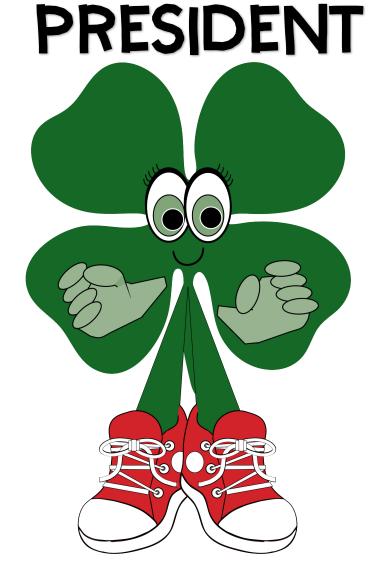
Officer Manual





Name:		_ School Name:	
	Teacher's Name:		

MY 4-H CLUB

Name of 4-H (ub:	
Meeting Date/	ime:	
4-H Extension	_eaders:	
Project Select	ed:	
· ·		
4-H Officers:		
Pre	ident:	
	President:	
Sec	retary:	
	munity Service Leader:	

FUN FACTS EVERY 4-H'ER SHOULD KNOW

The 4-H Emblem

The National 4-H Emblem is a Green four-leaf clover with a white "H" on each leaf. The H's stand for HEAD, HEART, HANDS, AND HEALTH. The four-leaf clover signifies "good luck."



The 4-H Colors

Green and white. White Symbolizes purity and high ideals. Green is nature's most common color and represents youth, life, and growth.

The 4-H Slogan

"Learn by Doing"

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.

The 4-H Motto

"To make the best better."

If practiced every day, 4-H'ers can really make a difference by trying their hardest to do the very best they can in everything they do.



ooperative Extension

Madison County

309 North Parkway Jackson, Tennessee, 38305

Phone: 731-668-8543

Fax: 731-668-8543 utia.tennessee.edu/madison

Dear 4-H Officer:

Congratulations! You have been chosen by your classmates as a 4-H Club Officer!

Holding a 4-H Club office means a few more responsibilities that just being a 4-H Club Member. You will determine whether or not your club has a good 4-H year.



By using the enclosed information and getting prepared before the club meeting, you can help your club be the <u>BEST</u> that it can be. Good luck this year, and let's all work together to help Madison County 4-H Club, "Make the Best Better"

If you have questions or issues, please call us at UT-TSU Extension-Madison County, 731-668-8543, Monday through Friday from 8 a.m. to 5 p.m.

Mrs. Sharon K. Tubbs Extension Agent III 4-H Youth Development

Mrs. Linda Seaman
Extension Program Assistant II
4-H Youth Development

Dr. Kane T. Reeves
Extension Agent II & County Director
4-H Youth Development

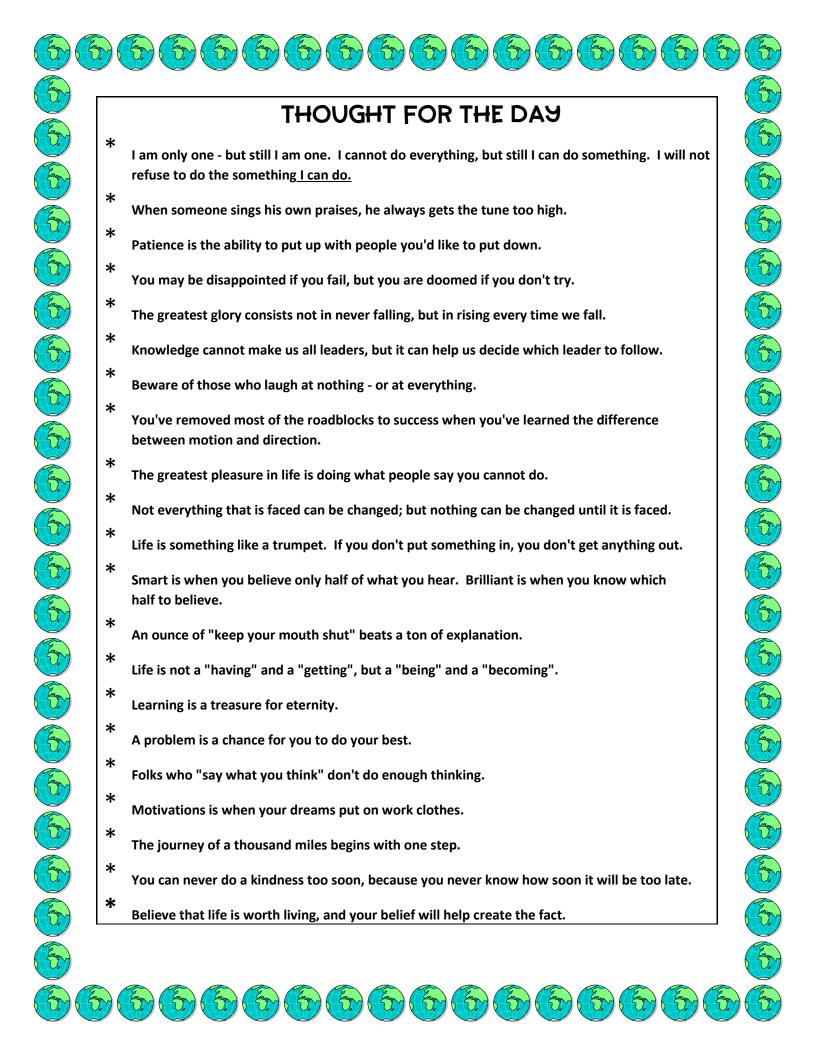
Mrs. Latreace Brown
Extension Program Assistant II
4-H Youth Development

Officers Responsibilities

President:	
Check w	at all meetings. with other officers to see if they are ready for the 4-H meeting. club members of the monthly contests. eye on the time so that Club meeting can be completed on time.
Vice Presid	lent
before the Choose the day, Collect of	e for club member(s) to give a demonstration at least one week ne meeting. members before the meeting to lead pledges, share the thought for and do a project-related demonstration. contest entries and display them for the judges. ne President as needed.
Secretary	
	ll of 4-H members and their activities. inutes of the meeting, write them up and read them at the eting.
Song Lead	er
	ne song to lead at the close of each meeting. ecretary as needed.
Service Lea	arning Project Leader
ServiceExplore needsFill out a to be tur	th teachers and 4-H members in planning and leading your club in Learning Projects the needs in your community and plan projects to meet those different form for each Service Learning Project. Have form ready med in at the April Meeting. (<i>Forms in this Booklet</i>). Ong Leader as needed.

4-H Club President Checklist

Place a check mark under each	November	January	February	March	April
month as you do each of the things listed before your meeting					
Remind everyone of the 4-H meeting date and activity at least three days before the meeting date.					
Remind Officer's of duties; make sure they are ready.					
Prepare chairs each month for officers.					
Prepare table or podium if needed for monthly activity.					
Preside over the meeing using the outline in your officers manual.					
Let Vice President know if you cannot be at the meeting so he or she can be ready to preside for you.					
Work with your teacher to appoint a substitute Vice President or Secretary if someone is absent.					
Set a good example and participate in every 4-H activity.					



OCTOBER 4-H MEETING OUTLINE

<u>President:</u>	I CALL THIS MEET	ING TO ORDER.	
	Please stand for t	he American Pledge, led	by,
	and the 4-H Pledg	ge, led by	·
<u>President</u> :	Please listen as		gives our Thought for Today.
<u>President:</u>	The secretary will month's meeting.	now call the roll and read	the minutes from the last
<u>Secretary:</u>		ame, please answer the r	· · · · · · · · · · · · · · · · · · ·
	Are there any corre approved as read.	ections to the minutes? If	not, the minutes stand
<u>President:</u>	Our Service-Learnir	ng report will be given by	the Chairman
<u>S-L Chairm</u>		ts completed, in progress, or ort say,) "There are no pro	
<u>President:</u> Vice-Presid	month's meeting.)	I now turn the Meeting	ces the dates and contest for next over to the Vice-President.
ŀ			. (If there are no demonstrations, go
<u>Vice-Presid</u>	<i>l<u>ent:</u></i> I now turn the	meeting over to our Son	g Leader,
Song Leade	<u>er:</u> Please join me iı	n singing,	·
<u>Vice-Presid</u>	lent: Our 4-H Agent	will now give awards and	I present the program for today.
	(Gives awards and pro	esents program). n to adjourn this meeting	
	n hand raised, is recogn sident, I move to adjou	nized by the President): urn this meeting.	
<u>4-H'er</u> (with	hand raised, is recogi	nized by President): <i>I second</i>	d the motion.
<u>President:</u>	It has been moved	by:	and seconded by:
		s meeting be adjourned.	ng is now adjourned

NOVEMBER 4-H MEETING OUTLINE

<u>President:</u>	I CALL THIS MEETING TO	O ORDER.	
		erican Pledge, led by	
<u>President:</u> F	Please listen as	give	s our Thought for Today.
	The secretary will now conth's meeting.	all the roll and read the mi	inutes from the last
<u>Secretary:</u> `	· •	please answer the roll by so the minutes from the last month's	· ·
<u></u>	Are there any corrections approved as read.	s to the minutes? If not, th	ne minutes stand
<u>President:</u> (Our Service-Learning rep	ort will be given by the Ch	airman
<u>S-L Chairma</u>		oleted, in progress, or planned "There are no projects at t	-
	ow turn the Meeting ove	ss? (4ates and contest for er to the Vice-President.	
	have demonstrations, g	ons today for bonus points	. (If there are no
<u>Vice-Presid</u>	ent: I now turn the meet	ing over to our Song Leade	er,
Song Leade	<u>r:</u> Please join me in singi	ng,	·
today.		now give awards and prese	ent the program for
<u>4-H Leader:</u>	(Gives awards and pres	ents program).	
<u>President:</u> I	entertain a motion to a	djourn this meeting.	
	th hand raised, is recogr /Ms. President, I move t		
<u>4-H'er</u> (with	n hand raised, is recogniz	ed by President): I second	I the motion.
<u>President:</u> I	t has been moved by:		
<u>-</u> " <u>^</u>	ve". The motion carrie	that this meeting be s. This meeting is now ad	adjourned. All in favor saviourned.
•		o. Illia illecting is lious au	, - a a.

JANUARY 4-H MEETING OUTLINE

<u>President:</u>	I CALL THIS MEET	ING TO ORDER.		
	Please stand for t	he American Pl	edge, led by _	,
	And the 4-H Pled	ge, led by		·
<u>President:</u> I	Please listen as			gives our Thought for Today.
<u>President:</u>	The secretary will month's meeting.	now call the rol	l and read the	e minutes from the last
<u>Secretary:</u>		ame, please ans		by saying, "Present" nth's meeting).
<u>President:</u> /	Are there any correcti	ons to the minutes	? If not, the m	inutes stand approved as read.
<u>President:</u> (Our Service-Learnir	ng report will be	given by the	Chairman
<u>S-L Chairm</u>	an: (Report on projec	ts completed, in p ort say,) "There a		
<u>President:</u> l	-			he dates and contest for next over to the Song Leader.
Song Leade	<u>er:</u> Please join me	in singing,		
<u>President:</u>	I will now turn the	meeting over to	the Vice-Pre	sident.
<u>Vice-Presid</u>	speech after all	e Speakers to the 4 speeches are giver ncludes our 4-H	n, move to your	•
<u>Vice-Presid</u>	<u>dent:</u> Our 4-H Leado	er will now give	awards and p	resent the program for today.
4-H Leader	: (Gives awards and p	resents program).		
<u>4-H'er</u> (wit	l entertain a motion h hand raised, is re Ir./Ms. President, I	cognized by the	President):	ıg.
<u>4-H'er</u> (wit	h hand raised, is re	cognized by Pre	sident): I sec	ond the motion.
	It has been moved			and seconded by:
	say "Aye". The mo			

FEBRUARY 4-H MEETING OUTLINE

<u>Presiaent:</u>	I CALL THIS MEET	ING TO ORDER.		
	Please stand for	the American Ple	dge, led by	
	And the 4-H Pled	ge, led by		
<u>President:</u>	Please listen as		giv	es our Thought for Toda
<u>President:</u>	The secretary will month's meeting.		and read the n	ninutes from the last
<u>Secretary:</u>	When I call your n (Call the roll, the	ame, please answ en read the minutes fr	-	
<u>President:</u>	Are there any correcti	ons to the minutes?	If not, the minu	tes stand approved as read.
<u>President:</u>	Our Service-Learni	ng report will be	given by the C	hairman
<u>S-L Chairm</u>	<u>an:</u> (Report on project) (If nothing to rep	cts completed, in pro ort say,) "There a		•
<u>President:</u>	<u>-</u>	•		dates and contest for next ver to the Vice President
<u>Vice-Presia</u>	lent:			have
		ons today for bon emonstrations, go to t	=	
<u>Vice-Presid</u>	<u>lent:</u> I now turn the	e meeting over to	our Song Lead	ler.
Song Leade	<u>er:</u> Please join me i	n singing,		
<u>Vice-Presid</u>	<u>lent:</u> Our 4-H Leade	er will now give av	wards and pres	ent the program for tod
<u>4-H Leader</u>	ː (Gives awards and p	resents program).		
<u>4-H'er</u> (wit	l entertain a motio h hand raised, is re Ir./Ms. President, I	cognized by the	President):	
<u>4-H'er</u> (wit	h hand raised, is re	cognized by Pres	ident): I secon	d the motion.
<u>President:</u>	It has been moved	by:		and seconded b
		that this	meeting be ac	ljourned.
All in favor	say "Ave". The m	otion carries. Th	is meeting is no	ow adiourned.

MARCH 4-H MEETING OUTLINE

<u>President:</u>	I CALL THIS MEET	ING TO ORDER.	
	Please stand for t	he American Pledge, led	l by,
	And the 4-H Pleds	ge, led by	·
<u>President:</u>	Please listen as		gives our Thought for Today.
<u>President:</u>	The secretary will month's meeting.	now call the roll and rea	d the minutes from the last
<u>Secretary:</u>		ame, please answer the n read the minutes from the la	roll by saying, "Present" st month's meeting).
<u>President:</u>	Are there any correction	ons to the minutes? If not, t	he minutes stand approved as read.
<u>President:</u>	Our Service-Learnir	ng report will be given by	y the Chairman
S-L Chairme		ts completed, in progress, or ort say,) "There are no pr	•
<u>President:</u>	<u>-</u>	• -	nces the dates and contest for next gover to the Vice-President.
Vice-Presid	lent:	and	have
	_	ns today for bonus point emonstrations, go to the next lin	
<u>Vice-Presid</u>	<u>lent:</u> I now turn the	meeting over to our So	ng Leader.
Song Leade	<u>er:</u> Please join me ir	n singing,	
<u>Vice-Presid</u>	<i>l<u>ent:</u></i> Our 4-H Leade	r will now give awards a	nd present the program for today.
4-H Leader	: (Gives awards and p	resents program).	
President:	l entertain a motion	n to adjourn this meetin	g.
		cognized by the Presider move to adjourn this m	-
<u>4-H'er</u> (wit	h hand raised, is re	cognized by President):	I second the motion.
			and seconded by:
		that this meetin	

April 4-H MEETING OUTLINE

<u>President:</u>	Please stand for the American Pledge, led	by,
	And the 4-H Pledge, led by	·
<u>President:</u>	Please listen as	gives our Thought for Today.
<u>President:</u>	The secretary will now call the roll and read month's meeting.	I the minutes from the last
<u>Secretary:</u>	When I call your name, please answer the read the minutes from the last	_
<u>President:</u>	Are there any corrections to the minutes? If not, th	ne minutes stand approved as read.
<u>President:</u>	Our Service-Learning report will be given by	the Chairman
<u>S-L Chairm</u>	nan: (Report on projects completed, in progress, or (If nothing to report say,) "There are no pro	•
<u>President:</u>	Is there any other business? (4-H Agent announ month's meeting.) I now turn the meeting over to the Song Le	
Song Lead	<u>er:</u> Please join me in singing,	
<u>President:</u>	I now turn the meeting over to the Vice-Pres	sident.
<u>Vice Presid</u>	dent: (Give a list of the demonstrations to the 4-H Agen After all Demonstrations are complete, move to this now concludes our 4-H Demonstr	to your next line).
<u>Vice-Presid</u>	<u>dent:</u> Our 4-H Leader will now give awards an	d present the program for today.
<u>4-H Leader</u>	<u>r:</u> (Gives awards and presents program).	
<u>President:</u>	I entertain a motion to adjourn this meeting	5.
	th hand raised, is recognized by the Presiden Mr./Ms. President, I move to adjourn this me	
<u>4-H'er</u> (wit	th hand raised, is recognized by President): I	second the motion.
<u>President:</u>	It has been moved by:	and seconded by:
	that this meeting be adjourned.	
	All in favor say "Aye". The motion carries. T	This meeting is now adjourned.

Closing Meeting Information

Select two 4-Hers to stand at the end of the meeting and repeat what is listed on each cut-out. There are two parts, so select two different 4-H members.

NOVEMBER Name:	NOVEMBER
	Name:
Repeat the follow:	
	Repeat the following:
"Mr./or Madame President, I move to	
adjourn this meeting."	"I second that motion."
JANUARY	JANUARY
Name:	Name:
Repeat the follow:	Repeat the following:
nepeat the jonow.	Repeat the following.
"Mr./or Madame President, I move to	"I second that motion."
adjourn this meeting." FEBRUARY	FEBRUARY
i	
Name:	Name:
Deposit the follows	l Deposit the following:
Repeat the follow:	Repeat the following:
"Mr./or Madame President, I move to	"I second that motion."
<u> - </u>	ו הפכסוום נוומנ וווסנוסוו. ו
adjourn this meeting."	
MARCH	MARCH
Name:	Name:
Repeat the follow:	Repeat the following:
<i>(</i> (
"Mr./or Madame President, I move to	"I second that motion."
adjourn this meeting."	
APRIL	APRIL
Name:	Name:
Repeat the follow:	Repeat the following:
"Mr./or Madame President, I move to	"I second that motion."
adjourn this meeting."	



SONGS AND CHEERS FOR YOUR CLUB MEETINGS



4-H SPIRIT

I've got that 4-H spirit Deep in my Heart; Deep in my Heart; Deep in my Heart; I've got that 4-H spirit Deep in my Heart; Deep in my Heart to stay.

2nd verse - Up in my Head 4th verse - All over me

I've got that 4-H spirit Deep in my Heart; Up in my Head; Down in my toes; I've got that 4-H Spirit All over me; all over me to stay!

MY BONNE

(Stand up and sit down on every "B" word.) My Bonnie lies over the ocean; My Bonnie lies over the sea. My Bonnie lies over the ocean. So bring back my Bonnie to me. Bring back, bring back, 0, bring back my Bonnie to me, to me; Bring back, bring back, 0, bring back my Bonnie to me!

ROW YOUR BOAT

(Sing it the regular way. Then sing it 18 more times, each time leaving out a word on the end - begin with Dream.) Row, row, row your boat, Gently down the stream; Merrily, merrily, merrily, merrily, Life is but a dream!

4-H CHEER

Pat legs 7 times; clap hands 7 times. Pat legs 3 times; clap hands 3 times. Pat legs 1 time; clap hands 1 time. (Shout) 4! (Repeat "Pat-Clap" pattern.) (Shout) H! (Repeat "Pat-Clap" pattern.) (Shout) 4-H!

THE NOBLE DUKE OF YORK

The noble Duke of York. He had ten thousand men. He marched them UP the hill one day, (Everyone stand when singing, "UP".) And marched them DOWN again. (Everyone sit when singing, "DOWN".) So, when you're UP, you're UP; And when you're DOWN, you're DOWN; (Stomp; clap; stomp-stomp; clap) And when you're only HALFWAY there, (Stomp; clap; stomp-stomp; clap) 3rd verse - Down in my toes (Everyone stand half up on HALFWAY.) You 're neither UP, nor DOWN! (Quickly stand on "UP"; quickly sit on "DOWN". Repeat song 2 more times.)

FLAG. FLAG, **BEAUTIFUL FLAG**

(Tune: "Baa, Baa, Black Sheep") Flag, flag, beautiful flag, How we love you; Yes sir, yes sir, All the days through!

First your beautiful stars, Always shine through, Then your thirteen stripes, Red and white so true!

Flag, flag, beautiful flag, How we love yon; Yes sir, yes sir, All the days through!

GOD BLESS AMERICA

God bless America: Land that I love. Stand beside her, And guide her. Through the night, With the light from above. From the mountains, To the prairies, To the oceans, White with foam, God bless America. My home, sweet home! God bless America, My home, sweet home!

4-H BEAT

Hey, all you 4-H fans, (Repeat) Stand up and clap your hands! (Repeat) (Clap; clap-clap; clap; clap; clap-clap) (Clap; clap-clap; clap; clap-clap)

Now that you've got the beat, (Repeat) This time, let's move your feet! (Repeat)

Hey now, you're in the groove! (Repeat) This time, let's really move! (Repeat) (Stomp; clap; stomp-stomp; clap) (Stomp; clap; stomp-stomp; clap) (Stomp; clap; stomp-stomp; clap) (Shout) 4-H Moves! (Repeat)

THE MORE WE GET TOGETHER

The more we get together, Together, together, The more we get together, The happier we'll be.

For your friends are my friends, And my friends are your friends; The more we get together. The happier we'll be!

JOHN BROWN'S FORD

John Brown's Ford had a puncture in its tire.

John Brown's Ford had a puncture in its tire.

John Brown's Ford bad a puncture in its tire;

And he stopped it up with chewing gum!

2nd verse-Repeat the first verse, leaving out the word, Ford, while making a cranking motion with your band.

3rd verse-Repeat the second verse. Instead of saying, Puncture, say "PSSSS".

4th verse-Repeat the third verse, without saying, Tire. Make "Tire" with arms.

5th verse-Repeat the fourth verse, leaving out, Chewing Gum. Use hand to string gum.

THIS LAND IS YOUR LAND

(Chorus) This land is your land. This land Is my laud. From California To the New York Island.

From the Redwood Forest To the Gulf Stream waters,

This land was made for you and me!

(Verse)

As I w"" walking That ribbon highway. I saw above me That endless skyway. I saw below me That golden valley.

This land was made for you and me! (Chorus)

This land is your land.

This land is my land, From California To the New York Island. From the Redwood Forest To the Gulf Stream waters, This land was made for you and me!

AMERICA

(Sing in rounds) America, America, Shall we tell you how we feel? You have given us your riches, We love you so.

4-H BLESSING

(Tune: "The Doxology") Be present here, at 4-H, Lord. Join us with thee in one accord; Unite us in service eternally, Bless Head, Heart, Hands, and Health to thee! (2nd verse, optional) God bless our dear 4-H Club friends, Show us mercy and forgive our sins; Faithful and loyal hearts have we, Madison County 4-H praises thee!

MAKE NEW FRIENDS

(Sing in rounds if you want) Make new friends, but keep the old; One is silver, and the other gold. Silver shines, and gold does too. Keep them both, and they'll shine for you!

ONE (Cheer)

Amen.

(Cheer 3 times, louder each time) One - we are in 4-H. Two - a little bit louder. Three -- I still can't hear you, Four, Four -- H!

THE STAR SPANGLED BANNER

O say! Can you see, By the dawn's early light, What so proudly we hail'd, At the twilight's last gleaming? Whose broad stripes and bright stars, Through the perilous fight, O'er the ramparts we watched Were so gallantly streaming!! And the rocket>' red glare, The bombs burlting in air, Gave proof thro' the night That our flag was still there. 0, say, does that Star-Spangled Banner yet wave. O'er the land of the free And the home of the brave?

BOOM CHICK A-BOOM

I say a Boom Chick-a-Boom (Repeat) I say a Boom Chick-a-Boom (Repeat) I say a Boom, Chick-a-Rocka, Chick-a-Rocka, Chick-a-Boom! (Repeat) AH-HA (repeat), OH-YEAH (repeat) One more time! (repeat)

(You can do this one as many times as you want, using a different style.)

Other styles: Reggae, Disco, Surfer, Hawaiian, Macho, Egyptian, Prissy, etc...}

RHEUMATISM

Rheumatism, Rheumatism, How it pains! How it pains! Up and down the system, Up and down the system, When it rains, when it rains!

Perfect posture, perfect posture, Do not slump! Do not slump! You must grow up handsome! You must grow up handsome! Hide that hump! Hide that hump!

MY COUNTRY, TIS OF THE

My country, 'tis of thee, Sweet land of liberty, Of thee I sing. Land where my fathers died! Land of the Pilgrims' pride! From every mountainside, Let freedom ring!

IF YOU'RE HAPPY AND YOU KNOW IT

If you're haplly and you know it, Clap your hands! (Clap, clap) If you're happy and you know it, Clap your bands! (Clap, clap) If you're happy and you know it, And you really want to show it, If you're happy and you know it, Clap your hands! (Clap, clap) (2nd verse) If you're happy and you know it Stomp your feet! (Stomp, stomp) (3rd verse) If you're happy and you know it, Pat your back! (Pat, pat) (4th verse) If you're happy and you know it, Shout, "4-H!" (44-H?")

DO YOUR EARS HANG LOW?

Do your ears hang low? Do they wobble to and fro? Can you tie them in a knot? Can you tie them in a bow?

Can you throw them o'er your should1 like a continental soldier? Do your ears hang low?

Do your ears hang high? Do they wave up in the sky? Do they crinkle when they're wet? Do they straighten when they're dry? Can you wave'em at your neighbor With a minimum of labor? Do your ears hang high?





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Flag, flag, beautiful flag, How we love yon; Yes sir, yes sir, All the days through!

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God bless America: Land that I love. Stand beside her, And guide her, Through the night, With the light from above. From the mountains, To the prairies. To the oceans. White with foam, God bless America, My home, sweet home! God bless America, My home, sweet home!

4-H BEAT

Hey, all you 4-H fans, (Repeat) Stand up and clap your hands! (Repeat) (Clap: clap-clap: clap: clap-clap) (Clap; clap-clap; clap; clap; clap-clap)

Now that you've got the beat, (Repeat) This time, let's move your feet! (Repeat)

Hey now, you're in the groove! (Repeat) This time, let's really move! (Repeat) (Stomp; clap; stomp-stomp; clap) (Stomp; clap; stomp-stomp; clap) (Stomp; clap; stomp-stomp; clap) (Shout) 4-H Moves! (Repeat)

THE MORE WE GET TOGETHER

The more we get together, Together, together, The more we get together, The happier we'll be.

For your friends are my friends, And my friends are your friends; The more we get together. The happier we'll be!

JOHN BROWN'S FORD

John Brown's Ford had a puncture in its tire.

John Brown's Ford had a puncture in its tire.

John Brown's Ford bad a puncture in its tire:

And he stopped it up with chewing gum!

2nd verse-Repeat the first verse, leaving out the word, Ford, while making a cranking motion with your band.

3rd verse-Repeat the second verse. Instead of saying, Puncture, say "PSSSS".

4th verse-Repeat the third verse, without saying, Tire. Make "Tire" with arms.

5th verse-Repeat the fourth verse, leaving out, Chewing Gum. Use hand to string gum.





