



4-H Club Officers Manual



By Anna B. Lucas, Extension Program Specialist for 4-H Youth Development

Kentucky 4-H Club Officers

Being a member of a 4-H Club is a very interesting and worthwhile experience for any boy or girl. A successful 4-H Club holds the interest of its members by doing worthwhile things through teamwork and group action.

An important working part of any club is its officers. The success of the club depends largely on them. It is an honor to be selected by members of a group as one of its officers. Like most honors, being an officer carries certain responsibilities.

If a club is to succeed, every officer must know his or her responsibilities and be well prepared to carry them out.

Qualities of Good Officers

A 4-H Club needs officers who will:

- Serve their club well and plan to make the club a success.
- Work with all members and give each an opportunity to participate.
- Share leadership with many and give others an opportunity to develop their abilities.
- Represent the club in the community and county.
- Be dependable.
- Help the club plan a program involving all the members.
- Work cooperatively with the other officers, committees, and leaders.
- Conduct well-planned meetings.

How Do You Measure Up?

Each 4-H officer should work toward the following personal leadership goals:

- I know the duties and responsibilities of my office.
- I am willing to improve myself in order to be a better officer.

- I am friendly to all members of the club and include everyone in club meetings and activities.
- I willingly accept responsibilities assigned to me.
- I enjoy doing more than just what is required of me.
- I give credit to others for work well done.
- I am prompt in arriving at meetings.
- My appearance inspires confidence and respect.
- I am kind, tactful, and courteous and use "Please" and "Thank You" when I should.
- I ask for suggestions and cooperation.
- I show appreciation to leaders and parents for their time, effort, and devotion to the club.

Responsibility of Members

The members of the club have a working responsibility to it. It is just as important for the members to do their part as it is for the officers. Unless members and officers work together, the club will not be an effective group. The 4-H'er who serves as an officer is strongly reminded of how important good participation is to the club's success.

Responsibility of All Officers

To be successful, 4-H Club officers, committees, and individuals working with club leaders must perform many duties.

Some of the important duties are to:

- Secure new members and organize the club.
- Plan the program, month by month, for the year.
- Arrange for a meeting place and its care.
- Conduct and take part in the meetings.
- Keep club records and submit them as required.
- Serve on committees, as chairperson or as a member.
- Keep the community informed about the club.
- Show enthusiasm and interest in the club.
- Help every 4-H'er find a place in the club and an opportunity to contribute.

- Maintain good relationships with all individuals and other groups.
- Keep in contact with the county Extension office.
- Attend 4-H Officers Training.

Election of Officers

It is important that each officer be chosen because of his or her fitness for the office. The president of the previous year should preside at the election of officers. It is also important to use parliamentary procedure in conducting the election — or any club business.

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 of the various offices after the nominating committee's report is made.
2. Candidates may be nominated by those present. This is known as "nomination from the floor."

The president will say, "Are there further nominations?" If there are no further nominations, the president may close the nominations, or a member may say, "I move the nominations be closed." This motion should be seconded and voted on. A motion to close the 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 their names, and the members vote for the respective officers. The president may have the members vote by raising the right hand, by standing, or by written ballot. If the voting is done by raising the hand or standing, the candidates for the office being voted on usually leave the room or are asked to close their eyes and bow their heads. When the votes have been counted, the president announces the name of the person elected.

Installation

An installation ceremony may be planned by the club. A suggested plan for the installation of officers may be obtained from your county Extension office.

Parliamentary Procedure

To Address the Chair

When a club member wishes to speak in a club meeting, he or she should stand and address the chair as Mister or Madam President. Remarks should be addressed to the president, and there should be no talking among members when business is being conducted.

To Make a Motion

Most of the business which club members conduct is done through the form of motions. To make a motion after obtaining the floor, the member says, "Madam or Mister President, I move that..."

After the motion has been seconded, the president calls for discussion. Each person who wishes to discuss the motion addresses the chair and is recognized before making comments. When the discussion is finished, the president says, "Are you ready for the question?" The club members respond, "Question," if they are ready to vote. The president calls for the vote by saying, "All those in favor say 'Aye'" (pronounced "I"). "All those opposed, 'No.'"

If the president cannot tell which side has won, a hand count vote may be taken. After hearing the vote, the president states, "The ayes (or nos) have it and the motion is (or is not) carried." In the case of a tie, the president or presiding officer casts the deciding vote.

Amendments to Motions

Amendments may be made to a motion. An amendment must be made in the form of a motion, seconded, and voted on before the motion as amended can be voted on.

Letting Committees Work for the Club

Much of the work to be accomplished by a club can best be done by committees working with the counsel of leaders and with the approval of the club membership. This gives more 4-H'ers the opportunity to participate and to assume responsibility. Committees can help overcome the problem of spending too much time on details in the club meeting. They also give an opportunity for a few members to devote their full attention to a particular subject. In addition, it is good training in group leadership. There are two general types of committees.

Standing Committees are active throughout the entire year. These may include:

- Program Committee.
- Membership Committee (may also assume hospitality duties).
- Music Committee.
- Recreation Committee.
- Activity Committee.

Special Committees are appointed and serve for a single event. The program committee for the local Achievement Day and the summer picnic committee are examples of special committees. The organization and duties of all committees are quite similar, so they may be considered together.

Each committee should:

1. Know its specific assignment. This should be explained by the president and club leaders.
2. Give serious thought and study to the problem.
3. Seek opinions and suggestions outside the committee membership, if needed.
4. Encourage cooperation among its members in working out details.
5. Prepare recommendations for club action.

The chairperson should:

1. Call the committee together and preside at the meeting.
2. Know the assignment given the committee and explain it clearly at the first committee meeting.
3. Seek ideas from committee members before expressing his or her own ideas.
4. Assign specific duties to committee members, if necessary.
5. Report findings of the committee to the club.
6. Inform the president before the club meeting starts that the committee report is ready to be presented.

General Flag Rules

- The flag should be displayed from sunrise to sunset.
- The flag should not be flown in rainy or stormy weather unless for some special reason.
- Raise the flag briskly and proudly. Lower it slowly, ceremoniously.
- Never allow the flag to touch the ground or floor. Gather and fold it correctly.
- During the ceremony of raising or lowering the flag, or when it is passing in a parade, all persons should face the flag, stand at attention, and salute.
- People in civilian clothes salute by placing their right hands over their hearts. Men remove hats. People in uniform bring their right hands to their foreheads with fingers extended.
- When the American flag and the 4-H flag are placed on a desk or table at a club meeting, the American flag is always on the president's right.
- Our flag should not be used as draping. Use red, white, and blue bunting for decorating. The bunting must always be arranged so that blue is on top, or to the observer's left, white is in the middle, and red below or to the observer's right.
- Learn to use and teach others to use our flag correctly. Demonstrations, illustrated talks, and exhibits are excellent methods to teach others as well as to become more skilled yourself. Practice at home and perform at 4-H, PTA, civic clubs, and other meetings. In the process, you also grow in knowledge, understanding, and dedication of purpose.



The 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.

(Please notice the punctuation. Learn to pledge allegiance without pausing between the words "Nation" and "under," and teach others to do the same.)

When you are pledging allegiance, stand erect and look directly toward the flag.

The 4-H Pledge

Frequently club members give their 4-H pledge after having pledged allegiance to the U.S. flag. It is important that both be pledged with feeling and understanding. Your 4-H pledge means that you pledge yourself to the improvement of your Head, Heart, Hands, and Health. You are saying that you want to grow in:

1. your knowledge and wisdom, or Mentally (Head),
2. your concern for and understanding of mankind, or Spiritually (Heart),
3. your skills and service to others, or Socially (Hand), and
4. your clean thoughts and sound body, or Physically (Health).

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, and my country.

You are pledging yourself to conducting a project, to being active in your 4-H Club, to taking part in 4-H activities such as demonstrations, camps, tours, etc. You are saying that you will plan and work with your adult leaders and fellow members so that, individually and collectively, you will contribute not only to your personal improvement, but also will help build a better club, community, county, and country.

You are pledging yourself to becoming a more useful, desirable, and happy citizen through the "Learn-by-Doing" experiences provided in 4-H Club work.

4-H Meeting Outline

The following is a suggested outline for a club meeting. You may want to try other ways of organizing and conducting your meetings in order to add variety.

PLACE _____ TIME _____ DATE _____

BUSINESS (10% to 25% of total meeting time)

Call to order _____ (president)

Song _____ led by _____ (chairperson)

Pledge of allegiance to American flag, led by _____ (name)

4-H pledge led by _____ (name)

Thought for the day led by _____ (name)

Roll call by (each member answers) _____ (secretary)

Reading of minutes by _____ (secretary)

Approval of minutes called for by _____ (president)

*Committee and/or project reports called for by _____ (club reporter)

Old business (discussion) led by _____ (president)

• Items to be discussed: _____

New business (discussion) led by _____ (president)

• Items to be discussed: _____

Committees appointed (if any needed):

1. _____
(assignment)

2. _____
(assignment)

Announcements by _____ (chairperson)

INSTRUCTION SESSION (program)

(50% to 65%) _____

A. Demonstrations:

1. _____ by _____ (member)
(subject)

2. _____ by _____ (member)
(subject)

*See next page for items to be discussed.

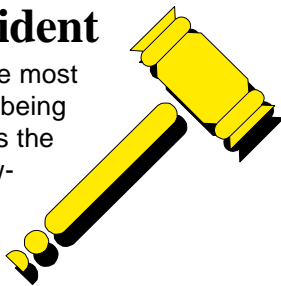
CHECK THE QUALITY OF THE 4-H CLUB MEETING

Items to Check	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
1. Meeting called to order on time.												
2. Meeting closed at a definite time.												
3. Meeting room ready; seats arranged for comfort of members.												
4. Program planned in advance of meeting.												
5. Program participants prepared.												
6. Devotional, pledge of allegiance and 4-H pledge included.												
7. American and 4-H flags displayed.												
8. Parliamentary procedure followed.												
9. Short, snappy business session.												
10. Recreation well organized.												
11. Every member of the club participated in the meeting.												
12. Committee reports and announcements brief and well organized.												
13. Instruction (program) well planned.												
14. _____ % of members participated in program.*												
15. Conduct of members: showing courtesy for others.												

*If the monthly plan includes member participation in talk meet, demonstrations, poster program, etc., decide percentage of members who must receive a check for completing this item.

The 4-H Club President

The office of president is the most important one in the club. After being installed, the president becomes the "captain of the crew." The following are some specific duties of the president:



1. Conducts the meetings according to approved parliamentary procedure and in such a way that all members will feel free to take part.
2. Appoints committees when needed. Checks on committees between meetings to see that necessary work is being done.
3. Sees that other officers know their specific responsibilities.
4. Represents the club at meetings, such as training sessions and other county-wide meetings where officers are included.
5. Works with the club members and adult and/or teen leaders to develop an annual plan for the

- club.
6. Meets with the officers to plan the details of the meeting. This should be done before the meeting day to allow officers to prepare for the details of the meeting. This planning meeting is based on the annual plan the 4-H Club has established.
7. Makes arrangements for any guest speakers. This responsibility may be given to the vice-president, but the president is responsible for seeing that appropriate arrangements are made.

Before the meeting

- Makes the subject of the presentation clear when issuing the invitation.
- Indicates time and place of the meeting. Directions to the meeting place may be necessary.
- Explains the meeting plans, the time that will be allowed for the talk, and when it will appear on the program.
- Informs the speaker about the audience: the number in club, their age range, and how much they know about the subject to be presented.

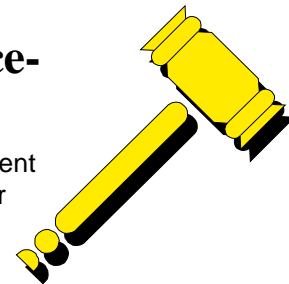
At the meeting

- Meets the speaker at the door and gives a friendly welcome.
 - Introduces speaker to others or presents person who will introduce speaker.
 - The person introducing the speaker on the program should give full name and title.
 - The person introducing a speaker should remain standing until the speaker takes his or her place in front of the group.
 - If a discussion is in order after the presentation, has a few members prepared to start the questions.
 - Thanks the speaker for the talk and shows appreciation for the contribution it has made to the club.
8. Checks the arrangement for the meeting place. Does the club meet in homes of members or in a public building? Whichever is the case, someone should have the responsibility of seeing that the place is satisfactorily arranged for the meeting. The president will probably feel responsible; however, help may be obtained by delegating the following jobs to others.
- Chairs* — arranged so each member can take part easily. A favorite arrangement is a circle or semicircle. This enables the members to see everyone. With just a little effort, such an arrangement is possible in a home or at a public meeting place where chairs are movable. There should be a table and chairs for the president and secretary. It is desirable to have a set of flags, American and 4-H, on the table. The president should have a gavel.
- Lights* — placed so they will not glare into anyone's eyes. Know where light switches are.
- Ventilation* — important to the comfort of everyone. Put someone in charge to regulate ventilation.
- Heating or cooling* — adjusted in the building or room before the meeting starts.
- Equipment* — such as songbooks, blackboards, projectors, and game material ready if needed.
- 9. Sees that the meeting closes on time.
 - 10. Sees that the meeting room is put in order before everyone leaves.
 - 11. Announces time, place, and date for next meeting.
 - 12. Works with other officers and the club leaders to develop a method of checking the quality of the club's meetings. Uses the *4-H Meeting Outline* on pages 4 and 5 to plan meetings. After each meeting, uses the form *Check the Quality of the 4-H Club Meeting* to evaluate the meeting.

The 4-H Club Vice-President

The 4-H Club vice-president can be a very valuable officer if responsibilities are assigned by the president.

Some specific responsibilities of the vice-president include the following:



1. Presides at the club meeting if the president is absent. The vice-president should be familiar with parliamentary procedure and be informed on the business of the club.
2. Serves as chairperson of the program committee. Meets with the adult and teen leaders and other club officers to determine the method to use in planning the club's annual program. The club leader will have a list of activities members may want to include in the program. Programs being held at the county level should also be noted. A sample program follows this section. The key to a successful program depends largely on the involvement of the members in planning and carrying it out.
3. Has copies of the program for the year made for each member, if possible.
4. Keeps club reporter informed about the program for different meetings so advance publicity can be given.
5. Plans details of the program for each club meeting; works with the president, adult, and teen leader in preparing an outline before each club meeting; uses the 4-H Club meeting outline and assigns 4-H'ers to various parts of the program.
6. Gives each club member an opportunity to have a part in one or more 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.

Making the 4-H Club's Annual Plan

Every club should have a plan of work. The secretary should record a copy of the plan in the secretary's record book. Include as many of the following as possible.

- Plans for enrollment.
- Selection of projects.
- Meetings to carry out plan of work.
- Method of giving project instructions and information:
 - Demonstrations
 - Judging
 - Tours
 - Exhibits
 - Talent programs
 - Speeches

- Citizenship training.
- Recognition for members' accomplishments.
- Plans to secure cooperation of parents and local organizations.
- Purpose of 4-H achievement records and how to keep them.
- Plans to take part in county, area, and state events which may include demonstrations, judging, etc.
- Community Pride activities.
- Camp promotion.
- Picnics and parties.
- Recreation and music.
- Other items suggested by the club.

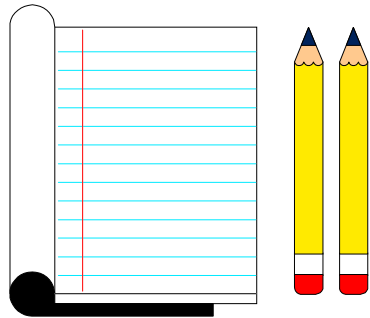
A Sample 4-H Club Annual Plan

Month	Business	Program	Recreation	Community Project	Special Events
Sept.	Elect officers, give out enrollment cards, appoint planning and National 4-H Week committees	Parliamentary procedure & poster contest	Get acquainted (name learning)	Announce fire prevention survey in Oct.	
Oct.	Install officers, collect enrollment cards, appoint Variety Show committee	4-H Honors program, judge 4-H posters	Halloween game	Reports on fire safety survey, plan for Thanksgiving needy box	National 4-H Week
Nov.	Plan money-making project & Community Pride activity	Holiday gifts & decorations, collect 4-H Honors forms	Thanksgiving game	Deliver Thanksgiving box, announce holiday gift box, & bring gift for Dec. meeting	National 4-H Week
Dec.	Announce Talk Meet	Talk Meet speech preparation	Holiday party	Deliver holiday box, announce visit to nursing home in January	
Jan.	Announce Windowsill Garden program & remind members of Talk Meet	4-H speeches & Windowsill Garden	Pencil & paper game	Announce home safety survey	Variety Show
Feb.	Finish fund-raising project, announce Bread program	Bread preparation & Windowsill Garden	Valentine game	Report on home safety surveys & American Heart Fund Drive	Local Talk Meet
Mar.	Announce Fashion Revue & Demonstration Day	Judge Bread exhibits & give instructions on demonstrations	St. Patrick's game	Plant tree on school grounds	County Talk Meet & Fashion Revue
Apr.	Follow up on Demonstration Day & Fashion Revue	Demonstrations by members, project record keeping	April Fool's party	Clean road entrances where driver's vision is blocked	Family Night
May	Announce plans for summer activities — 4-H camp, judging events, fairs, & shows	Judging events — 4-H Camps	Action songs & games		County Demonstration & Bread Baking Contest
June	Plans for camp	Project reports by members, records check	Relays		Judging Events, Livestock Shows
July	Report on events	State Fair	Picnic; folk games		County Fair
Aug.	Announcements about club reorganization & records completions	Project tour, report on summer activities, complete records	Watermelon feed		State Fair

The 4-H Club Secretary- Treasurer

This officer is author of the club minutes and keeper of the club's money.

Good records are essential to the growth and stability of the club. An alert secretary:



1. Keeps complete and accurate account of proceedings of all meetings. This means membership rolls, minutes, final reports, and all that is called for in the secretary's handbook.
2. Calls the roll and reads minutes of meetings; reminds president of any unfinished business left from previous meeting.
3. Reads correspondence directed to the group and writes replies when necessary.
4. Sends notices of 4-H Club meetings when asked to do so; writes letters, requests, and invitations in the name of the club.
5. Presides when both president and vice-president are absent.
6. Keeps secretary's book, which contains important information about the club and its members. The secretary should keep this book up to date and ready for inspection at all times.
7. Works with leaders at the close of the club year to complete the club report in the secretary's book.
8. Handles the club accounts in a businesslike way; keeps the accounts up to date in order to give frequent and accurate reports on the financial status of the club.
9. Deposits money in a bank and issues checks against the account when authorized to do so by the club.
10. Submits a budget early in the club year recommending purchases that should be made.
11. Makes treasurer's report when called on to do so.
12. Provides an annual statement and asks for an audit of accounts if amount handled justifies it.

How to Write 4-H Club Minutes

Minutes are the record of what an organization does in its meetings. Minutes of the 4-H Club should include:

- Kind of meeting, whether regular or special.
- Name of club.
- Date and place of meeting.
- Number of members present and names of special guests.
- Response to roll call.

- Statement that minutes of the last meeting were or were not read and approved.
- A record of all business transacted, including motions made and statement whether each motion was carried or lost.
- Record of committees appointed and committee reports.
- Names of persons taking part in the program.
- Record of demonstrations presented, project work done, special features on the program, and recreation planned.
- Time and place of next meeting.

Sample of Minutes

The regular meeting of the Cloverleaf 4-H Club was held at the Roaring Run School at 2:00 p.m., September 7, 19XX. The pledge of allegiance was led by Jim Gray, and the 4-H pledge by Mary Fox. Response to roll call was, "What I Am Doing with My 4-H Project." Thirty members and one guest, John Lee, District Judge, were present. Minutes of last meeting were read and approved with correction regarding camp.

John West, chairperson of the standing committee on membership, reported that his committee planned to contact all students in the school who are not members and invite them to join our club.

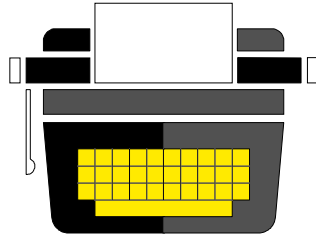
How to get 4-H Club program books was the main business item. Bill Hall made the following motion: "I move that Ann Rhea, chairperson of the program committee, select two members to help her prepare program books for each member of the club, the adult leader, teen leader, and the county Extension agents." Seconded by Bob Wise. Motion carried. Ann selected Ruth Jones and Ed Gray. Janice Jones made the following motion: "I move to take money out of the club treasury to buy paper for the program books." Seconded by Patty Blue. Twenty-eight votes for and two against.

Mike Zufall, safety leader, called for a report on the home survey to find fire hazards. Ruth demonstrated painting the gasoline can red. Jim Stout gave a demonstration on removing fire hazards in the home. Bill Melon, teen leader, explained 4-H record books. Judge Lee led a discussion on "Who Is a Good Citizen." Meeting adjourned at 4:00 p.m. to enjoy games planned by Helen Nash and Ben Day. Refreshments were served by Mrs. Stout and Peggy Blue.

Next meeting to be held at the school on October 5 at 2:00 p.m.

Reported by Sally Jones, Secretary

The 4-H Club Reporter



Newspaper editors like news stories about 4-H because their readers like to know what people in the community are doing. The 4-H Club reporter serves as a reporter for the newspaper to which material is sent. Some general rules for news writing apply to anyone giving copy to the press, whether it is a small or large paper.

1. The good 4-H Club reporter will in the first or “lead” paragraph do the following:
 - Feature some interesting or significant fact such as large attendance, an important action taken at the club meeting, striking information or facts brought out at a demonstration, highlights of a tour, or any other club activity.
 - Always answer the questions Who? What? When? Where? How? and very often, Why?
 - Write no more than 40 or 50 words in the first paragraph.
 - Tell all the story in a general way so that an editor who has limited space can cut off all except the first paragraph and still have a complete story.
2. The 4-H Club reporter in succeeding paragraphs will:
 - Arrange information in order of importance with the least important detail last.
 - Write names of those present in the last paragraph.
3. The 4-H Club reporter will consult with the club leader or county 4-H agent and the local editor for information on submitting stories. A frank discussion of 4-H stories submitted for publication will iron out problems for both editor and reporter. The 4-H reporter will read everything written to see that it is absolutely clear; that names, dates, and places are correct; and that all essential information is included.
4. The 4-H Club reporter will see that the story gets to the newspaper promptly after the meeting.
5. The 4-H Club reporter will always be on the lookout for interesting news items about any club activity. Material given to the press informs others of 4-H Club work and encourages them to become members or leaders. Stories might include Community Pride activities, parents’ night, achievement winners, officers elected, or special programs, such as IFYE host families and exchanges with other states.

News stories are built much like an inverted pyramid. The most interesting and significant fact is written first. News readers often do not follow a story to its end, so it is critical to have the important information in the first part of the story.

Sample News Story

The Lone Oak 4-H Club has completed a 4-H Community Pride project. The project to develop a nature trail was led by teen leader John Cruize. John

will receive a gold 4-H honor award for his leadership of this project.

All 25 members of the club, two volunteer leaders, and county government and school personnel were involved in the project.

The nature trail will be used by the school science classes and the 4-H forestry and wildlife project groups. Community picnics and recreational activities can be held in the adjoining area.

The dedication and a tree planting ceremony will be held on Arbor Day, April 4, at 10:00 a.m. The public is invited to attend.

The 4-H Club Song Leader

Music should be an important part of the 4-H Club meeting. Group singing helps club members feel more at ease, lose their reserve, and center their interest on the program of the meeting. The song leader may stimulate enthusiasm or quiet a boisterous group depending on the selection of songs. A good song leader will:



1. Select and list a variety of songs to use. Ask the president to appoint a music committee, if needed.
2. Begin with familiar songs which all can sing.
3. Announce all songs clearly.
4. If a piano is used, place it so that the accompanist can see the leader.
5. Get the group “set” for the start of the song. Give a sharp, decisive movement which will bring everybody in on the first note.
6. Encourage the participation of those who are not singing. Do not neglect any part of the audience when leading a song.
7. Think of the audience as individuals and not as a group.
8. Use a play song or a “round” when the crowd is tired.
9. Listen to all requests, but “hear” the one which will be best at that point in the activity.
10. Use only the appointed amount of time for singing.
11. For the final song, choose one that all will like to sing so that an effective ending will be made.
12. Try to make good songs popular with the group. Sing the same song often enough to learn the words so that books will not always be needed.

The Song Leader’s Test

Leadership — Be excited about group singing and sing out. Your leadership and excitement will set the example for others.

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

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 each syllable with your hands.

Holds — Get a few special effects by holding on to a naturally adaptable high note or two.

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

Suggested Songs

4-H Club members have been honored by having songs written and dedicated to 4-H Club work. All 4-H Club members should be able to sing their own songs. Some of these songs are:

4-H Trail
Pass It On
Battle Hymn of the Republic
Home on the Range
I Want a Girl
Jingle Bells
Let Me Call You Sweetheart
School Days
Let There Be Peace on Earth
My Old Kentucky Home
Let My 4-H Light Shine
She'll Be Comin' Round the Mountain
Oh Susanna!
My Bonnie
Michael Row the Boat Ashore
Where Have All the Flowers Gone
I'm Looking Over a 4-Leaf Clover
Vive L'Amour
Old Gray Mare
Do Your Ears Hang Low?
Friends
Linger
I Want to Be a Friend of Yours

Songs You May Have Learned at Camp

Make New Friends
Sweetly Sings the Donkey
I Zigga Zumba
Granny's in the Cellar
Swimming
A Little Canoe
The Other Day
Head, Shoulders, Knees, and Toes
Noble Duke of York

John Jacob Jingleheimer Schmidt
Hokey Donkey
Little Rabbit Phoo-Phoo
Sacasponda
Rose
Herman the Worm
Little Green Frog
Have You Ever Been a Fishin'?
Fried Ham
Boom-Chick-a-Boom
Old Lady Leary
Grey Squirrel

Other Suggestions

Holiday songs
Patriotic songs
Camp songs
Service songs
Rounds
Current popular songs

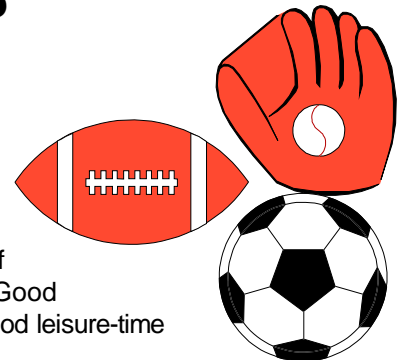
Song and game books are available from the National 4-H Supply Service. Ask your county Extension agent for a catalog. Check the school library and ask the music and band teacher for suggestions of other songbooks to use.

The 4-H Club Recreation Leader

A balanced program of recreational activities will increase the interest of members in the club. Good recreation develops good leisure-time practices of 4-H'ers.

Choice of activities depends on the interest and abilities of the club members, the leadership provided, and the type of meeting place. The 4-H recreation leader should:

1. Plan for more games than actually are needed for a given program.
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 which club members may begin as soon as they arrive at a social meeting, such as puzzles and get-acquainted games.
5. Be prepared to adapt the planned program to the group which is in attendance. If any game does not go as it should, quickly change to another.
6. Arrange a signal for attention and be sure that



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 positions 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 assumption that all persons present will play. If some hesitate, tactfully interest them by finding a special need for their participation.
9. Remember that the leader should have (1) a thorough knowledge of the games, (2) pleasing power of control over the group, (3) enthusiasm, (4) alertness to the reactions of 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 personally involved in the game whenever possible.
12. Time the program wisely. Stop when the interest is high. The state club office has some recreation bulletins available for distribution. Each club is entitled to one copy of each. Leaders may obtain these bulletins through their county Extension agents.

Games Suitable for 4-H Club Meetings

SHOPPING — A player who is the shopper walks around, stops before one of the group, and says, "I'm going to Denver. What can I buy?" He then counts to ten. Before he finishes counting, the player before which he is standing must name three objects that begin with "D" (such as "dishes," "dogs," and "doughnuts"). If he fails, he must take the place of the shopper. Any city may be named. The things to be bought must always begin with the city's initial.

CRAZY QUILT STORY — Cut an exciting story into pieces. Give out the pieces in anything but logical order to the contestants. The one who thinks he has the opening paragraph begins by reading his piece, and others follow until all parts have been read. The story becomes amazing!

BUZZ — One player starts the game by counting "one." Others in turn count "two," "three," "four," "five," and "six." When "seven" is reached, that player must say "Buzz." The counting continues, but anytime there is a multiple of seven or any number with seven in it,

the player must say "Buzz." Thus 14, 21, 28, and others that are multiples and 17, 27, 37, and others containing seven must not be repeated. "Buzz" is substituted in their place. The penalty for infraction of this rule is paying a forfeit or leaving the game.

Variation: **FIZZ-BUZZ** — This game is slightly more complicated. Use "Fizz" for the number five and its multiples and "Buzz" for seven and its multiples, and play as above.

THIS IS MY NOSE — The leader or the person who is "it" stands before a player, points to some part of his or her body, and calls it by the name of some other part. The player addressed must point to the part of his or her own body mentioned by the leader, but must call it the part to which the leader pointed. For instance, the leader may say, pointing to his or her foot, "This is my head." He or she then counts to ten. If the other player does not point to his or her head and say, "This is my foot," before ten is counted, he or she becomes "it."

4-H PROJECT — The players are seated in a closed circle, facing out, with an extra player, the leader, outside the circle. There are just enough chairs for the seated players. Each is given the name of a 4-H project, such as calf, tobacco, dress, dog, horse, bread, or corn. The leader walks around the group, calling out the names of 4-H projects, and each player falls in and walks behind the leader when their project is called. When the leader calls "Sold," all scramble for seats, and the one left without a seat calls the next game.

ELEPHANT/SPIRIT OF 76 — Players are seated in a single circle with "it" standing in the center. "It" points to any member in the circle and says "elephant" and immediately counts to five. The person pointed to must double his or her fists, place one on top of the other, and put them to his or her nose for a trunk. The persons on the right and left must put their hands to their ears to form the elephant's ears. The one not making the right motion before the count of five must go into the center and become "it." If no one is caught, "it" continues. After the group has learned this game and played it for a short while, a variation can be added. The person pointed at pantomimes holding a flag. The one to the left beats a drum, and the one to the right plays the fife. Anyone not doing this before "it" counts to five automatically becomes "it." After the group has played this version for a while, combine *Elephant* and *Spirit of 76*, making an entirely new game.

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