

The 4-H Pledge



I pledge

My HEAD to clearer thinking,

My HEART to greater loyalty,

My HANDS to larger Service,

and

My HEALTH to better living,

For my club, my community,

my country and my world.

GILES COUNTY 4-H

OFFICER'S HANDBOOK



Name of Club:

Teacher/Grade:

President:

Vice President :

Secretary:



Congratulations on being elected to serve as a 4-H officer! It is an honor to be elected by your 4-H club. With honors come responsibilities. Study this guide carefully! Work with your 4-H leader and your classroom teacher to improve your leadership skills.

The leadership of the officers can make the difference between a “fantastic club” that everyone wants to be part of and a “humdrum club” that most people could care less about! Which kind of club do you want?

Good officers are enthusiastic, loyal, honest, friendly, and good participants. As a role model for your club, you should always participate in each 4-H activity in your club.

Club Leaders

***As a 4-H Officer you are an important part of the 4-H Leadership Team**

President— Preside over meetings. Help everyone work together. Assign responsibilities to club members, and work closely with the other 4-H officers, volunteer leaders, and County Extension Agents. Remind everyone at least 3 days before your next club meeting. **Encourage all to participate and lead by example!**

Vice President— Ask a class member to read the “Quote of the Month”. Work with the other officers, volunteer leaders, and County Extension Agents. **Encourage all to participate and lead by example!** Be prepared to preside as President if the President is absent.

Secretary— Responsible for recording meeting minutes at each monthly meeting. Reads the previous month’s minutes at the current month’s meeting. Have your Secretary folder at every meeting. Pay attention during the meeting. **Encourage all to participate and lead by example!**

If you have questions about 4-H, please visit our office, email us or call us!

Our office hours are:

Monday — Friday 8:00 am to 4:30 pm

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Here are some things to consider while being an officer

- _ Do I know the duties of my office?
- _ Am I willing to improve myself so I can be a better officer?
- _ Am I friendly? Do I work well with other club members?
- _ Do I accept responsibility?
- _ Do I enjoy doing more than just what is required?
- _ Am I kind and courteous?
- _ Do I use “please” and “thank you” when I should?
- _ Do I appreciate my 4-H volunteer leaders, my teacher, and agents for their time, effort, and devotion to 4-H youth?
- _ Will I participate in a 4-H officers training if it is offered?

4-H Motto- “To Make the Best Better”

4-H Slogan- “Learn by Doing”



Tips for Success in Conducting Your 4-H Meeting

- ⇒ Officers should be well-prepared.
- ⇒ Announce the date of the club meeting in advance. Encourage your club members to participate!
- ⇒ Officers should speak loudly and clearly.
- ⇒ Officers should not read their part of the program word-for-word. Learn what you are going to say and say it while looking at your club members. Use your procedure sheet as your notes.
- ⇒ The Vice President should not ask the same people every month to lead the pledges and give the quote of the month. Every 4-H member should participate in the meetings during the year.
- ⇒ Always have the Pledge of Allegiance before the 4-H Pledge.
- ⇒ When someone is speaking, they should go to the front of the room. For example, the person giving the Quote of the Month should go to the front of the room before speaking.
- ⇒ When saying the 4-H Pledge, remember that it is not a pledge to the 4-H flag. Members should look at the person leading the Pledge.





4-H Meeting Script



President: The meeting of *(your homeroom teacher's name)* 4-H Club will please come to order. *(tap the gavel twice)* The Pledge of Allegiance will be led by *(select one of your classmate)*. The 4-H Pledge will be led by *(select one of your classmates)*. Everyone, please stand and say the pledges.

SAY PLEDGES

Vice President: Would *(select one of your classmates)* please come forward and read the quote of the month.

President: We will now review the 4-H emblem. What do the four H's represent?

Vice President : They represent equal training of the Head, Heart, Hands and Health.

President: For what is the head trained?

Vice President : To think, to plan, to reason.

President: For what is the heart trained?

Vice President : To be kind, true and sympathetic.

President: For what are the hands trained?

Vice President : To be helpful, useful and skillful.

President: For what is the health trained?

Vice President : To resist disease and enjoy life.

President: What is the 4-H Club Motto?

Vice President : To Make the Best Better.

President: What are the 4-H Club colors?

Vice President : Green and White

President: Our Secretary will read the minutes of the last 4-H meeting and call role.

Secretary: *Read the minutes from the last meeting.*

President: Are there any additions or corrections to the minutes? If not, they stand approved as read.

President: Our 4-H Agent will lead our educational program and announcements for today.

(officers sit back down)

4-H Agent/Volunteer: *Conducts program and announcements. Calls President back to adjourn the meeting.*

President: This concludes this month's 4-H meeting. Do I have a motion that the meeting be adjourned? **(wait for motion)**. Do I have a second? **(wait for second)**. All in favor, say "aye". **(wait for vote)**. This meeting is adjourned. **(tap the gavel once)**.

Some Word Definitions

Minutes— The detailed notes that serve as an official written record of a meeting or conference.

Adjourn— To suspend indefinitely or until a later time or place.
Example: To adjourn a meeting.

Make a motion— Propose formally; in a debate or parliamentary meeting.

To second something— To agree that it should be done.