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4-H Symbol-Clover

The 4-H Clover, recognized all around the world, is the symbol for all 4-H Clubs



4-H Colors-Green & White

White symbolizes purity and high ideals. Green is nature's most common color and it represents springtime, life and youth.

4-H Motto

To Make the Best Better!

This should be the goal for every 4-H member!

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, community, my country,
and my world.

4-H Mission

The mission of 4-H is to help young people become responsible, productive and contributing members in the community.



4-H Pledge



The member raises right hand to the side of the head and says: **I Pledge My Head to Clearer Thinking,**



Lowers right hand over heart and says:
MY Heart to Greater Loyalty,



Extends hands, palms upward, and says:
My Hands to Larger Service,



Stands at attention and says:
**And my Health to Better Living for My Club, My
Community, My Country and My World.**

How to Elect Officers

1. Remember what makes a good officer
 - a. Dependable
 - b. On Time
 - c. Proud of Their Job
 - d. Willing to Work and Serve Their Club
 - e. Aware of Others' Feelings

2. Officers that are being filled are:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Reporter
 - e. Recreation Leader

3. Someone else must nominate you. You cannot nominate yourself.

4. There will be no more than 5 nominations for each office.

5. Voting will be done by heads down, show of hands. No peeking, please!

Club Meeting Outline

CALL TO ORDER

PRESIDENT: The meeting of the _____ 4-H Club will please come to order.

PRESIDENT: Please stand for the Pledge of Allegiance led by _____.

PRESIDENT: Please remain standing for the 4-H club Pledge led by _____.

REPORTS

PRESIDENT: The Secretary will now read the minutes or the last meeting.

SECRETARY: (Secretary stands and reads the minutes.)

PRESIDENT: You have heard the reading of the minutes of the last meeting. Are there any corrections or additions?
(Pause) If not, the minute's stand approved as read.

PRESIDENT: The Treasurer will now read the treasurer's report.

TREASURER: (Treasurer stands and reads the minutes,)

BUSINESS

PRESIDENT: Is there any new business to come before the club?

PRESIDENT: The Vice-President will introduce our program for today.

VICE-PRESIDENT: After we adjourn the meeting, our program will be presented by _____. Today we will learn about _____.

ADJOURNMENT

PRESIDENT: Do I hear a motion to adjourn the meeting?

CLUB MEMBER 3: I move to adjourn the meeting.

PRESIDENT: Is there a second to the motion?

CLUB MEMBER 4: I second the motion.

PRESIDENT: All in favor of adjourning the meeting say "aye". The meeting of the _____ 4-H club in now adjourned. We will now have the program.

Flag Etiquette



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 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, table, or stage 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 the 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.

Basic Parliamentary Procedure

-  Only one person should speak at a time.
-  Members should stand and wait to be called on to speak (called “address the Chair”).
-  When the President recognizes the member, the member should say, “Madam or Mr. President, I move that....”
-  Everyone’s opinion is considered.
-  The majority’s wishes are accepted by the whole group.
-  To make a motion one should:
 -  Address the Chair
 -  State the Motion
 -  President will ask, “Is there is a second to the motion?”
 -  A member seconds by saying, “I second the motion.”
 -  The President will state, “The floor is now open for discussion.”
 -  Anyone may now address the Chair to ask questions or make statements about the motion.
 -  After discussion, the President will ask, “Are you ready for the question?” (This means you are ready to vote)
 -  If the members are ready, someone may state, “Question”
 -  The President will say, “All those in favor say aye” (pronounced I). All those opposed, No.”
 -  If the President cannot tell which side won, then a hand count will be taken.
 -  In case of a tie, the President casts the deciding vote.

Parliamentary Procedure Terms

Adjourn – to end a meeting.

Amend – changing a main motion by striking out, inserting, adding or substituting.

Chair – the presiding officer; “addressing the chair” means speaking to the president or chairman.

Debate – the parliamentary name given to the discussion of a motion.

Floor – the privilege of speaking before the group.

Majority – one more than half of the number voting.

Minutes – official record of business transacted in a meeting.

Motion – a formal proposal for action by a group.

Question – the item of business before the assembly for vote.

Second – motions are seconded by a member of the assembly; an action which indicates interest of at least second member in bringing the question before the group.

Table – a motion “to table” allows the group to put aside the pending question temporarily when something more urgent has arisen.

Officer Installation

President

As President of your club, do you pledge your “Head” to clearer thinking that will lead us in paths of service to our schools and community, in paths of knowledge so we can learn new skills and in paths of fun so that we will enjoy meeting together? If so, answer, “I do.”

Vice President

As Vice President of your club, do you pledge your “Heart” to willing and loyal service to your club? Will you serve as a strong right arm to your President, and perform your duties faithfully? If so, answer, “I will.”

Secretary/Treasurer

As Secretary and/or Treasurer of your club, do you pledge your Hands to larger service as you keep the records of our meetings and perform the duties of your office. If so, answer, “I do.”

Reporter

As Reporter of your club, do you pledge your “Health” to better living through 4-H club work so that all people will know the benefits of our 4-H club. If so, answer, “I do.”

Recreation Leader

As Recreation Leader of your club, do you pledge to work diligently in providing opportunities for all to feel welcome and involved in your 4-H Club? If so, answer, “I will.”

Members

As members of your club, do you pledge to use your Head, Heart, Hands and Health for your club, your community, your country, and your world?
If so, answer, “We do.”

Officer Description

President

The office of the President is the most important one in the club. The President leads the club and the club members.

Duties of the President:

- ✓ Conducts the meeting using parliamentary procedure.
- ✓ Sees that other officers know their duties.
- ✓ Appoints committees when needed and sees that committees are completing tasks.
- ✓ Represents club at meetings, such as trainings and other county-wide events.
- ✓ Works with club members and leaders to develop an annual plan for the club.
- ✓ Meets with officers to plan the details of the meeting.
- ✓ Lets club members know about upcoming meetings and activities.

Officer Description

Vice President

The office of the Vice President is a very valuable officer. The President may assign responsibilities to the Vice President.

Duties of the Vice President:

- ✓ Conducts the meeting using parliamentary procedure if the President is absent.
- ✓ Announces program at each club meeting.
- ✓ Ensures all club members participate in activities.
- ✓ Represents club at meetings, such as trainings and other county-wide events.
- ✓ Works with club members and leaders to develop an annual plan for the club.
- ✓ Meets with officers to plan the details of the meeting.
- ✓ Lets club members know about upcoming meetings and activities.

Officer Description Secretary

The office of the Secretary is the author of the club minutes. Secretaries must keep good records to help the club grow and develop.

Duties of the Secretary:

- ✓ Keeps complete and accurate minutes for each meeting.
- ✓ Reads the minutes from the previous meeting at each meeting.
- ✓ Reads correspondence directed to the group and writes replies when necessary.
- ✓ Presides when both President and Vice President are absent.
- ✓ Keeps Secretary's book complete and up to date.
- ✓ Meets with officers to plan the details of the meeting.
- ✓ Lets club members know about upcoming meetings and activities.

What to Include in the Minutes:

- ✓ Time meeting was called to order
- ✓ Who led the pledges
- ✓ How many members were present
- ✓ Minutes were read and approved
- ✓ Who made the motion to approve the minutes
- ✓ Describe Business and any motions made
- ✓ What the program was and who presented
- ✓ When is the next meeting
- ✓ Who made the motion to adjourn the meeting
- ✓ What time the meeting was adjourned

Officer Description

Treasurer

The office of the Treasurer is the keeper of the clubs money.
Treasurers must keep good records to help the club grow and develop.

Duties of the Treasurer:

- ✓ Keeps complete and accurate records of club money.
- ✓ Deposits money in the bank and issues checks when needed.
- ✓ Reads the Treasurers report at each meeting.
- ✓ Submits budget at the beginning of the club year.
- ✓ Provides an annual bank statement and asks for an audit if amount handled justifies it.
- ✓ Lets club members know about upcoming meetings and activities.

Officer Description

Reporter

The office of the Reporter is journalist of the club. They let the community know what the club is doing and how we are making a difference.

Duties of the Reporter:

- ✓ Writes news articles about club activities for the newspaper.
- ✓ Write news articles that are interesting and accurate.
- ✓ Consults with club leader and local newspaper editor on how to submit stories.
- ✓ Sees that the story gets to the newspaper promptly after the meeting.
- ✓ Looks out for interesting news items about any club activities.
- ✓ Gives materials to the press that informs others about 4-H and encourages them to become members or leaders.
- ✓ Lets club members know about upcoming meetings and activities.

What to Include in a News Story

- ✓ Introduction Sentence to get readers attention
- ✓ Name of club
- ✓ Activity or Event details
- ✓ How many participated
- ✓ Who participated
- ✓ Why the activity is important
- ✓ Upcoming dates and activities

Officer Description

Recreation Leader

The office of the Recreation Leader is important in planning recreational activities for the club. Good recreation activities will increase the interest of members in the club.

Duties of the Recreational Leader:

- ✓ Develops games that club members are interested in and can participate in. See your leader for sample games and activities.
- ✓ Plans for more activities than are actually need for a given time.
- ✓ Includes a variety of games including ice-breakers, quiet games, hands on games and relays.
- ✓ Alternates quiet and active games.
- ✓ Starts with easier games and works up to harder games.
- ✓ Have activities planned that members can begin as soon as they arrive.
- ✓ Adapts program to number of participants.
- ✓ Gets members in positions before giving detailed instructions.
- ✓ Gives detailed instructions and makes sure all members understand.
- ✓ Has understanding of games they are leading.
- ✓ Make sure activities include fairness and sportsmanlike behavior.
- ✓ Gets personally involved in games.
- ✓ Ends games when everyone is having a good time.

Utilizing Committees

Committees can help accomplish a lot of work for the club. It also can help involve other members and avoid spending too much time on an item in a meeting.

There are two types of committees:

- ❑ Standing Committees - active throughout the year (program, membership, and recreation).
- ❑ Special Committees – created for a special event (banquet).

Each committee should:

- ❑ Appoint a Chairperson
- ❑ Know its specific task
- ❑ Study the problem
- ❑ Look to others for guidance outside of the committee
- ❑ Encourage cooperation among its members
- ❑ Prepare recommendations for club action

The chairperson should:

- ❑ Run the meeting
- ❑ Know assignment and clearly explain to members
- ❑ Seek ideas from committee members before giving own ideas
- ❑ Assign specific duties to members if necessary
- ❑ Inform the President that the committee is ready to report prior to the meeting
- ❑ Report committee work to club

4-H Songbook

Linger:

Mmm, I want to linger
Mmm, a little longer
Mmm, a little longer here with you
Mmm, its such a perfect night
Mmm, it doesn't seem quite right
Mmm, that this should be my last with you
Mmm, and as the years go by
Mmm, I'll think of you and sigh
Mmm, This is good night and not good bye
Mmm, I want to linger
Mmm, a little longer
Mmm, a little longer here with you
Mmm, and come September
Mmm, I will remember
Mmm, our camping days and friendships true
Mmm, I want to linger
Mmm, a little longer
Mmm, a little longer here with you

Purple Stew:

I'm making a purple stew,
Whip whip, whip whip,
I'm making a purple stew,
Shooby dudby do,
With purple potatoes,
And purple tomatoes,
How 'bout you in my purple stew?

The Princess Pat:

This is a repeat song,
The Princess Pat,
Lived in a tree,
She sailed across,
The seven seas,
She sailed across,
The Channel Two,
And she took with her,
A Rigabamboo.
A Rigabamboo,
Now what is that?
It's something made,
By the Princess Pat,
It's red and gold,
And purple too,

That's why it's called,
A Rigabamboo.
Now Captain Jack,
Had a mighty fine crew,
He sailed across,
The Channel Two,
But his ship sank,
And yours will too,
If you don't take,
A Rigabamboo.
A Rigabamboo,
Now what is that?
It's something made,
By the Princess Pat,
It's red and gold,
And purple too,
That's why it's called,
A Rigabamboo.
Now Captian Kurk,
He was no jerk,
And Mr. Spock,
He was no jock,
But their ship flew,
And yours will too,
If you just take,
A Rigabamboo.
A Rigabamboo,
Now what is that?
It's something made,
By the Princess Pat,
It's red and gold,
And purple too,
That's why it's caaaaalled,
A Rigabamboo.

Make New Friends:

Make new friends,
But keep the old,
One is silver,
And the other gold.
A circle's round,
It has no end,
That's how long,
I want to be your friend,
You hold me,
And I'll hold you,
Then together,
We will make it through.
I have a hand,
And you have another,
Put them together,
And we have each other.
Sew good friends,
Wherever you may roam,
You'll be welcome,
In my heart and home.

A fire burns bright,
It warms the heart,
We've been friends
Right from the very start.
New made friends,
Like new made wine
Grow and mature,
To the end of the time.
Friends like you,
Are one of a kind,
Very special,
And hard to find.
Friends are real,
And friends are true,
If you love them,
They will love you too.
Cherish friendship,
In your breast
New is good,
But old is best.
Across the miles,
Across the sea
Friends forever,
We will always be.

Herman the Worm:

Sittin' on my fencepost, cheweing my bubblegum (chew, chew, chew, chew)
Playin' with my yo-yo, wee-oo! wee-oo!
When along came Herman the worm
And he was this big (make a motion as if measuring a tiny worm)
And I said: "Herman? What happened?"
"I ate my sister."
Sittin' on my fencepost, cheweing my bubblegum (chew, chew, chew, chew)
Playin' with my yo-yo, wee-oo! wee-oo!
When along came Herman the worm
And he was this big (make a motion as if measuring a bigger worm)
And I said: "Herman? What happened?"
"I ate my brother."
Sittin' on my fencepost, cheweing my bubblegum (chew, chew, chew, chew)
Playin' with my yo-yo, wee-oo! wee-oo!
When along came Herman the worm
And he was this big (make a motion as if measuring a bigger worm)
And I said: "Herman? What happened?"
"I ate my Mother."
Sittin' on my fencepost, cheweing my bubblegum (chew, chew, chew, chew)
Playin' with my yo-yo, wee-oo! wee-oo!
When along came Herman the worm
And he was this big (make a motion as if measuring a bigger worm)
And I said: "Herman? What happened?"
"I ate my father."
Sittin' on my fencepost, cheweing my bubblegum (chew, chew, chew, chew)
Playin' with my yo-yo, wee-oo! wee-oo!
When along came Herman the worm
And he was this big (make a motion as if measuring a tiny worm)
And I said: "Herman? What happened?"
"I burped."

Baby Bumble Bee:

I'm bringing home my baby bumble bee
Won't my mommy be so proud of me
I'm bringing home my baby bumble bee
Ouch, it stung me!
I'm squishing up my baby bumble bee
Won't my mommy be so proud of me
I'm squishing up my baby bumble bee
Ouch, it's all over me!
I'm licking up my baby bumble bee
Won't my mommy be so proud of me
I'm licking up my baby bumble bee
Ugh, I don't feel so good!
I'm barfing up my baby bumble bee
Won't my mommy be so proud of me
I'm barfing up my baby bumble bee
Oh, eww what a mess!
I'm sweeping up my baby bumble bee
Won't my mommy be so proud of me
I'm sweeping up my baby bumble bee
Oh, my mommy wasn't so proud of me!

Boom Chicka Boom:

I said boom!
I said boom chicka-boom!
I said booma-chicka-rocka-chicka-rocka-chicka-boom!
Uh huh!
Oh yeah!
One more time...
Other Verses:
Underwater: sing with fingers dribbling against your lips
Loud: as loud as you can!
Slowly: as slow and drawn out as possible
Opera: sing in an opera voice
Tongue in Cheek
Valley Girl:
I said, like, boom!
I said, like, boom chicka-boom!
I said, like, booma-chicka, like, rocka-chicka, like, gag me with a spoon!
Like, uh-huh!
Like, for sure!
Like, same thing...
Janitor style:
I said a Broom-Pusha-Broom,
I said a Broom-Pusha-Broom,
I said a Broom-pusha-mopa-pusha-mopa-pusha-broom
Barn-yard Style:
I said a moo chicka moo
I said a moo chicka moo
I said a moo chicka bocka chicka bocka chicka moo...
Flower Style:
I said a bloom.
I said a bloom chica bloom.
I said a bloom chica blossom chica blossom chica bloom...
Race Car Style:

I said a vroom.
I said a vroom shifta vroom.
I said a vroom shifta grind-a shifta grind-a shifta vroom...
Astronaut Style:
I said a moon.
I said a shoot-me-to-the-moon.
I said a shoot me blast me shoot me blast me shoot-me-to-the-moon...
Mr. Rogers Style:
Can you say boom?
Can you say boom chica boom?
Can you say boom chica rocka chica rocka chica boom?
Can you say uh-huh?
Can you say oh yeah?
I knew you could!

One Bottle of Pop

One bottle of pop, two bottles of pop,
Three bottles of pop, four bottles of pop,
Five bottles of pop, six bottles of pop,
Seven bottles of pop, POP!
Fish and chips and vinegar,
Vinegar, vinegar,
Fish and chips and vinegar,
Pepper, pepper, pepper salt!
Don't throw your trash in my backyard,
My backyard, my backyard,
Don't throw your trash in my backyard,
My backyard's full!

Kookaburra:

Kookaburra sits in the old gum tree,
Merry merry king of the bush is he,
Laugh, kookaburra, laugh, kookaburra,
Fun your life must be, ha, ha, ha!
Kookaburra sits in the old gum tree,
Eating all the gumdrops he can see,
Stop, kookaburra, stop, kookaburra,
Save some there for me, ha, ha, ha!
Kookaburra sits in the old gum tree,
Counting all the monkeys he can see,
Stop, kookaburra, stop, kookaburra,
That's not a monkey, that's me, ha, ha, ha!