



4-H Club

Officers' Manual



**DIVISION OF AGRICULTURE
RESEARCH & EXTENSION**

University of Arkansas System



University of Arkansas, United States Department of Agriculture, and County Governments Cooperating

Contents

The Beginning 1
President 1
Order of Business 2
Vice President 4
Secretary 5
Treasurer 7
Reporter 8
Photographer 10
Song Leader 10
Recreation Leader 12
Committees 13
Election of Officers 14
Parliamentary Procedure 15
Installation Ceremony 16

Revised by:

Brian Helms, Instructor - 4-H Youth Development

Material Originally Prepared by:

Dr. U. G. Word, Jr., and Lloyd T. Westbrook, former State Leader - 4-H

Club Officers

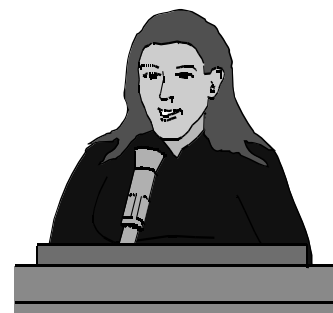
OFFICE	NAME
President	_____
Vice President	_____
Secretary	_____
Treasurer	_____
Reporter	_____
Photographer	_____
Song Leader	_____
Recreation Leader	_____

The Beginning

A 4-H club can be no better than the quality of its leadership. As one of the officers of your club, you have a responsibility to see that it carries on the best possible program and that it measures up in every way to 4-H club ideals. You should feel honored that your fellow members have placed their confidence in you. A good 4-H club meeting gives its members a chance to think, plan and do things together.

To do a good job, you will need all the help you can get. This guide is to acquaint you with your new duties and to offer suggestions for making a better 4-H club. You will also want to become familiar with the duties of the other officers. Only in this way can you give them the cooperation they need.

You will also want to work closely with your adult leaders. Their suggestions can help make your work easier and more effective. In many cases, the officers hold a training and planning meeting with their leaders.



President

The 4-H club president is the highest officer of the club. The president should preside in such a manner that all members will feel free to take part. A 4-H meeting and program properly conducted are an excellent example of a true democracy.

Duties

1. Check on arrangements for meetings, including meeting place, program and business.
2. Conduct the business session of the club meeting.
3. Be familiar with ways of voting and decide when each should be used. Votes may be taken by:
 - a. Voice (aye or no)
 - b. Sign (raise hand or stand)
 - c. Ballot (written)
4. Call for a motion on any question that requires a decision.
5. Know how to carry through a motion.
 - a. Ask that a motion be made by a member.
 - b. Ask that a motion be seconded by a member.
 - c. Restate the motion so all will know what it is.
 - d. Ask for any discussion.

- e. Ask for the question.
 - f. Restate the motion and call for the vote.
 - g. State that the motion is carried or is lost.
6. Vote, in case of tie, if he or she wishes to do so.
 7. Appoint committees, unless otherwise instructed in the business meeting.
 8. Approve payment of accounts as directed by the club.
 9. Establish the order of business.

Order of Business

The following order of business may be used by any kind of 4-H club. The parts shown in parentheses should not be read. If committee reports are to be made, they can be given after the reading and approval of the minutes.

President: The house will now come to order and we will have a song led by _____, the song leader.

Song Leader: Let us all stand and sing _____.

Everyone: *(All sing.)*

Song Leader: Be seated.

President: The secretary will now give a report of the number of members present and absent. *(May call roll if desired.)*

Secretary: We have _____ members present and _____ members absent.

President: We will now review the meaning of our emblem. What is the National 4-H Emblem?

Members: The four-leaf clover with the letter “H” on each leaf.

President: What do the four “H’s” represent?

Members: The equal training of the Head, Heart, Hands and Health.

President: For what is the Head trained?

Members: To think, to plan and to reason.

President: For what is the Heart trained?

Members: To be kind, true and sympathetic.

President: For what are the Hands trained?

Members: To be useful, helpful and skillful.

President: For what is the Health trained?

Members: To resist disease, enjoy life and make for efficiency.

President: What is our motto?

Members: “To Make the Best Better.”

President: We will now stand and repeat the Pledge of Allegiance to our flag and the 4-H Pledge. These will be led by _____. *(All stand.)*

Members: *(Facing the U.S. Flag)* “I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”

Members: *(Facing the emblem)* “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.”

President: Be seated.

President: The secretary will read the minutes of the last meeting.

Secretary: *(Reads the minutes.)*

President: Are there any corrections to be made to the minutes? (*Wait a few seconds for suggestions. If any, have the secretary correct the minutes.*) If not, the minutes will stand approved as read.

President: The treasurer will now give a report of the club income and expenses. (*No action is required on the treasurer's report. It is for information only.*)

President: We will now have reports from any standing or special committees. (*No action is required on these reports unless recommendations are provided that the club should act upon.*)

President: Is there any unfinished business? (*If so, discuss it.*)

President: Is there any new business? (*If so, discuss it.*)

President: Are there any new members who wish to join? (*If so, have the secretary give them a card to be filled out after the meeting.*)

President: Is there any other business to be presented to the club? (*If so, do whatever is to be done.*)

President: We will now proceed with the program as planned. (*Devotionals, talks, method demonstrations, films, talent numbers, etc., are given.*)

President: Do I hear a motion to adjourn?

A Member: (*standing*) Madam or Mr. President.

President: (*Calls the member by name.*)

Same Member: I move that we adjourn.

Any Member: (*seated*) I second the motion.

President: The motion to adjourn has been made and seconded – all in favor say “aye.”

Everyone: Aye. (*pronounced like “I”*)

President: The meeting is now adjourned. (*Refreshments, recreation, etc., will follow adjournment.*)

President's Responsibilities

A good president will:

1. Study and be informed on the 4-H club program.
2. Keep in close touch with the adult leaders.
3. Open the meeting on time and close on time.
4. Be courteous to guests.
5. Help members cooperate by being a good cooperator.
6. Be impartial in decisions.
7. Become familiar with business to be transacted in each meeting.
8. Keep the program moving.
9. Speak clearly and loudly enough for everyone to hear.
10. Guide the meeting in a courteous way, but avoid talking too much.
11. Help younger members learn how to take part in a business meeting.
12. Become familiar with parliamentary law.



Vice President

A club vice president can be much more than just an “assistant president.” A good vice president can be the means of making a club the success it ought to be. If you are a 4-H club vice president, learn the duties expected of you. Then be ready to help out in other places where you are needed.

Duties

1. Preside in the absence of the president.
 - a. Become acquainted with the rules of parliamentary procedure.
 - b. Keep informed on business of the club.
 2. Serve as chairman of the program committee for the 4-H club year.
 - a. Meet with the program committee and the club leader at the beginning of the year to make plans for club meetings and activities for the year.
 - b. Make plans for club members to take part in various aspects of the program. The club might enjoy an outside speaker for a special program sometime during the year.
 - c. Give each club member an opportunity to have a part in one or more club meetings during the year, such as taking part in a demonstration, presenting reports on 4-H projects, giving readings or musical numbers, leading a discussion on a special topic or making a committee report.
 - d. Make plans for special programs. One or two regular meetings may be planned for parents as special guests. Three or
 3. A week or two before a meeting, the vice president and the program committee should work with the president and the club leader to see that plans for the meeting are complete. Plans for the next meeting can also be completed and announced at this meeting.
- four special meetings should be planned as social or recreational activities.
- e. Submit the year’s program to the club members for their suggestions and approval.
 - f. Keep the club reporter informed as to the program for different meetings so advance publicity can be given.

Program Committee

The program committee will find several pages in the Secretary’s Book helpful. A calendar of all 4-H activities for the year is included. The kind and date of activities planned in the club, the county and the state should be listed in the calendar. Certain pages are to be used by the program committee in making detailed plans for club meetings. These may be made and filled in for each month during the year. Some changes would normally be expected, but a good committee will make plans on a yearly basis. A plan covering the year’s activities is as important as a map on a trip. Some clubs find it very helpful to make a “program guide” (sometimes called a yearbook) listing programs on a month-by-month basis. Members are provided two copies – one for themselves and one for their parents.

Most clubs find it best to meet once a month in a regular meeting. At least one or two of these include parents with a program aimed at telling them about 4-H club work. Regular meetings should have three parts: (a) business, (b) program and (c) social or recreation. A well-balanced meeting will have some of all three phases. The phase called “program” is meant to include such activities as devotionals, discussions, ceremonies, skits, stunts, slides, movies, entertainment numbers and anything that would not normally be considered business and recreation.

Even though the program committee may have made plans for a meeting well in advance, it should meet a week or two before the meeting to check on details. For example, a week or two before the January meeting all details can be checked and completed for the February meeting and announced at the January meeting. In this way, the committee will be working on two meetings each time it meets. The club leader or some other adult will usually meet with the committee. Most committee meetings are usually held in the home of the leader or one of the committee members.

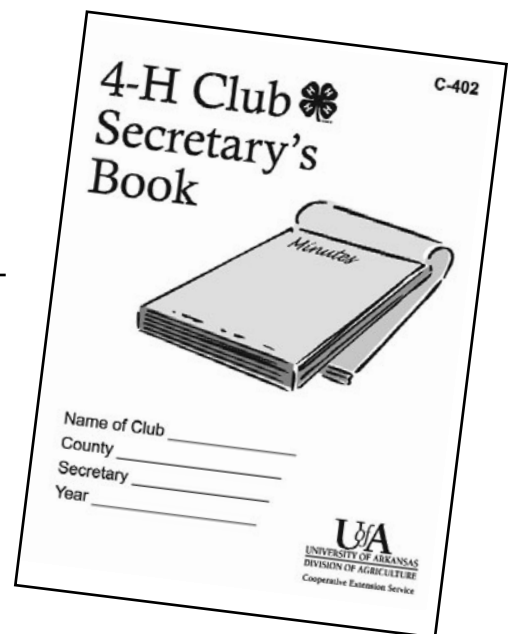
Secretary

The job of secretary is equally as important as the other offices in a 4-H club. Persons who hold this position must be careful and thorough in their work.

Duties

It is the job of the 4-H club secretary to:

1. Keep a permanent record of the club in the official Secretary’s Book.
2. Keep an accurate membership record including names, addresses and certain other information on each member. These facts should be entered in the Secretary’s Book as soon as possible after the club is organized or reorganized and members have selected their projects. When
3. Check the roll at each club meeting.
4. Sit at a table near the president and give close attention to all discussions and matters of business, taking sufficient notes to write satisfactory “minutes” of the meeting.



5. During the meeting, or immediately after, write the official record of what has been done in the meeting. This report is called “The Minutes of the Meeting.” Pages for minutes are provided in your Secretary’s Book.
6. Read the minutes of the last meeting at the beginning of each regular meeting. The secretary stands when reading the minutes. If approved as read, they become part of the permanent record of the club. If corrections are requested by members of the club, the secretary makes the necessary corrections.
7. The program as planned for the year should be entered in your Secretary’s Book on the pages provided for this.
8. Send out notices of 4-H club meetings and, when asked to do so, write letters, requests and invitations in the name of the club.
9. Make an annual report as shown in your Secretary’s Book. Also, complete the report for an “honor club” certificate and write a summary of the work done by your club. Your club leader might help you with this summary.
10. Study and follow the instructions in the Secretary’s Book. This will help your club obtain the recognition it deserves for outstanding work.

Writing Minutes

Minutes are the record of what an organization does at its meetings. Minutes of a 4-H club should include the items shown below. Spaces are provided for these in your Secretary’s Book.

1. Place, date and hour of the meeting.
2. Number of members, leaders and special guests present.
3. Names of the special guests present.
4. Names of new members.
5. Record of business (reports, plans, etc.).
6. Brief record of program (devotionals, talks, demonstrations, etc.).
7. Brief description of recreational activities (games, refreshments, etc.).
8. Time and place of next meeting.

4-H Facts



- 4-H clubs were preceded by corn clubs for boys and canning clubs for girls organized early in the twentieth century by public school educators.
- A four-leaf clover with H’s standing for Head, Heart, Hands and Health replaced a three-leaf emblem after World War I, and 4-H club work came into common usage.

Treasurer

The treasurer is responsible for taking care of the group's money and bank accounts. This responsibility requires honesty, integrity and cooperation with your group's members and leaders.

Treasurer's Responsibilities

It is the job of the 4-H club treasurer to:

1. Keep an accurate record of how money is used, and keep files with appropriate documentation.
2. Prepare and present a summary of income and expenses at each meeting. In addition, report the current balance of all accounts..
3. Prepare and present a summary of income and expenses at each meeting. In addition, report the current balance of all accounts.
4. Maintain the club's financial records in an orderly fashion and present them to the audit committee annually.





Reporter

What is newsworthy about 4-H'ers and your club? That's a question every 4-H club reporter should ask. Everyone in your community wants to know what your 4-H group is doing, and they look in the newspaper to find out. The editor wants your help. To be a good reporter, you should:

Be Quick

Newspaper reporters are always on the run. They get their stories to the paper as soon as the news happens. If they don't, it isn't news anymore – it's stale. So, write the story immediately after the meeting and send it to the editor or your Extension agent right then. If your meeting is late in the afternoon or at night, send the story to the editor the next morning. Your leader can help you decide whether to send your story directly to the editor or to your Extension agent.

Be Right

Collect all the information you will need for your story while at the meeting. Be sure to spell all your friends' names just like they spell them. Write down dates and places, and check with your leader to see that they are correct. You want to be careful to avoid misspelled words in your story, too. Check any words you are not sure of in the dictionary.

All a reporter is supposed to do is give the facts as they happened. A reporter can write, "Mary Jones sang a song," but not, "Mary Jones sang beautifully." It is a fact that Mary sang, but it is only the reporter's idea of how well she sang. In the same way, it is better not to write "lovely refreshments" or "an interesting talk." Give the facts and leave out your opinion of them.

You will notice that newspapers never use "we" when giving a report of a meeting. Reporters write a story just as if they were not members of the group. For example: "The club decided to have a dress revue" – not "We decided"

Be Different

When you have all your facts and know they are right, it's time to write your story. That's where you want to "be different." Everything that happens at your club meeting is not news. It is what made the meeting different from every other meeting that is news. Usually at a meeting the president presides and calls the meeting to order. Someone checks the roll. A motion is made to adjourn. These facts are not news. But a report of how many club members have completed their projects is news. A decision to have a project tour is news. A report on landscaping is news. A story must lead with some interesting bit of news to make a person want to read that particular story.

A story starting, “A meeting of the Busy Bee 4-H Club was held . . . ,” has very little interest. However, people will stop and read:

- a. “Community improvement will be the group project of the Busy Bee 4-H Club this year. The project was selected at a meeting”
- b. “A candy pulling will be held by the Busy Bee 4-H Club, Monday, December 1, at the home of Mary Jones. Plans were made at a meeting of the club held”
- c. “Twenty Busy Bee 4-H Club members will attend a visiting day at the Live-stock Branch Experiment Station”

WHO, WHAT, WHEN, WHERE, WHY and HOW are important in your story. You should include answers to as many of these questions as possible in the first paragraph of your story, or the lead.

Newspaper stories must be clear . . . give only the most important details. Be brief because there is not much space in a paper. Start out with the most important facts in the first paragraph. Then put in those things that might be left out of the story near the end. The editor may have to shorten the story. If he does, he may leave off the last paragraph.

Be Neat

Your copy must be written so that the editor can read it. It is better to send in a typed story. It should be double spaced and on only one side of the paper. If you cannot get it typed, write it carefully with at least one-half inch between the lines.

Always carefully read over what you have written before you give it to the editor, checking to see that you said what you intended to say and that spelling is correct.

Be There

Most of all, be where the news is happening. Attend every 4-H club meeting, and go to every 4-H club activity. Be there so you can get the news firsthand. And just to be sure you don't forget something your 4-H club is doing, have a publicity calendar handy with all the special 4-H event days marked in red.

The secretary should have all of these listed in the Secretary's Book. Be there with a neat story about anything different at the meeting . . . knowing it is right.

Send your story in soon after the news happens and you will be a good 4-H club reporter.

4-H Fact

- Young men's and women's 4-H programs were created in 1952 by the U.S. Department of Agriculture.

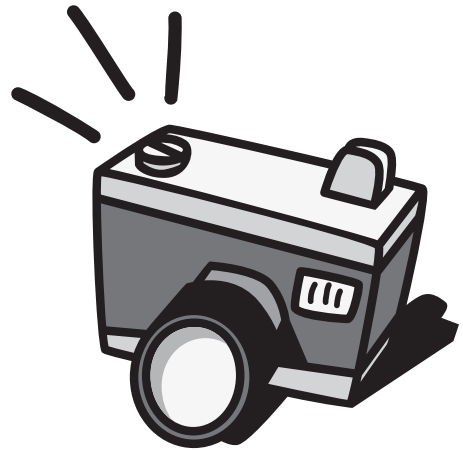


Photographer

Club photographer is a very important office in the club. How many honors and awards the club receives depends in part on him or her. The person elected to this office will likely be taking, or has taken, photography as a project. The club photographer should have access to a camera and have the ability to share photographs with club members.

Duties

1. Bring a camera to each club meeting and activity.
2. Take group pictures of the club.
3. Take pictures of members' projects on request.
4. Take pictures of members participating in a club program or directing an activity.
5. Furnish pictures to local newspapers in cooperation with the club reporter.

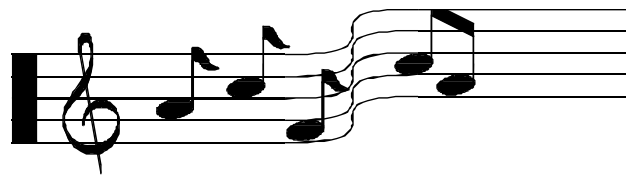


Song Leader

Music should be an important part of the 4-H club meeting. Group singing helps club members feel more at ease and centers their interest on the program. The song leader may quiet a noisy group, stimulate enthusiasm or influence members in other ways by the selection of the right songs.

Here are some things to remember:

1. List the songs you expect to use; select a variety.
2. Begin with familiar songs that everyone can sing.
3. Announce songs clearly.
4. If a piano is used, it should be placed so the accompanist can see you.
5. Get your group "set" for the start of the song. Give a positive and definite signal with your hands that will bring everybody in on the first note.
6. Do not neglect any part of your audience during the leading of a song. Encourage participation of those who are not singing.
7. Think of your audience as individuals and not as a group.



8. Use a play song or a “round” when the crowd is tired.
9. In acknowledging requests, select the one you think will be best at that point.
10. If singing is only part of a program, do not use more than your share of the time.
11. For the final song, choose one that everyone likes to sing so a positive ending will be made.
12. Try to make good songs popular. Sing the same song often enough so the group can learn the words and will not have to use books

Attention – Get your hands up before the singing starts so that every eye is on you. Be a leader and take command.

Breath – It takes breath to sing. Help your crowd to sing by training them to breathe with the cue given by your hands. Raise your hand or hands for each breath.

Beginning – A good beginning assures good singing. Give a positive and definite signal for the first word of the song and for each succeeding phrase.

Words – Direct and “beat out” the words. Don’t be too concerned with the counting of time. Speak the words and emphasize each syllable with your hands.

Holds – Get a few special effects by holding onto a naturally adaptable high note or two.

Turn It Off – End clean and sure but not too soon. Indicate the ending with your hands so as to leave no doubt.

Some Important Points

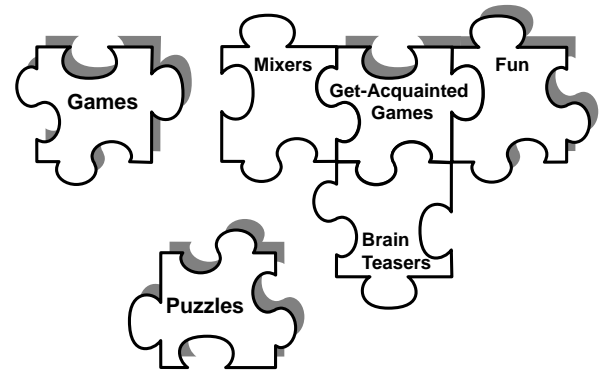
Personality – Personality is very important to successful song leading. Put your best side forward, smile and appear to be having a good time.

4-H Facts



- The National 4-H Club Foundation organized in 1948 and opened the National 4-H Center, a special citizenship/leadership training facility, in 1959 at Chevy Chase, Maryland.
- The Cooperative Extension Service was created when Congress passed the Smith-Lever Act of 1914.
- The International Farm Youth Exchange began in 1948.

Recreation Leader



A balanced program of recreational activities will increase interest in 4-H club work, make for leisure time practices that enrich life and better enable boys and girls to develop in the fourfold 4-H club way. Choice of these activities should depend upon the interests and abilities of the club members as well as upon your recreational leadership.

You, as recreation leader, should be chairman of the recreation committee. The song leader and one to three others should also be on the committee. While a recreation leader may lead more games than other members of the committee, everyone should share in both planning and leading.

Making Plans

Here are some suggestions for you and your committee:

1. Plan for more games, etc., than you think you will need.
 2. Include games of various types – opening mixers, quiet and active group games, relays, mental teasers and rhythmic activities.
 3. Alternate quiet and active games; work from the known to the unknown, and from the easy to the difficult.
 4. Prepare some activity club members may begin as soon as they arrive, such as puzzles and get-acquainted games.
 5. Adapt the planned program to the group in attendance. If any game does not go over as it should, change quickly to another.
 6. Arrange a signal for attention and be sure directions for games are clearly understood before the playing is started. Do not try to talk above the noise of the crowd.
 7. Get the players into position before giving detailed instructions. In rhythmic games, walk the group through each movement as the directions for it are given. Teach the words of singing games before action is started.
 8. Proceed on the belief that all persons present will play. If some hesitate, tactfully interest them by finding a special need for their participation.
 9. Remember the recreation leader should have (1) a thorough knowledge of the games, (2) a pleasing power of control over the group, (3) enthusiasm, (4) alertness to the reactions of the players, (5) patience and (6) self-confidence.
 10. Attempt to keep fair play, sportsmanship and playing-for-the-fun-of-playing foremost in all game activities.
 11. Get into the game whenever possible.
 12. Time the program wisely. Stop when interest is high.
- Your Extension Office or your club leaders might have recreational suggestions. You can also visit your local library and/or bookstore for books on recreational activities.

Committees

Much of the detailed work of the club program can be done best through committees. The president, with the help of the club leader, should appoint certain standing committees to be responsible for major phases of the club program. Other special committees may be appointed from time to time according to the needs of the club.

Standing committees should be appointed early in the club year. The club leader or some other adult should work with each of the five committees. The number of members on each committee may vary from two to five depending on the number in the club.

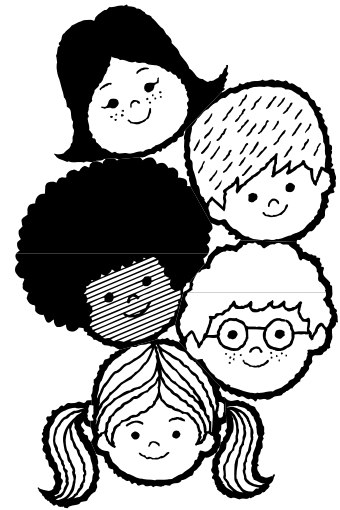
Standing Committees

Program Committee

- Vice president – chairman
- Secretary
- Recreation leader
- Appointed members

Club History Committee

- Secretary – chairman
- Reporter
- Photographer
- Appointed members



Recreation Committee

- Recreation leader – chairman
- Song leader
- Appointed members

Membership Committee

- Appointed members

Record Committee

Specific jobs on project records can be a leadership project for older members.

Constitution and Bylaws

A suggested constitution can be found in the back of the 4-H Club Secretary's Book. Club members should discuss and adopt this one or change it to fit the club. Each member of your club should have some understanding of the club's constitution.

Election of Officers

It is important that officers be chosen because of their fitness for the offices they are to fill. The president of the previous year should preside at the election of officers.

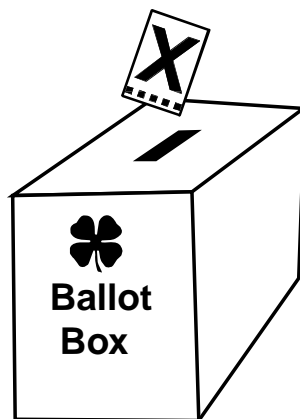
Nominations – To nominate a member for office, one of two methods may be used.

1. A nominating committee may be appointed to suggest a candidate for each office before the election. The members present at the election meeting should be given an opportunity to make other nominations for each office after the nomination committee's report is made.
2. A candidate may be nominated by those present. This is known as "nomination from the floor."

It is optional whether or not a nomination is seconded. The presiding officer will say,

"Are there further nominations?" If there are no further nominations, the chairman may close the nominations or a member may say, "I move the nominations be closed." This motion should be seconded and voted upon. A motion to close nominations is out of order until a reasonable length of time has been allowed for other nominations.

Voting – When the candidates have been nominated, the president announces, or the secretary reads their names, and the members vote for the respective officers. The chairman may have the members vote by raising the right hand, by standing or by written ballot. If the voting is to be done by raising the hand or standing, the candidates for the office being voted on usually leave the room or stand facing the wall. When the votes have been counted, the chairman announces the names of the persons elected.



Parliamentary Procedure



In any club or organization it is important that both the officers and the members know some of the rules of conducting a meeting. This is known as parliamentary procedure. As a member you should know how to do several steps necessary for proper conduct of a meeting. Every member should know how to address the presiding officer and how to make and second a motion. There are many other steps besides the ones listed below.

How to Address the Presiding Officer –

This is also known as how to address the chair or chairman. First, stand, and then say, “Mr. Chairman” or “Madam Chairman.” Wait until the chairman has “given you the floor” or the right to speak by calling your name. Then make your motion or say whatever you plan to say.

How to Make a Motion – First address the chairman and get permission to speak. Then say, “I move that a committee be appointed.” You would not say, “I make a motion, etc.”

How to Second a Motion – After a motion has been made, it must have a second before any action or discussion can take place. As soon as it has been made, any member may second it without addressing the chairman. The member may remain seated and say, “I second the motion.” The chairman should allow time for discussion before the vote is taken.

How to Nominate a Person – Address the chair, get permission to speak and then say something like, “I would like to nominate Jimmy Jones for secretary.” Your nomination does not need a second. Neither do you make any talk at this time for the person you nominated. This may be done when all nominations have been received.

How to Close the Nominations – The presiding officer has the right to declare the nominations closed when it appears that no one else wishes to nominate anyone. If you wish to close the nominations, you get permission to speak by addressing the chairman and then say something like this: “I move that the nominations be closed.” This must have a second and be voted on as any other motion. Members have the right, any time they can get the floor, to “move that the nominations be closed.”

4-H Facts



- 4-H moved rapidly to other countries after World War II.
- The National 4-H Pledge and the National 4-H Motto were approved by state leaders in 1927.

Installation Ceremony

This is only a suggested ceremony for the installation of your officers. You may change it to fit into your local program.

The new officers of a club should be installed by the leader of the club. For this ceremony you will need eight candles about six inches in length and a U.S. flag and 4-H club flag.

Those participating will be the club leader, the retiring officers and the new officers. Each retiring officer and the leader should receive a candle. The retiring officer will stand to the right of the leader while the new officer will be to the left. The leader lights the candles of the seven retiring officers. The leader returns to his or her place between the two groups of officers.

Club Leader: “This flame of leadership is burning brightly. We have reached a point in our club program for others to assume the duties of the various 4-H club offices. To a great degree the success of our club during the coming year lies in your hands. If you will learn and carry out your duties as an officer, our club can reach a high standard of success. If you sincerely try to live up to the 4-H club motto, ‘To Make the Best Better,’ you will most likely be a success as an officer.”

“Will the president elect step forward to receive his/her candle.” (*The retiring and new president walk to the center in front of the leader where the retiring president hands his/her lighted candle to the new president.*)

Retiring President: “I present you with this candle as a symbol of your office hoping that it will give you light as you go about your duties of leading this club. Will you as president attend and preside at the club meetings regularly, appoint committees and

represent this club at county-level events and planning sessions? Will you work under the direction of our club leader in planning and carrying out a worthwhile club program?”

New President: “I will to the best of my ability.” (*The new president will return to his/her original position, and the retiring president walks to a seat in the audience. All other officers will follow the same procedure.*)

Club Leader: “Will the vice presidents step forward.”

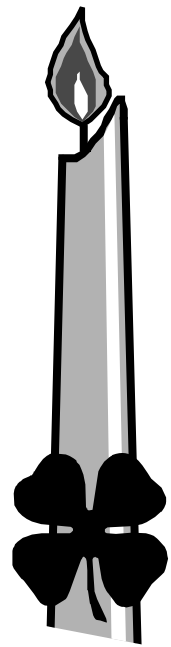
Retiring Vice President: “As vice president of your club, you will be expected to serve as program chairman during the coming year. You will preside at meetings when the president is absent and otherwise assist the president in any way possible. I present to you now a candle as a symbol to light your way as vice president of our club. Will you accept these responsibilities?”

Vice President Elect: “I will.”

Club Leader: “Will the secretaries step forward.”

Retiring Secretary: “As secretary of the club you will be expected to attend the club meetings, keep the membership roll and a complete and accurate set of minutes of what takes place at each club meeting. You will be expected to fulfill all duties for the secretary as outlined in the Officers’ Manual and the Secretary’s Book. I now pass on to you the 4-H candle of spirit, loyalty and devotion. Will you accept the responsibilities of this office?”

New Secretary: “I will.”



Club Leader: “Will the treasurers come forward.”

Retiring Treasurer: “As treasurer of the club you will be expected to keep an accurate record of the club’s income and expenses. You will be expected to fulfill all duties for the treasurer as outlined in the 4-H Club Treasurer’s Handbook. Will you accept this candle as a symbol of your duties as club treasurer?”

New Treasurer: “I will.”

Club Leader: “Will the reporters come forward.”

Retiring Reporter: “Keeping the public informed is important to the life of our club. It is the window through which they will look at our club work. Will you make a report of each meeting for the newspaper promptly, being sure all names are spelled correctly and due credit is given to all persons taking part on the program? Will you accept this candle as a symbol of your duties as club reporter and carry them out to the best of your ability?”

Reporter Elect: “I will.”

Club Leader: “Will the club photographers come forward.”

Retiring Photographer: “As our club photographer you will be expected to attend meetings and activities of the club regularly. At each meeting and club activity you will be expected to bring your camera and take special pictures of the club and its activities. How many honors and awards our club receives will depend in part on you. At this time will you accept this candle and along with it your responsibilities as our club photographer?”

Photographer Elect: “I will.”

Club Leader: “The song leaders will come forward, please.”

Retiring Song Leader: “The song leader has a very important role in our club meetings. As song leader you will be expected to lead and teach new songs to the club. Will you accept the responsibilities as outlined in the Officers’ Manual? If so, then you will now accept this candle.”

New Song Leader: “I will do my best.”

Club Leader: “Will the recreation leaders come forward, please.”

Retiring Recreation Leader: “Will you accept the responsibilities of providing worthwhile and wholesome recreation for our club in the form of games and other activities? If so, take this candle which will give you the light and guidance in planning and carrying out your phase of our program.”

New Recreation Leader: “I’ll do my best.”

(All new officers now will line up in front of the club.)

Club Leader: “I now declare the newly elected officers of the club to be duly installed and ready to serve. I congratulate the club on its choice and remind you that it is our duty to support and encourage them and to work with them at all times for the good of the club. They cannot carry out their duties as officers unless they have our cooperation. Will the new president now lead us in the Pledge of Allegiance to our flag followed by the 4-H Pledge led by our new vice president.”

What Is 4-H Work?

4-H work is that part of the program of the Cooperative Extension Service of the University of Arkansas which serves youth. Young people between the ages of 5 and 19 organize themselves into a 4-H club with their own officers, adult leaders and local programs. The primary purpose of 4-H work is to develop in boys and girls leadership, initiative, citizenship and character, and to teach them certain subject matter.



The 4-H Club Pledge

I pledge:
my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
my Health to better living,
for my club, my community,
my country and my world.

The 4-H Club Motto

To Make the Best Better

The 4-H Club Emblem

The 4-H emblem is a four-leaf clover with the letter “H” on each leaf. The four “H’s” stand for Head, Heart, Hands and Health.

The 4-H Club Colors

GREEN: Nature’s most common color is emblematic of springtime, life and youth.

WHITE: Symbolizes purity and high ideals.

This publication was provided you through the Cooperative Extension Service of the University of Arkansas, represented in your county by your county Extension agents.



4-H is the youth development program of the Cooperative Extension Service, University of Arkansas, Division of Agriculture.

Printed by University of Arkansas Cooperative Extension Service Printing Services.

Pursuant to 7 CFR § 15.3, the University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services (including employment) without regard to race, color, sex, national origin, religion, age, disability, marital or veteran status, genetic information, sexual preference, pregnancy or any other legally protected status, and is an equal opportunity institution.

C408-PD-3-08RV