montana 4-H books for nearly all of the officer positions that can serve as additional resources to plan the activities or answer questions. Officers should be encouraged to obtain these books.

Leading the Activity:

1. Provide Background: The individual in this position helps to preserve the history of the club. The duties of the historian include keeping record of the club's accomplishments and activities throughout the year, and collecting photographs, news articles and other memorabilia important to the club. After all this information is gathered, it is your job to put it into a scrapbook or other visual way to preserve the memories.
2. Journaling Activity (10 minutes) - Provide each participant with the Historian Worksheet. Work through it together while talking about the concepts.
3. Scrapbooking Activity (20 minutes)
 - a. Provide each person with the Scrapbook Layout Guide. Discuss various ways to design a page including the importance of journaling, layout, titles, captions, position, photos, colors, etc. The 4-H Scrapbooking Guide from North Dakota State University Extension Service is a great resource for a lot of this information.
 - b. Give each person a piece of heavy paper and access to the magazines along with any other scrapbooking supplies. Their objective is to create an effective layout using photos from the magazines for a club activity. Make sure to include journaling and captions. Use your imagination to create a fun story page!

Reflect & Apply:

- ◆ What are some of the challenges of being a Historian?
- ◆ What skills are important for a Historian?
- ◆ Do other organizations have Historians?

Historian Practice

Which of these would you include in the Historian's Book?

- _____ A picture of your club's delegates to State 4-H Congress.
- _____ Tickets to your club's theatre performance.
- _____ An invitation to the county pool party.
- _____ A news article listing the county fair ribbon winners.
- _____ The logo your club designed for the county Fair.
- _____ A thank you from the city for your club's work at the baseball field.



Write a suitable caption for this photo. Be sure to capture the who, what, when, where and why! _____

Your Club's History

Identify at least three activities your club has participated in. Write a short paragraph about each that can be transferred to your Historian Scrapbook Book.

1. _____

2. _____

3. _____

Length: 30 minutes

Supplies:

- ◆ Various teambuilding books and resource guides
- ◆ Pencils
- ◆ Recreation Activity Planning Worksheet (pg. 32)
- ◆ Club Recreation Scenarios (pg. 33)

Activity 5—Skills for Officers Recreational Leader

Description & Objectives:

The objective of these activities is to provide specific skills for each officer position to allow youth to feel comfortable and competent in their leadership role. You could hold all of the officer skill trainings concurrently, as a skill-a-thon or with one big group.

Leading the Activity:

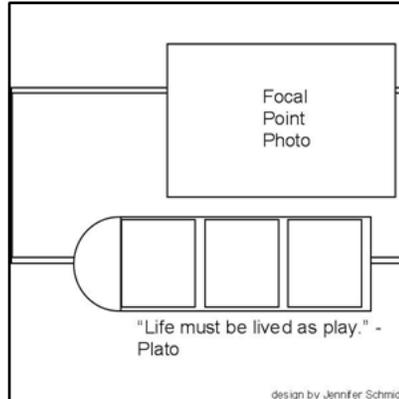
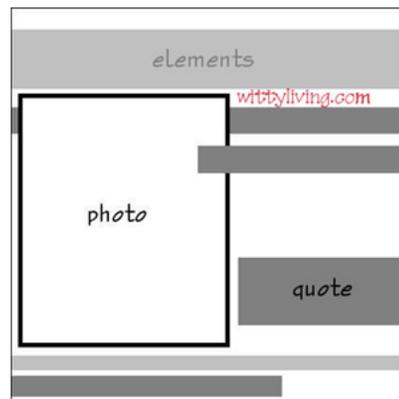
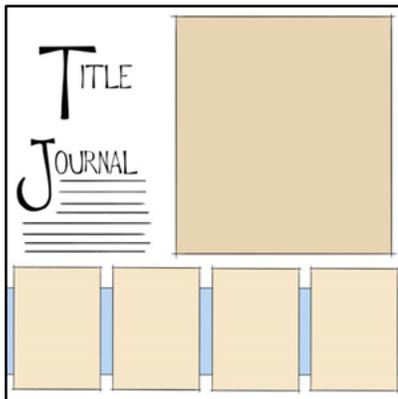
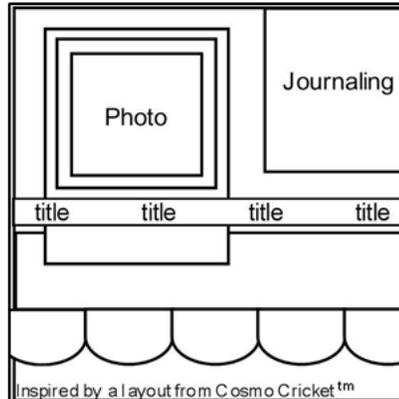
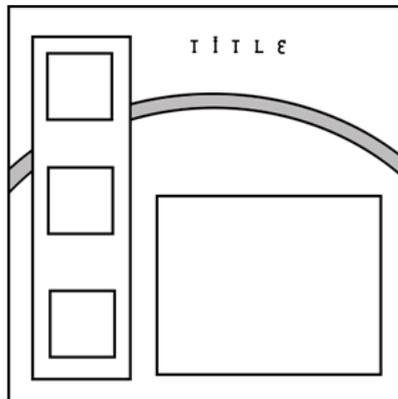
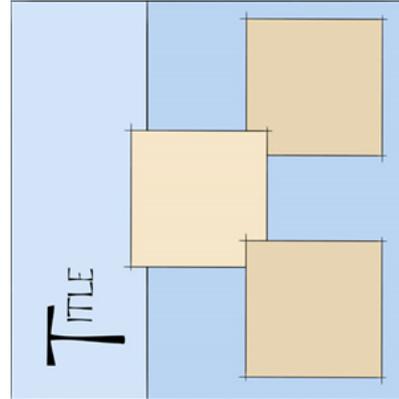
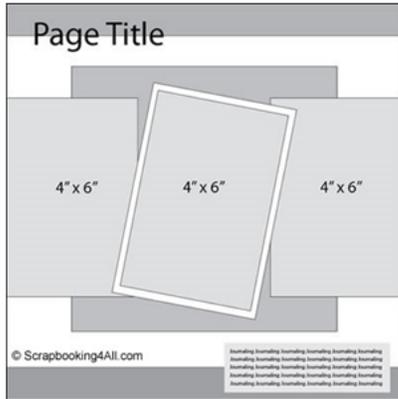
1. Provide Background: Recreation is an important part of each club meeting. It helps break the ice, energizes members and provides a fun setting. The Recreational Leader must utilize leadership and communication skills to plan and lead games or activities at each meeting. This person needs to be energetic and encourage everyone to participate and have fun!
2. Planning an Activity (10-20 minutes)
 - a. Discuss planning a recreational activity and the items to consider such as space, group size, supplies, age, communicating the instructions and so on.
 - b. Provide the Activity Planning Sheet and various resources for members to look through and choose from.
 - c. Allow time for the group to look through the resources and plan an activity that could be used in their club meeting.
3. Exercising Leadership Skills (10 minutes)
 - a. Divide the group into teams of 2-3 members. Provide each team with a club recreation scenario.
 - b. Give the teams a period of time to discuss the scenarios and select a spokesperson to report back to the group.
 - c. As teams report back, discuss the scenarios as a group.
4. Human Knot (time permitting, 10 minutes)
 - a. Here is an example of a simple teambuilding activity that does not require any supplies. Have the group stand in a circle. If you have more than 10-15 people then you may want to consider having more than one group.
 - b. Have everyone hold their hands out and cross them in front of themselves. Then reach out and grab the hand of two different people.
 - c. Once everyone has joined hands, the group is hooked together in a knot. The object is to “untangle” without letting go until the group has formed one big circle again.

Reflect & Apply:

- ◆ Is being a Recreational Leader easy or hard? Why or why not?
- ◆ What skills are important for a Recreational Leader?
- ◆ Do other organizations have a Recreational Leader position?

Scrapbook Page Layout Guide

There are many creative ways to layout a scrapbook page. Each one can be unique or different. Here are just a few ideas, but use your imagination and skills to develop your own!



Recreation Activity Planning Sheet

Meeting Date: _____

Step 1: Decide on an Activity

Activity: _____

Step 2: Figure Out Teams/Groups, if necessary.

Number of Members _____ ÷ Number of Members per Team: _____ = Number of Teams Needed: _____

Step 3: Gather necessary equipment.

I Need...

Step 4: Write Down Instructions.

Step 5: Practice giving directions and doing the game or activity (use family or friends).

Step 6: Lead the game or activity.

Step 7: Evaluate

- ◆ Did the members enjoy the game? _____
- ◆ Did the members understand your instructions? _____
- ◆ Did I stop the game or activity when everyone was still having fun? _____
- ◆ On a scale of 1 to 10 with 1 being the worst and 10 being the best, how would you rate the success of this game or activity? _____
- ◆ If you could change anything to make it easier for yourself or members, what would it be? _____

4-H Club Meeting Scenarios

For Recreational Leader Activity

Instructions: Cut into individuals cards prior to activity.



<p>Everyone in your club knows each other, but there are cliques. During recreation, you want each person to interact with someone he or she would not normally choose. What type of activity you would do and how you would you encourage members to understand the importance of teamwork?</p>	<p>Your club is much too large for a general getting-to-know-you activity. However, the agenda has built 15 minutes in just for such an activity. What kinds of activities could you have the club do to learn about each other? Do you need to split the club into groups? If yes, give an example of how you do that.</p>
<p>Your club usually has recreation in a gym. Before the meeting, when you were going to setup your game, you learn that another group is using the gym and your club has been assigned to a small classroom. What can you do for recreation instead?</p>	<p>During an activity, two members start to fight with each other and disturb the game. What would you do?</p>
<p>Your club has a mixture of ages ranging from Cloverbuds (6 years old) to seniors in high school (18 years old). What types of activities would you plan?</p>	<p>You are in the middle of leading an activity and you realize through watching body language that the group isn't having as much fun as you hoped. What would you do?</p>

Length: 30 minutes

Supplies:

- ◆ A/B Answer Cards (page 35)
- ◆ 4-H News Release Worksheet (page 37)
- ◆ Prizes—*optional*

TELLING A JOKE

Joke 1.

TEACHER: *Why are you so late?*

MATT: *Because of the sign.*

TEACHER: *What sign?*

MATT: *The school zone sign.*

[Is that funny? Or, do you need to know more?]

Joke 2.

TEACHER: *Why are you so late?*

MATT: *Because of the sign.*

TEACHER: *What sign?*

MATT: *The one that says, "School Ahead. Go Slow."*

[Do you know enough facts now?]

Joke 3.

It was 8:30 am when the teacher noticed Matt wasn't in his seat. She marked him as absent and started a spelling lesson. She had gotten to "c-h-o-o-s-e," and Mary was using "choose" in a sentence when Matt tiptoed in. The teacher asked, "Why are you late?" Matt mumbled, "Because of the sign." The teacher shook her head and rolled her eyes, but she asked, "what sign?" Matt walked to the window, and looked until he pointed. That street sign there. The one that says, "School Ahead. Go Slow."

[Does this tell more than you want?]

Activity 5—Skills for Officers Reporter

Description & Objectives:

The objective of these activities is to provide specific skills for each officer position to allow youth to feel comfortable and competent with their leadership role. Depending on the situation, you could hold all of the officer skill trainings concurrently, as a skill-a-thon or one big group. You may also need to add trainings for other officer positions that are common in your county. There are Montana 4-H books for nearly all of the officer positions that can serve as additional resources to plan the activities or answer questions. Officers should be encouraged to obtain these books.

Leading the Activity:

1. Provide Background: The Reporter plays an important role to communicate with others outside of the club. This may include writing articles for the local newspaper or 4-H newsletter, creating flyers for club activities or contacting local media.
2. Crafting a News Story Game (10 minutes)
 - a. This game can be done in teams or individually. Give each team a set of A/B Answer Cards.
 - b. As the facilitator reads the statements (page 36), the teams should show the correct answer which could be either A or B, both or neither. To answer correctly, decide "which of the two story ideas would your newspaper more likely use"? Points can be assigned and prizes awarded if desired.
 - c. Other Facilitation Methods: This game also be done with PowerPoint or TurningPoint.
3. Writing a News Release (20 minutes)
 - a. To introduce this topic, read and discuss the "Telling a Joke" example (left) to illustrate the importance of the amount of information to share. Also use the information in the Montana 4-H News Reporter Guide can be helpful.
 - b. Have each youth identify an activity in their club and write a story using the template. If the reporters are having a hard time coming up with a real story, have them make up a story about something they would like to see the club do. The important pieces is for them to understand what to include in the article.

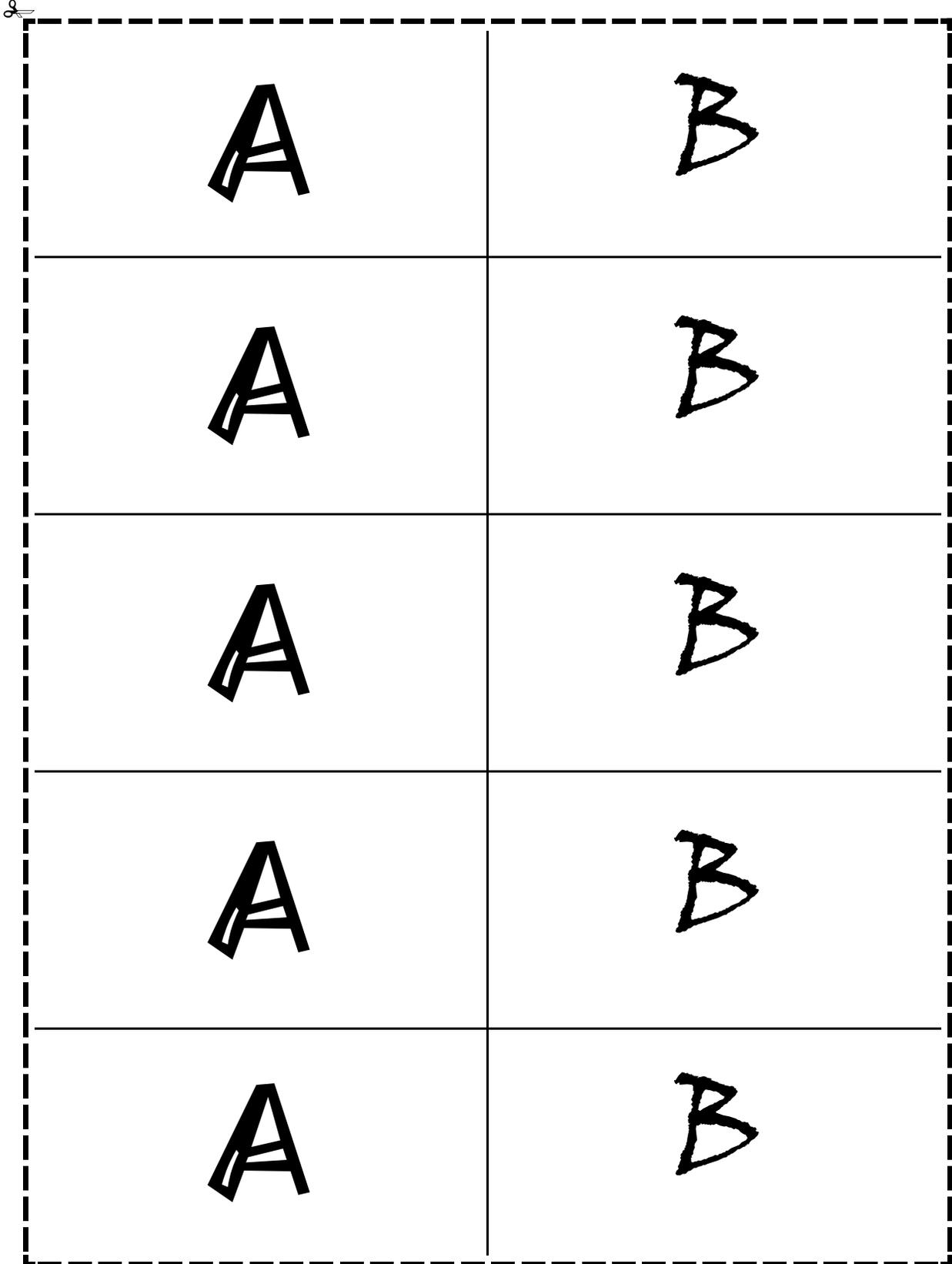
Reflect & Apply:

- ◆ Is being a Reporter easy or hard? Why or why not?
- ◆ What skills are important for a Reporter?
- ◆ What other organizations have a Reporter position?

A/B Answer Cards

For Reporter's Crafting a News Article Game

Instructions: Cut into individual cards prior to activity, enough for one for each team.



Crafting a News Story Game

For Facilitator. Members should display the appropriate answer using the game cards. The answer could be A, B, both or neither.

Which of the two story ideas would your newspaper be more likely to use?

Question 1

- A. Your club leader is going to Japan on a 4-H Exchange.
- B. The state 4-H leader is going to Japan on a 4-H Exchange.

ANSWER—A. *Local stories are nearly always chosen over stories that have little to do with hometown people's lives.*

Question 2

- A. Your club had a car wash last month.
- B. Your club had a car wash today.

ANSWER—B. *Unless a report is new (timely), editors are seldom interested.*

Question 3

- A. Your state governor will speak during county 4-H achievement night.
- B. Your mother will speak during county 4-H achievement night.

ANSWER—A. *Editors like stories about well-known or widely important things or people.*

Question 4.

- A. Joni Lee, who is 12, won the poultry contest award today.
- B. Joni Lee, who is blind, won the poultry contest award today.

ANSWER—B. *Things that are unusual make the news such as people who overcome great odds.*

Question 5

- A. Tim Smith, who lives in town, ordered 30 chickens to raise in his basement.
- B. The same Tim Smith, who order 30 chickens, got a shipment of 300.

ANSWER—A and B. *Both are news, but because B also can be funny, it has a stronger human interest appeal.*

Question 6

- A. A local organization sent a thank you-note to your

club for bringing livestock to a petting zoo.

- B. Your 4-H Club brought livestock to a petting zoo for youth with special needs.

ANSWER—B. *How the story is framed is important. People will have a great interest in stories that detail how the local community is being improved.*

Question 7

- A. A new state 4-H leader has been named.
- B. The newly named state 4-H leader was a member of your 4-H Club twenty years ago.

ANSWER—B. *If the story has local ties, it will likely be chosen over one who doesn't.*

Question 8

- A. Your 4-H Club held a meeting last night and the local mayor gave a presentation on getting involved as a youth in local government.
- B. Your 4-H Club held it's monthly meeting last night and the Williams family brought their award winning chocolate chip cookies as a snack.

ANSWER—A. *Local politics or special events are more likely to be picked for news rather than regular monthly meetings.*

Question 9

- A. Your club will be leading games for 4-6 year olds in the park.
- B. Your club will be leading an old timer sing-along at the nursing home

ANSWER—A and B. *Both of these are news because people in your town will see them as praiseworthy.*

Question 10

- A. The 4-H program is starting a urban beef program were youth living in town can raise a dairy calf.
- B. Youth on local ranches are working hard to get their 4-H market animals ready for the Fair.

ANSWER—A. *New programs are more likely to be news than annual events or programs that people are already familiar with.*

4-H News Release

Date: _____

Contact (your name, position and club): _____

Contact Phone: _____ Email: _____

News Article Name: _____

Below write a few short paragraphs describing the event or program. If it is an event, be sure to include the time, date and location. Also include the activities that will take place and who, if anyone, will be speaking. You may also choose to tell about a community service project that your club has organized or participated in.

Include how people can get in contact with your club:

For more information about the _____, call _____
(Your 4-H Club or Event) (Club Leader or Event Contact)

at _____. For information about the local 4-H program, contact your local MSU Extension
(Contact Phone Number)

Office in _____ County at _____.
(Your County) (Extension Office Phone Number)

Include this equal opportunity statement:

Membership in 4-H is offered to all youth, ages 5-18, on an age appropriate basis, without regard to race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital and family status.

Next, type up this information and send it to your local newspaper!

Resources

Empowering Youth...

Parliamentary procedure along with meeting organization and officer positions can be confusing to people of any age. Here are some resources that may be valuable for additional information as needed.

Available from Montana State University Extension Publications:

- ◆ Montana 4-H President & Vice President Book, \$4.00 PRINT or FREE WEB
- ◆ So you are HISTORIAN of Your 4-H Club, \$0.75 PRINT or FREE WEB
- ◆ Montana 4-H Secretary Book, \$4.00 PRINT or FREE WEB
- ◆ Montana 4-H Treasurer Book, \$4.00 PRINT or FREE WEB
- ◆ Montana 4-H News Reporter Book, \$2.00 PRINT or FREE WEB
- ◆ Parliamentary Procedure Practice for 4-H, FREE WEB

Other Resources:

- ◆ 4-H Scrapbooking—North Dakota State University Extension Service, http://www.ndsu.edu/fileadmin/4h/FG108_4-H_Scrapbooking.pdf
- ◆ Simple Parliamentary Procedure—University of Kentucky Cooperative Extension Service, <http://www2.ca.uky.edu/psd/Advisory%20Cncl/PDF/SimpleParliamentaryProcedure.pdf>
- ◆ So you are Recreational Leader of your club—Kansas State University Cooperative Extension Service, <http://www.ksre.ksu.edu/bookstore/pubs/4H929.pdf>



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