



Alabama 4-H
at Auburn University

HANDBOOK *FOR* ***4-H CLUB OFFICERS***

YEAR: _____

CLUB NAME: _____

TYPE OF CLUB: _____

COUNTY: _____



www.alabama4H.com



ELECTED 4-H CLUB OFFICERS

PRESIDENT: _____

VICE-PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

RECREATION LEADER: _____

REPORTER: _____

4-H CLUB LEADER: _____

COUNTY EXTENSION AGENT: _____

CONGRATULATIONS!

You have just been elected a 4-H club officer.

What does being an elected 4-H officer mean?

Being a 4-H officer means that your club members have confidence in you and like you. It means that you make a commitment to the 4-H'ers who elected you to do your job as well as you can. It means that you will be dependable, on time for meetings, and prepared to conduct the business of the meeting fairly and honestly.

Being a 4-H officer also means being a leader. Other 4-H'ers will look up to you. As a 4-H officer, you will have to make decisions about club activities, events, programs, projects, and finances. Remember, as you make decisions, you represent the ideas and opinions of those who elected you.

Most 4-H clubs have as many as six officers. These are the president, vice-president, secretary, treasurer, recreation leader, and reporter. Each officer has specific duties that must be carried out for the 4-H club to be successful. Each officer must see that the duties of that office are carried out at each meeting. In small clubs, the offices of secretary and treasurer may be combined, and small clubs may rotate the office of recreation leader among 4-H members from meeting to meeting.

HOW TO USE THIS HANDBOOK

Only one handbook may be needed for each club. The primary purpose of this guide is to help you, as officers of your 4-H club, accurately record the activities and work of your club for the year. **This handbook contains the following:**

Elected 4-H Club Officers	Page 2
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Duties of Officers	Pages 6–7
4-H Facts	Page 8
Procedure for Meetings	Pages 9–10
News Items	Page 11
Club Roll & Data	Pages 12–15
Secretary's Records	Pages 16–21
Record of Committees	Page 22
Financial Record	Page 23

Each officer should be familiar with the duties of that office, as well as the duties of the other offices. (See pages 6 and 7.)

Minutes of meetings, treasurer's reports, and news articles should be recorded as soon after each meeting as possible. Each elected officer is responsible for ensuring that the club's records are maintained accurately and continuously. As changes occur in your club and its membership, such as getting a new member, record these changes in the handbook.

A GUIDE TO KEEPING ACCURATE 4-H CLUB RECORDS

FILLING OUT & MAINTAINING THE CLUB ROLL

1. At the first meeting of the year, pass around a sheet of paper to get an accurate list of names of the club members. Ask them to write their name, address, telephone number, age, and email.
2. Put the names into alphabetical order by last name.
3. Print the members' names, addresses, telephone numbers, ages, and projects on the club roll form.
4. When the roll is called at each club meeting, put a check in the proper space by the name of each member who is present. If a member is absent, leave the space blank.

WRITING THE MINUTES OF A CLUB MEETING

1. Take a notebook and a pen or pencil with you to the 4-H club meeting.
2. Listen and watch attentively to everything that happens during the meeting.
3. Make notes about what is happening. Typically, notes should be kept on who called the meeting to order, who read the minutes, who gave the treasurer's report, and the club's old and new business. Describe the program (including who introduced the speaker), note announcements about upcoming events, and list who adjourned the meeting.
4. When taking notes about the club's business, include who made motions and who seconded (endorsed) the motion.
5. When something special happens at a meeting, such as electing officers, appointing a committee, or taking a field trip, include these activities along with the names of the club members in the minutes. (See sample minutes, page 5.)
6. After reading the minutes of the last meeting, ask for any corrections. Make corrections given by members.

FILLING OUT A TREASURER'S REPORT

1. All 4-H club monies should be deposited with and expenses paid by the county Extension office following accounting guidelines recommended and audited by the Alabama Cooperative Extension System and Auburn University. Counties can assist 4-H club treasurers with appropriate procedures, allowable expenses, and documentation needed.
2. It is essential to keep accurate financial records of your 4-H club. These financial records are called a ledger and will help the club and county Extension office track income and expenses.
3. Record any money received in the "Receipts" column. Include the source of the money. For example, if your club won \$250 for a fair exhibit, you should write in your ledger the amount (\$250) and the source (county fair prize).
4. Record any money spent in the "Expenditures" column. Again, record who the money was given to (\$15.38 to Your Town Grocery), and what it was for (refreshments).
5. Total (add up) the amounts in each of the two columns.
6. Subtract the amount in the "Expenditures" column from the amount in the "Receipts" column for a grand total or ending balance of funds on hand.
7. This process should be completed before each meeting and the amounts put into a treasurer's report. (See sample, page 5.)
8. The treasurer's report can be compared against records maintained by the county Extension office.
9. Distribute copies of the treasurer's report to the club members at each meeting.

Sample of Minutes from a 4-H Club Meeting

Date: November 6, 2022

Time: 3:30 p.m.

Place: Home of Jamie Smith

Members on roll: 17

Number present: 15

Others present: 1

The last monthly meeting of the Crooked Creek Environmental 4-H Club was held at the home of Jamie Smith on November 6, 2022, at 3:30 p.m. Janis Carter, club president, called the meeting to order. The recreation leader, Greg Pate, led the group in a series of stretches. Sam Hathaway, vice-president, led the Pledge of Allegiance to the American flag and the 4-H Pledge.

The club secretary, Amy Pruit, called the roll. Fifteen members and one visitor were present. The club secretary also read the minutes of the October meeting. There were no corrections and the minutes were approved.

Paul Welch gave the treasurer's report. The balance in the treasury was \$212.17. There were no corrections and the treasurer's report was approved.

There was no unfinished business. New business including making plans for our club's Christmas party. The party will be held at the Crooked Creek Community Center on December 16, 2022, at 6:00 p.m. The club voted unanimously to take \$50 from the treasury for refreshments. The club leader, Mr. Tommy Sawyer, will furnish a CD player and the members will bring their favorite CDs.

Other new business included the adoption of the Crooked Creek Public Park as a club project. The members voted to place trash barrels at six locations throughout the park. The barrels will have to be painted with the name of our club on the side.

Mr. Timothy Johnson, the local horticulture teacher, gave a demonstration on composting. He passed out brochures for the club members to take home.

The club president announced that the next meeting would be at her house on December 4, 2022. John Jacobs made a motion to adjourn. Sarah Jones seconded the motion, and the meeting was adjourned.

Sample of a Treasurer's Report

Date: November 6, 2022

Time: 3:30 p.m.

Balance from October: \$150.00

Total "Receipts" (money received) for October: \$62.17

Total "Expenditures" for October: \$00.00

Balance for month ending October 31: \$212.17

We had a beginning balance of \$150.00. We earned \$22.00 at our car wash and \$40.17 on our yard sale for a total of \$62.17. This brought our ending balance as of October 31 to \$212.17.

REPORTING CLUB ACTIVITIES & EVENTS

1. Take a notebook and a pen or pencil with you to the meeting, activity, or event.
2. Listen and watch attentively to everything that happens during the meeting, activity, or event.
3. Take notes about what is happening. Include the names of the club members, leaders, and speakers or guests.
4. A report of a club's activity or event should be interesting, timely, and brief. It should include only the most important facts.
5. The report should answer the questions of who, what, where, when, how, and why.
6. The report should be written immediately after a meeting, activity, or event.
7. Spell all names correctly.
8. Submit all media to a 4-H regional Extension agent or county Extension office.

DUTIES OF 4-H CLUB OFFICERS

(See Procedure for Conducting a 4-H Club Meeting, page 9.)

DUTIES OF THE PRESIDENT

1. Make sure that the place where the meeting will be held is clean and neat.
2. Discuss club problems and plans with the other officers and the club leader.
3. Contact the other officers before each meeting and remind them of their responsibilities.
4. Use the simple rules of parliamentary procedure to conduct each meeting. If you have questions about the rules of parliamentary procedure, ask your club leader to help you.
5. Call 4-H meetings to order and preside at the meetings.
6. Act as a connection between the club members and the club leader and county agent.
7. Appoint committees.

Sample of a News Article

Environmental 4-H Club Adopts Local Park

At the November meeting of the Crooked Creek Environmental 4-H Club, the members adopted the Crooked Creek Public Park as its environmental improvement project for the remainder of the school year.

During the past year, park users dropped a lot of trash. On a recent field trip to Little Crooked Creek, which runs through the park, the 4-H'ers observed much paper and debris in the creek itself. The 4-H'ers also noticed few trash containers. The 4-H'ers decided to help the community clean up this area and to help preserve the quality of the stream.

As a first defense against the littering problem, the club will place six painted trash barrels in the park. The bright green and white barrels will be placed in each of the four picnic areas and at both entrances. Signs reminding park users to place their trash in the barrels will be posted throughout the area.

4-H'ers will empty these barrels weekly and help monitor the region near the park for littering. The barrels will be in place by January 1.

DUTIES OF THE VICE-PRESIDENT

1. Preside at meetings if the club president is absent.
2. Become familiar with the duties of the president.
3. Chair or lead the program committee.
4. Lead the Pledge of Allegiance and the 4-H Pledge at each meeting.

DUTIES OF THE SECRETARY

1. Keep an accurate record of 4-H club members. This record includes keeping an up-to-date list of members' names, addresses, attendance, and projects.

2. Call the roll at the request of the president, and check the attendance record sheet. This is usually done while seated.
3. Keep accurate minutes of each meeting. (See section on Writing the Minutes of a Club Meeting.)
4. Read the minutes of the last meeting when the president calls for them, ask for any corrections, and make corrections given by members. The minutes are usually read while standing.
5. Assist the club reporter in writing articles for the newspaper and social media posts.
6. Preside at the meeting in the absence of both the president and the vice-president.

DUTIES OF THE TREASURER

1. Keep accurate records of any club money.
2. Work with the county Extension office.
3. Prepare a treasurer's report to hand out and report orally when the president calls for the report. (See section on Filling Out a Treasurer's Report.) Ask for any corrections, and make any corrections given by members. The treasurer's report is usually read while standing.

DUTIES OF THE RECREATION LEADER

1. Check with the president to determine how much time is allowed on the program for ice-breakers or activities.

2. Select ice-breakers or activities before the meeting starts that can be completed in the length of time allowed on the program.

DUTIES OF THE CLUB REPORTER

1. Take notes during club meetings, activities, and events for use in publicizing information about the club.
2. Compare your notes with the club secretary's notes to ensure that the details are accurate.
3. Report information about the club's activities and events and the accomplishments of club members and leaders to appropriate news sources. Appropriate news sources include local radio stations, daily and weekly newspapers, television stations, and regional club social media sites.
4. Take pictures, if possible, of the club's activities and events. Include club members and leaders in the pictures. Send these along with the information reported to your 4-H regional Extension agent or county Extension office for submission.

COMMITTEE(S)

There may be several committees or as few as one or two. The number of committees needed to carry out the work of your 4-H club will be determined by the size of the club, the type of club, and the projects adopted by the club.

Program Committee. Plans and arranges for a program at each meeting.

4-H FACTS

4-H PLEDGE

I pledge
My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service, and
My Health to better living
For my Club, my Community, my Country, and my
World.

4-H EMBLEM

The national 4-H Club emblem is a four-leaf clover. The clover is a symbol of achievement and good luck.



4-H CLUB COLORS

The national 4-H Club colors are green and white—white for purity and green for growing things, such as children and plants.

4-H CLUB MOTTO

To Make The Best Better

PLEDGE OF ALLEGIANCE

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.

FOUR H'S STAND FOR

Head, Heart, Hands, and Health

TYPES OF 4-H CLUBS

A 4-H club is an organized neighborhood or school group of youth between the ages of 9 and 18. There are several types of 4-H clubs:

- **School Enrichment Programs** offer learning experiences in cooperation with school officials during school hours. These programs support or enhance the school curricula. Teaching is performed by Extension staff or trained volunteers. These volunteers may be school teachers.
- **Special Interest Clubs** focus on areas of interest to 4-H'ers. Examples of special interests are environmental stewardship, aerospace, livestock, and photography.
- **Year-Round Community Clubs** are usually organized by parents, members, or adult leaders and are available to young people (age 9 to 18) in a given community. Meetings are often held in members' homes, at schools, in clubhouses, or other meeting facilities in the community.
- **In-School Clubs** may meet at an elementary, middle, junior high, or high school. Meetings are held regularly during the school year.
- **After-School Clubs** meet after school hours or on Saturdays. Meetings may be held in school buildings, members' homes, or other appropriate meeting facilities.

PROCEDURE FOR CONDUCTING A 4-H CLUB MEETING

Below is a guide for conducting a club meeting. The left column contains what is said during the meeting; the right column contains the instructions. During a club meeting, say only the words in italics in the left column and fill in the blanks with the correct names and dates. Each officer should have a copy of the meeting guide.

<i>PRESIDENT SAYS:</i>	<i>INSTRUCTIONS:</i>
<i>Will the meeting please come to order?</i>	The president taps the table with the gavel and waits for quiet.
<i>Let us stand and pledge allegiance to the American flag and say our 4-H Pledge, led by _____, our vice-president.</i>	The vice-president leads the pledges.
<i>Will the secretary please call the roll?</i>	The secretary remains seated and calls the roll. Members respond with either "here" or "present."
<i>The secretary will read the minutes of our last meeting.</i>	The secretary stands and reads the minutes of the last meeting.
<i>Are there any corrections or additions to the minutes?</i>	The president recognizes members who wish to make corrections by calling them by name. The member stands to make needed corrections.
<i>If not, the minutes stand approved as read.</i>	If there are changes, the secretary makes them in the minutes and reads the corrected parts.
<i>The treasurer will give the treasurer's report.</i>	The treasurer stands to give the treasurer's report.
<i>Are there any corrections or additions to the treasurer's report?</i>	The president recognizes members who wish to make corrections by calling them by name. The member stands to make needed corrections.
<i>If not, the treasurer's report is accepted.</i>	If there are changes, the treasurer makes them in the minutes and reads the corrected parts.
<i>CONTINUED ON NEXT PAGE</i>	

<i>PRESIDENT SAYS:</i>	<i>INSTRUCTIONS:</i>
<i>Is there any unfinished business?</i>	Unfinished business is old business left from another meeting. Old business may have been mentioned in the secretary's minutes. The president recognizes members who wish to discuss unfinished business by calling them by name. The member who has been recognized, stands and addresses the president by saying "Madam (or Mr.) President, I would like to discuss _____ from our last meeting." The unfinished business is discussed.
<i>Is there any new business?</i>	The president, any member of the club, local leader, regional Extension agent, or county Extension agent may bring new business before the club. The president recognizes members who wish to introduce new business by calling them by name. The member who has been recognized, stands and addresses the president by saying, "Mr. (or Madam) President, I would like to discuss _____ ." The new business is discussed.
<i>The program for today is _____ and _____ is in charge.</i>	The members and officers are quiet and attentive as the program is presented. At the close of the program, the person who presented the program turns the meeting back over to the president, saying, "This concludes our program for today."
<i>Are there any announcements?</i>	Members may make announcements about activities and events in which members may wish to participate. The president should announce the date, time, and place of the next meeting.
<i>Do I hear a motion that we adjourn?</i>	One member stands and makes the motion: "Madam (or Mr.) President, I move we adjourn."
<i>Do I hear a second?</i>	A member raises his or her hand and says, "I second the motion."
<i>All in favor say "aye"; opposed, "no."</i>	Members vote.
<i>The meeting stands adjourned until _____ .</i>	The president taps gavel two times.

NEWS ITEMS

Attach with tape or glue copies of newsworthy items. These items may include such things as articles from the newspaper about your club or some of its members, announcements about your club events and activities, pictures of club members participating in club activities. Anything that accurately describes events about your club may be used. Use your imagination.

CLUB ROLL

Name of Member	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
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27.												

Place a mark in the month block above when a member is present; when he or she is absent, leave the month block blank.

CLUB ROLL

Name of Member	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
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Place a mark in the month block above when a member is present; when he or she is absent, leave the month block blank.

MEMBERSHIP ADDRESSES

Address	Telephone	Age	Email
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Please include address, zip code, and telephone area code in the blocks above.

MEMBERSHIP ADDRESSES

Address	Telephone	Age	Email
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Please include address, zip code, and telephone area code in the blocks above.

RECORD OF COMMITTEES

(Committee Name)

(Committee Chair)

(Committee Secretary)

(Committee Name)

(Committee Chair)

(Committee Secretary)

(Committee Name)

(Committee Chair)

(Committee Secretary)

(Committee Name)

(Committee Chair)

(Committee Secretary)



Nancy Alexander, *Extension 4-H Specialist*, Auburn University.

Joy Scott, *Extension 4-H Specialist*, Auburn University.

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