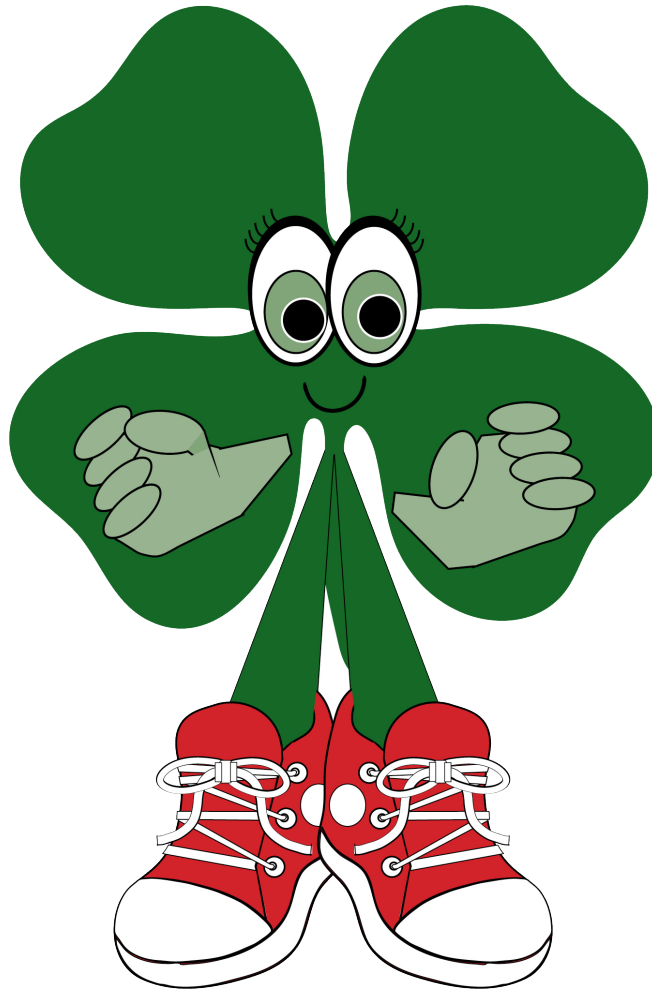


Officer Manual



SERVICE LEARNING CHAIR



Name: _____ School Name: _____

Teacher's Name: _____

MY 4-H CLUB

Name of 4-H Club: _____

Meeting Date/time: _____

4-H Extension Leaders: _____

Project Selected: _____

4-H Officers:

President: _____

Vice President: _____

Secretary: _____

Community 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

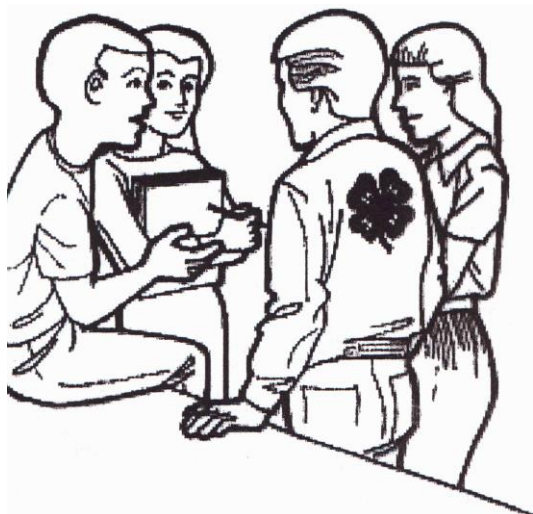
"To make the best better."

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.

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 BEST 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

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

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

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

Officers Responsibilities

President:

- _____ Preside at all meetings.
- _____ Check with other officers to see if they are ready for the 4-H meeting.
- _____ Remind club members of the monthly contests.
- _____ Keep an eye on the time so that Club meeting can be completed on time.

Vice President

- _____ Arrange for club member(s) to give a demonstration at least one week before the meeting.
- _____ Choose members before the meeting to lead pledges, share the thought for the day, and do a project-related demonstration.
- _____ Collect contest entries and display them for the judges.
- _____ Assist the President as needed.

Secretary

- _____ Keep roll of 4-H members and their activities.
- _____ Keep minutes of the meeting, write them up and read them at the next meeting.

Song Leader

- _____ Select one song to lead at the close of each meeting.
- _____ Assist Secretary as needed.

Service Learning Project Leader

- _____ Work with teachers and 4-H members in planning and leading your club in Service Learning Projects
- _____ Explore the needs in your community and plan projects to meet those needs.
- _____ Fill out a different form for each Service Learning Project. Have form ready to be turned in at the April Meeting. (***Forms in this Booklet***).
- _____ Assist Song Leader as needed.

4-H Club Service Learning Leader Checklist

	Nov	Jan	Feb	Mar	Apr
Place a check mark (v) under each month as you do each of the things listed before your meeting.					
Set a Time to meet and Plan.					
Find out some community needs. Discuss ways to meet those needs.					
ORGANIZE: Make a list of what needs to be done. <i>For Example:</i> Get Permission Recruit an adult leader. Expenses-will there be any? How will you pay for it? Publicity-take photos, put up posters. Write article for newspaper. Get Supplies.					
Make assignment to Committee members.					
Explain project plan to the rest of the class and sign them up to participate.					
Do what you planned to do.					
Send in a report to the 4-H Office.					
Set a good example and participate in every 4-H activity.					



THOUGHT FOR THE DAY

- * I am only one - but still I am one. I cannot do everything, but still I can do something. I will not refuse to do the something I can do.
- * When someone sings his own praises, he always gets the tune too high.
- * Patience is the ability to put up with people you'd like to put down.
- * You may be disappointed if you fail, but you are doomed if you don't try.
- * The greatest glory consists not in never falling, but in rising every time we fall.
- * Knowledge cannot make us all leaders, but it can help us decide which leader to follow.
- * Beware of those who laugh at nothing - or at everything.
- * You've removed most of the roadblocks to success when you've learned the difference between motion and direction.
- * The greatest pleasure in life is doing what people say you cannot do.
- * Not everything that is faced can be changed; but nothing can be changed until it is faced.
- * Life is something like a trumpet. If you don't put something in, you don't get anything out.
- * Smart is when you believe only half of what you hear. Brilliant is when you know which half to believe.
- * An ounce of "keep your mouth shut" beats a ton of explanation.
- * Life is not a "having" and a "getting", but a "being" and a "becoming".
- * Learning is a treasure for eternity.
- * A problem is a chance for you to do your best.
- * Folks who "say what you think" don't do enough thinking.
- * Motivations is when your dreams put on work clothes.
- * The journey of a thousand miles begins with one step.
- * You can never do a kindness too soon, because you never know how soon it will be too late.
- * Believe that life is worth living, and your belief will help create the fact.

OCTOBER 4-H MEETING OUTLINE

President: I CALL THIS MEETING TO ORDER.

Please stand for the American Pledge, led by _____,
and the 4-H Pledge, led by _____.

President: Please listen as _____ gives our Thought for Today.

President: The secretary will now call the roll and read the minutes from the last month's meeting.

Secretary: When I call your name, please answer the roll by saying, "Present"
(Call the roll, then read the minutes from the last month's meeting).

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

President: Our Service-Learning report will be given by the Chairman _____.

S-L Chairman: (Report on projects completed, in progress, or planned for the future.)
(If nothing to report say,) "There are no projects at this time."

President: Is there any other business? (4-H Agent announces the dates and contest for next month's meeting.) I now turn the Meeting over to the Vice-President.

Vice-President: _____ and _____
have demonstrations today for bonus points. (If there are no demonstrations, go the next line.)

Vice-President: I now turn the meeting over to our Song Leader, _____.

Song Leader: Please join me in singing, _____.

Vice-President: Our 4-H Agent will now give awards and present the program for today.

4-H Agent: (Gives awards and presents program).

President: I entertain a motion to adjourn this meeting.

4-H'er (with hand raised, is recognized by the President):
Mr./Ms. President, I move to adjourn this meeting.

4-H'er (with hand raised, is recognized by President): *I second the motion.*

President: It has been moved by: _____ and seconded by:

_____ that this meeting be adjourned.

All in favor say "Aye". The motion carries. This meeting is now adjourned.

NOVEMBER 4-H MEETING OUTLINE

President: I CALL THIS MEETING TO ORDER.

Please stand for the American Pledge, led by _____,
and the 4-H Pledge, led by _____.

President: Please listen as _____ gives our Thought for Today.

President: The secretary will now call the roll and read the minutes from the last month's meeting.

Secretary: When I call your name, please answer the roll by saying, "Present"
(Call the roll, then read the minutes from the last month's meeting).

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

President: Our Service-Learning report will be given by the Chairman _____.

S-L Chairman: (*Don't read this out loud.* Report on projects completed, in progress, or planned for the future. (If nothing to report say, "There are no projects at this time.")

President: Is there any other business? (Dates and contest for next month's meeting.)
I now turn the Meeting over to the Vice-President.

Vice-President: _____ and _____
have demonstrations today for bonus points. (If there are no demonstrations, go the next line.)

Vice-President: I now turn the meeting over to our Song Leader, _____.

Song Leader: Please join me in singing, _____.

Vice-President: Our 4-H Leader will now give awards and present the program for today.

4-H Leader: (Gives awards and presents program).

President: I entertain a motion to adjourn this meeting.

4-H'er : (with hand raised, is recognized by the President):
Mr./Ms. President, I move to adjourn this meeting.

4-H'er (with hand raised, is recognized by President): I second the motion.

President: It has been moved by: _____ and seconded by:
_____ that this meeting be adjourned. All in favor say
"Aye". The motion carries. This meeting is now adjourned.

JANUARY 4-H MEETING OUTLINE

President: I CALL THIS MEETING TO ORDER.

Please stand for the American Pledge, led by _____,

And the 4-H Pledge, led by _____.

President: Please listen as _____ gives our Thought for Today.

President: The secretary will now call the roll and read the minutes from the last month's meeting.

Secretary: When I call your name, please answer the roll by saying, "Present"
(Call the roll, then read the minutes from the last month's meeting).

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

President: Our Service-Learning report will be given by the Chairman _____.

S-L Chairman: (*Don't read this out loud!* Report on projects completed, in progress, or planned for the future.) (If nothing to report say,) "There are no projects at this time."

President: Is there any other business? (4-H Agent announces the dates and contest for next month's meeting.) I will now turn the Meeting over to the Song Leader.

Song Leader: Please join me in singing, _____

President: I will now turn the meeting over to the Vice-President.

Vice-President: (Give a list of the Speakers to the 4-H Agent. Introduce each member giving a speech after all speeches are given, move to your next line).
"This now concludes our 4-H Public Speaking Contest"

Vice-President: Our 4-H Leader will now give awards and present the program for today.

4-H Leader: (Gives awards and presents program).

President: I entertain a motion to adjourn this meeting.

4-H'er (with hand raised, is recognized by the President):

Mr./Ms. President, I move to adjourn this meeting.

4-H'er (with hand raised, is recognized by President): I second the motion.

President: It has been moved by: _____ and seconded by:
_____ that this meeting be adjourned.

All in favor say "Aye". The motion carries. This meeting is now adjourned.

FEBRUARY 4-H MEETING OUTLINE

President: I CALL THIS MEETING TO ORDER.

Please stand for the American Pledge, led by _____,

And the 4-H Pledge, led by _____.

President: Please listen as _____ gives our Thought for Today.

President: The secretary will now call the roll and read the minutes from the last month's meeting.

Secretary: When I call your name, please answer the roll by saying, "Present"
(Call the roll, then read the minutes from the last month's meeting).

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

President: Our Service-Learning report will be given by the Chairman _____.

S-L Chairman: (*Don't read this out loud!* Report on projects completed, in progress, or planned for the future.) (If nothing to report say,) "There are no projects at this time."

President: Is there any other business? (4-H Agent announces the dates and contest for next month's meeting.) I will now turn the Meeting over to the Vice President.

Vice-President: _____ and _____ have
Demonstrations today for bonus points.
(If there are no demonstrations, go to the next line)

Vice-President: I now turn the meeting over to our Song Leader.

Song Leader: Please join me in singing, _____.

Vice-President: Our 4-H Leader will now give awards and present the program for today.

4-H Leader: (Gives awards and presents program).

President: I entertain a motion to adjourn this meeting.

4-H'er (with hand raised, is recognized by the President):

Mr./Ms. President, I move to adjourn this meeting.

4-H'er (with hand raised, is recognized by President): I second the motion.

President: It has been moved by: _____ and seconded by:

_____ that this meeting be adjourned.

All in favor say "Aye". The motion carries. This meeting is now adjourned.

MARCH 4-H MEETING OUTLINE

President: I CALL THIS MEETING TO ORDER.

Please stand for the American Pledge, led by _____,

And the 4-H Pledge, led by _____.

President: Please listen as _____ gives our Thought for Today.

President: The secretary will now call the roll and read the minutes from the last month's meeting.

Secretary: When I call your name, please answer the roll by saying, "Present"
(Call the roll, then read the minutes from the last month's meeting).

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

President: Our Service-Learning report will be given by the Chairman _____.

S-L Chairman: (*Don't read this out loud!* Report on projects completed, in progress, or planned for the future.) (If nothing to report say,) "There are no projects at this time."

President: Is there any other business? (4-H Agent announces the dates and contest for next month's meeting.) I now turn the meeting over to the Vice-President.

Vice-President: _____ and _____ have
Demonstrations today for bonus points.
(If there are no demonstrations, go to the next line)

Vice-President: I now turn the meeting over to our Song Leader.

Song Leader: Please join me in singing, _____.

Vice-President: Our 4-H Leader will now give awards and present the program for today.

4-H Leader: (Gives awards and presents program).

President: I entertain a motion to adjourn this meeting.

4-H'er (with hand raised, is recognized by the President):
Mr./Ms. President, I move to adjourn this meeting.

4-H'er (with hand raised, is recognized by President): I second the motion.

President: It has been moved by: _____ and seconded by:
_____ that this meeting be adjourned.

All in favor say "Aye". The motion carries. This meeting is now adjourned.

April 4-H MEETING OUTLINE

President: I CALL THIS MEETING TO ORDER.

Please stand for the American Pledge, led by _____,

And the 4-H Pledge, led by _____.

President: Please listen as _____ gives our Thought for Today.

President: The secretary will now call the roll and read the minutes from the last month's meeting.

Secretary: When I call your name, please answer the roll by saying, "Present"
(Call the roll, then read the minutes from the last month's meeting).

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

President: Our Service-Learning report will be given by the Chairman _____.

S-L Chairman: (*Don't read this out loud!* Report on projects completed, in progress, or planned for the future.) (If nothing to report say,) "There are no projects at this time."

President: Is there any other business? (4-H Agent announces the dates and contest for next month's meeting.)

I now turn the meeting over to the Song Leader. _____.

Song Leader: Please join me in singing, _____.

President: I now turn the meeting over to the Vice-President.

Vice President: (Give a list of the demonstrations to the 4-H Agent. Introduce each Demonstrator. After all Demonstrations are complete, move to your next line).

"This now concludes our 4-H Demonstration Contest."

Vice-President: Our 4-H Leader will now give awards and present the program for today.

4-H Leader: (Gives awards and presents program).

President: I entertain a motion to adjourn this meeting.

4-H'er (with hand raised, is recognized by the President):

Mr./Ms. President, I move to adjourn this meeting.

4-H'er (with hand raised, is recognized by President): I second the motion.

President: It has been moved by: _____ and seconded by:
that this meeting be adjourned.

All in favor say "Aye". The motion carries. This meeting is now adjourned.

Introduction

Ready, Set, Serve! is a set of easy-to-follow lesson plans that are designed to help 4-H leaders incorporate service learning into 4-H meetings. They are aimed primarily at 4th, 5th, and 6th grade 4-H'ers, but they can easily be adapted for other audiences: Honor Club, Project Groups, and more!

As you know, 4-H'ers has always been committed to helping their community. Service learning is a way for the youth to benefit from the service, too! They can learn valuable life skills—such as teamwork, communication, problem solving, and concern for others—or increase their 4-H project knowledge as they meet genuine community needs. Plus, they are developing a habit of service that will continue for a lifetime.

So what is **Service Learning**? It is a method in which young people learn and develop as they participate in service that meets community needs, fosters civic responsibility, and provides time for structured reflection.

There are four lesson plans in **Ready, Set, Serve!** In *November*, you can make “Hands and Feet Turkeys” for a nursing home or celebrate Veterans Day by writing letters of appreciation to former or current military personnel. In *January* and *February*, sponsor a canned food drive to replenish the food bank after the holiday rush. In *March* and *April* you can help save the earth by recycling greeting cards to make “Love Boxes.”

Although these projects have suggested months for completion, they can be effective at almost any time of the year. It's the format that's important: **planning, service, and reflection**. And don't forget to **Celebrate!** Celebration isn't written into each lesson plan, but it's important for the youth to realize they're done something good for the community, and they should celebrate their accomplishments. This manual offers ideas for ways to celebrate the service project, as well as other options for reflection.

The final step on each lesson plan is to report to 4-H Seeds of Service. The report form is included at the end of **Ready, Set, Serve!** and can be downloaded from the forms page of the **4-H website** (www.utextension.utk.edu/4h/4hforms).

Simply mail or fax a report to the address below or enter it on-line through the “**Tell us!**” page of the **4-H S.O.S. website**. (www.utextension.utk.edu/4h/sos).

Now are you **READY?**

Get **Set:**

Serve!

For more information Contact:

Madison County 4-H
309 North Parkway
Jackson, TN. 38305
(731) 668-8543

Celebrate the Service!

Celebration is an important step in the service learning cycle. It helps youth to realize they can make a valuable contribution to the community, and it brings closure to the project. Celebration activities should be fun and exciting, but they should also reinforce the other aspects of the project. It's a great time to revisit the community need (social issue) that the project addresses, showcase reflection activities, and highlight learning objectives.

The projects in **Ready, Set, Serve!** are designed to fit into one or two 4-H meetings. Youth should celebrate their service after every project, but time will be a limiting factor. Therefore, consider having a large service celebration after the last project.

Celebration can take many forms. Here are some ideas:

- * Certificates, ribbons, plaques, etc.
- * Pizza party
- * Articles in the Newspaper
- * Reward field trips or other off-site activities (swimming parties, bowling, etc.)
- * Party at the nursing home, veterans home, etc. that benefitted from the service (It's great to include the beneficiaries, so they can thank the volunteers, too!)
- * Anything that is personal to the group and celebrates their service.

Remember, the service celebration is also a great time to start planning the next project!

Some other ideas for reflection

Reflection activities are included with each lesson plan because it is the key ingredient that makes a project true service learning instead of community service. Don't feel limited to only these activities, though. There are countless ways for youth to reflect on the service. Reflection can include any activity that helps them look at a project to see what they did, what they learned from it, and what they can do with what they learned. It should help them look at the service on a personal level.

*****Here are some ideas for Reflection Activities*****

- | | | |
|---------------------|---------------|---------------------------|
| *Group discussion | *Portfolios | *Collages |
| *Painting | *Scrapbooks | *Essays |
| *Poems | *Art Projects | *Sculptures |
| *Newspaper Articles | *Murals | *Drawings |
| *Video Tapes | *Role Playing | *Slide Shows |
| *Photographs | *Journals | *Jingles |
| *Bulletin Boards | *Puppet Shows | *Guide for New Volunteers |

Check out the 4-H S.O.S. website (www.utextension.utk.edu/4h/sos) for other great ideas!

November

Veterans Day Service Learning Project

Objectives: Youth will explore how veterans have helped to protect freedom in America.
Youth will write letters of appreciation to veterans or active military personnel.

Materials: Paper and pens/pencils for writing notes.
Notecards, markers, stickers to decorate cards (optional)

Preparation: None

STEP 1: **Introduction**

Lead the 4-H'ers in a discussion of freedom and veterans, using questions such as the following:

- * What does freedom mean?
- * What are some freedoms that we have in America?
- * What is a Veteran?
- * When is Veterans Day and why do we celebrate it?

Explain, "Our freedom has been protected for hundreds of years by men and women in the Army, Navy, Air Force, Marines, and Coast Guard. Veterans Day (November 11) is a holiday when we honor those people who fought to protect us.

STEP 2: **Serve**

Have the youth write a letter to a veteran or someone in active military duty, thanking them for their service in America

STEP 3: Reflect Read the short essay about "Old Glory" (next page).

Say, "William Driver had to protect the American Flay by sewing it inside a comforter during the Civil War. Thousands of other Veterans have also gone to great lengths to protect America and freedom. Besides writing letters, how else can you thank them for what they did?" Ask other questions about the project as time allows.

STEP 4: **Report**

Work with the Service Learning Leader or other 4-H'er to complete and submit the 4-H S.O.S. Service Activity Report Form.

November

Veterans Day Service Learning Project

"Old Glory"

The name "Old Glory" was first applied to the U.S. flag by a young sea captain who lived in Salem, Massachusetts. On his twenty-first birthday (March 17, 1924), Captain William Driver was presented a beautiful flag by his mother and a group of Salem girls. Driver was delighted with the gift. He exclaimed, "I name her "Old Glory." Then Old Glory accompanied the captain on his many voyages.

Captain Driver quit the sea in 1837. He settled in Nashville, Tennessee. On patriotic days he displayed Old Glory proudly from a rope extending from his house to a tree across the street. After Tennessee seceded from the Union in 1861, Captain Driver hid Old Glory. He sewed the flag inside a comforter. When Union soldiers entered Nashville on February 25, 1862, Driver removed Old Glory from its hiding place. He carried the flag to the State Capitol Building and raised it.

Shortly before his death, the old sea captain placed a small bundle into the arms of his daughter. He said to her, "Mary Jane, this is my ship flag, Old Glory. It has been my constant companion. I love it as a mother loves her child. Cherish it as I have cherished it."

The flag remained as a precious heirloom in the Driver family until 1922. Then it was sent to the Smithsonian Institute in Washington, D.C., where it is carefully preserved under glass today.

Source: www.va.gov/pubaff/celebam/oldglory

Other Facts about Veterans

- There are 25 million living veterans.
- 48 Million Americans have served since 1776.
- Nearly 1 million Americans have died in combat or combat-related events.

Source: www.va.gov/veteranedu

Tips for Teaching this Service Lesson

Send the letters to a home or hospital for veterans. The two Tennessee State Veterans' Homes are located in Murfreesboro and Humboldt. Their addresses are as follows:

2865 E. Main Street
Humboldt, Tn. 38343

345 Compton Road
Murfreesboro, Tn. 37130

You may also choose to send letters to active military personnel. Forward letters (addressed to "Dear Military Member" and without envelopes) to:

Project U.S.
Randy Harmon
9325 Atherton Drive
Brentwood, TN. 37027

January-February

Food Drive Service Learning Project

Objective: Youth will learn about hunger in America.
Youth will learn about teamwork and marketing as they organize a food drive.

Materials: Materials for publicizing food drive (posters, markers, etc.)

Preparation: None

First Month

STEP 1: Introduction

Guide 4-H'ers to talk about being hungry, using questions such as the following:

- What's your favorite Food?
- What did you eat yesterday?
- Imagine that you didn't have anything to eat. Or maybe you only had one bowl of oatmeal for the entire day. How would you feel?

(Say), "Did you know that 8 million kids in America don't have enough to eat?
Some of them live right here in Tennessee. How can we help?"

Other Hunger Facts

- 841 million people around the world are hungry, including 30 million in America.
- 1 Out of 8 Children under 12 in the US goes to bed hungry every night.
- Over 9 million households in the US experience hunger.
- Over 10 % of households in Tennessee don't have enough to eat.

Sources: www.bread.org www.kids.Maine.org www.secondharvestnashville.org
www.secondharvestknox.org

STEP 2: Get Ready to Serve

Have the group begin planning their food drive. How and to whom will they publicize it?
They may want to form committees to work on different areas.

As time permits, allow youth to begin making posters, fliers, etc. to tell others about their *Service Learning Project*. Be sure they have plans for where they will display or distribute the information.

End the session by asking 4-H'ers to pledge to fulfill their responsibilities before the next meeting.

January-February

Food Drive Service Learning Project

Second Month

STEP 3: Serve

Hopefully, the 4-H'ers publicized their food drive as planned and has been collecting items all month. Ask them to share their experiences in asking for and collecting donations.

Did something funny happen? Did the donors say why they wanted to help?

****Note:** if necessary, spend a few minutes sorting and boxing food so it is ready to be picked up and delivered to the local food bank.

STEP 4: Reflect

Play "**Group Juggle**" as a reflection exercise.

Have participants form a circle with each person about an arm's length from the next. Give the ball to someone and ask him/her to call a person's name while gently tossing the ball to him/her. When that person catches the ball, he/she must say "Thanks" and the name of the person who threw it. Ask youth to remember the order in which they pass the ball, as they will have to repeat it later. After everyone has had the ball, ask them to repeat the order again to be sure they remember. After they complete the task, do it again: but this time, introduce more balls into the circle (usually 4 to 6, depending on the size of the group). This always results in chaos! Have the group see how fast they can pass just one ball through the circle. Encourage them to "think outside the box." When they think they are as fast as possible, process the activity.

Process: What just happened? What worked? What didn't work? Could you hear one another's ideas? Why or why not? What happened when just one person dropped a ball or looked away for a second? How does it feel to accomplish what you set out to do? How was this game like your food drive? (We had to work together to reach our goal, we had to listen to each other, etc.)

STEP 5: Report

Work with the Service Learning Leader or other 4-H'er to complete and submit the 4-H S.O.S. Service Activity Report Form.

Note: This project can be done at any time of the year, but consider doing it when food bank supplies may be low, such as after the holidays.

March-April

Earth Day Service Learning Project

Objective: Youth will learn about recycling through art.

Materials: Old greeting cards---Pencils---Scissors---Tape---Rulers
Ribbon, Stickers, Markers, or other decorations

Preparation: Photocopy the “Love Box” poem on page 11
Practice making a “Love Box” so you know how to teach the craft!

First Month

Step 1: Introduction

Explain the origin of Earth Day (April 22). It was started in 1970 and is a day that encourages us all to think of ways we can help protect the earth and its resources. One way to do this is by recycling.

Lead the 4-H’ers in a discussion about recycling, using questions such as the following:

- What do you know about recycling?
- What sorts of things can be recycled?
- Why is recycling important?
- Do you recycle at home?

Ask 4-H’ers to collect old greeting cards until your next meeting. Then, they will learn how to make “Love Boxes” for people in the nursing home, hospital, or other appropriate location.

Second Month

STEP 2: Serve

Teach 4-H’ers to make “Love Boxes” from old greeting cards. (Instructions on the next page)

As they work, revisit earlier discussions (or begin a new one) about the importance of doing things for residents of nursing homes, patients in a hospital, or other citizens in need.

NOTE: Many art projects fit the environmental theme. The “Earth Stewardship” curriculum for 4-H Junior Camp has several ideas for nature-related and recycled art. Also, check out several great websites, such as kinderart.com and www.kid-at-art.com.

Directions for “Love Boxes” courtesy of Corey Smith, Williamson County 4-H’er and state winner in the Conservation project.

March – April

Earth Day Service Learning Project

This is a very special gift
That you can never see.
The reason it's so special
Is it's just for you from me.

Whenever you are lonely
Or ever feeling blue,
You only have to hold this gift
To know I think of you.

You never can unwrap it.
Please leave the ribbon tied.
Just hold the box
Close to your heart.
It's filled with love inside.

This is a very special gift
That you can never see.
The reason it's so special
Is it's just for you from me.

Whenever you are lonely
Or ever feeling blue,
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To know I think of you.

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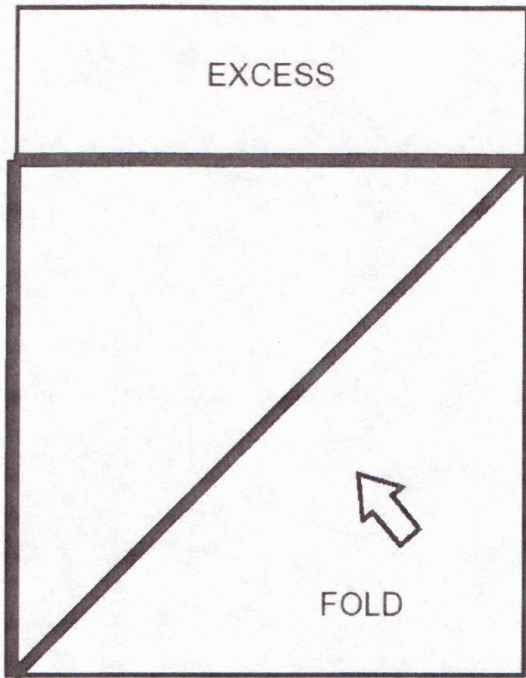
Whenever you are lonely
Or ever feeling blue,
You only have to hold this gift
To know I think of you.

You never can unwrap it.
Please leave the ribbon tied.
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Close to your heart.
It's filled with love inside.

March- April

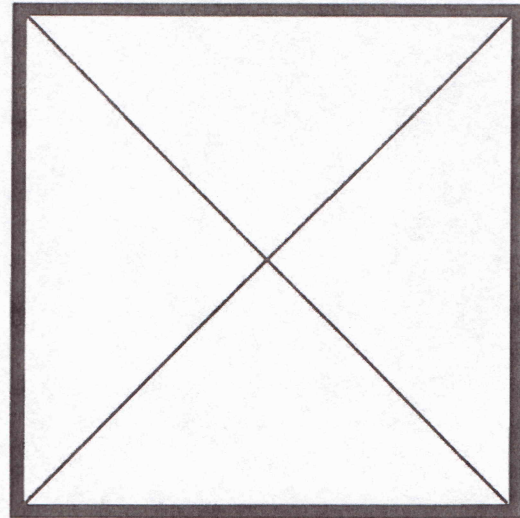
Earth Day Service Learning Project

Diagram 1



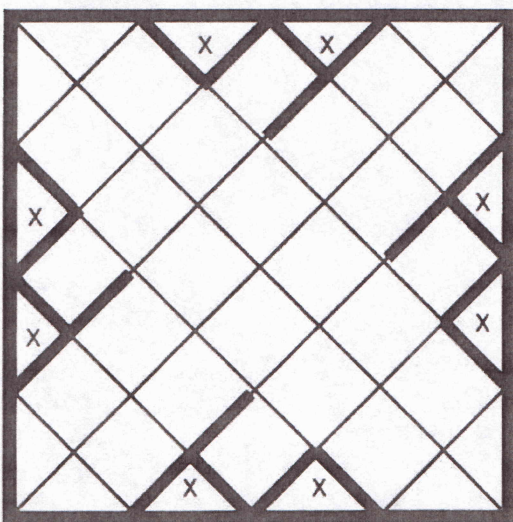
Fold to make a square.

Diagram 2



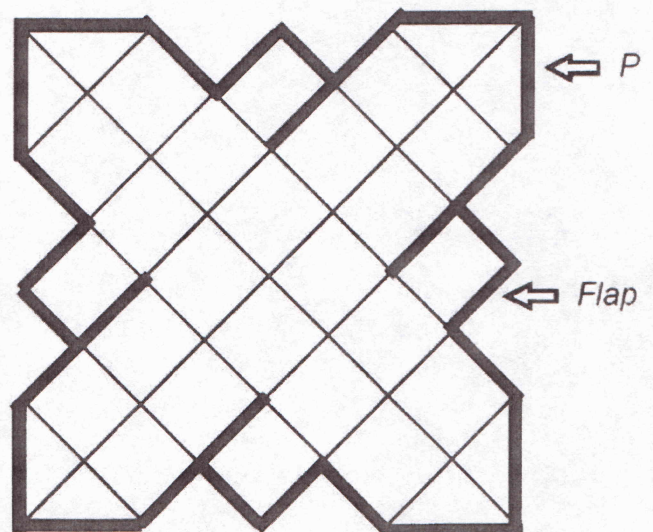
Fold so that creases form an "X."

Diagram 3



Mark dark lines for cutting.

Diagram 4



Your box is ready to fold!

March-April

Earth Day Service Learning Project

Directions for “Love Boxes” (Diagrams on next pages!!!!)

1. Rip the card in half at the fold.
2. Fold one corner over so that the bottom of the card is flush with one side. This makes a square. Cut off the excess paper. (Diagram 1).
3. Unfold the square and fold the other way. Unfold. The creases should form an “X” (Diagram 2).
4. Take one corner and fold it to the center of the “X” and then fold the folded straight edge to the center. Unfold.
5. Repeat step 4 with the other 3 corners.
6. Mark lines that need to be cut. This includes all the darker lines on the diagram (the middle 2 triangles on all sides and one short line on either side of two opposite corners). (Diagram 3)
7. Cut. (Diagram 4).
8. Assemble, folding sides with flaps first. (Points fold into bottom.) Secure with tape if needed.
9. Make the box bottom following the same direction except cut off $\frac{1}{4}$ inch from two sides of the square before beginning to fold corners.
10. Put together box top and bottom and decorate as desired.
11. Attach poem.

NOTE: Make the box top from the front of the card. Work with the picture side down so that it will show on the outside of the box.

These boxes are not intended to be opened. However, if you think the recipient may open them and be disappointed by an empty box, include a Hersey’s Kiss and Hug, a note, or some other special surprise.

NOTE: National Nursing Home Week begins on Mother’s Day.
It would be a great time to deliver the boxes!

Step 4: Reflect

Lead a group discussion on the project using questions such as the following:

- Why does the poem say the box is filled with love?
- What are other ways you can show love?
- Will you make these boxes at home? Why? To whom will you give them?
- How can this project help save the earth’s resources?

Step 5: Report

Work with the Service Learning Leader or other 4-H’er to complete and submit the 4-H S.O.S. Service Activity Report Form.

4-H

Service Learning Activity Report Form

Seeds of Service

Complete this form after every service learning project.

4-H Group _____
County _____
Project _____
Date _____
Location _____

** For additional information on answering these questions, please see the helpful hints on the back

Participants: Youth _____ Adults _____

___White___ Black___ Hispanic___ Am. Indian___ Asian___ *Female*___ *Male*___ *Total*

1. Hours (total # of volunteers X # of hours) _____
2. Number of people benefitting from service _____
3. Estimated monetary value of service** _____
4. Duration of the project (start and end date of service) _____

5. Briefly describe service**

6. How did participants reflect on the service?**

7. How many participants learned from the service?** _____
What did they learn?

8. How many will use skills/knowledge gained through this service?** _____
How will they use it?

9. Discuss the project with the beneficiaries of service. How do they rate the project?

**(Circle One)

1. Not effective
2. Somewhat effective
3. Effective
4. Very Effective
5. Highly effective

10. In which of these service priority area does the project fit? (select one)

- _____ Environment
- _____ Health
- _____ Public Safety
- _____ Other Human Needs
- _____ Other

Describe or attach additional pages showing proof of your project, such as pictures, Thank-you letters, newspaper clippings, etc.

HELPFUL HINTS FOR COMPLETING THE SERVICE-LEARNING ACTIVITY REPORT FORM

Estimated monetary value

What do you think your service was worth to the community? You can estimate what it would have cost to hire someone to do what you did. You can also estimate the dollar value of the volunteer's time. For youth, value their time at minimum wage \$5.15 per hour. For adults, use \$16.50 per hour. (Adult figure provided by Independent Sector and Points of Light Foundation)

Briefly describe the service

What did you do? Where did you do it? How did you go about it? Whom did you Serve? What did you accomplish? What were your goals and learning objectives?

Example: Mrs. Smith's 4-H Explorers Club wanted to help feed the hungry during Christmas. We helped the Clover County Food Bank by collecting 10 boxes of canned food. We also wanted to learn to organize a food drive, so we place collection boxes in every 4th grade classroom and at two local businesses.

How did participant reflect on the service?

Reflection is one of the most important parts of Service-Learning. It's when the Volunteers think about their service and what it meant to them. What did they learn? What will they do with what they learned? Tell us how your group reflected on their project.

Group discussion	Portfolios	Collages	Painting	Scrapbooks
Essays	Poems	Art Projects	Sculptures	Newspaper Articles
Murals	Drawings	Video Tapes	Role Playing	Slide Shows
	Photographs	Journal	Jingles	

How many participants learned from the service?

For this question, the easiest way to get an answer is to simply ask your group to raise their hands if they learned something while participating in the service.

What did they learn?

Did your group learn skills related to a 4-H project area? Did you learn "life skills" such as communication, problems solving, or concern for others? What else did you learn?

Example: Our 4-H group learned to organize a food drive and about how the homeless need our help.

How many will use skills/knowledge gained through this service?

The easiest way to get an answer for this question is to simply ask your group to raise their hands if they will use what they learned.

How will they use it?

If they say they will use what they learned, ask them how? What will they do with what they learned? Will they plan another project? Will they be more aware of this issue? List their answers.

Discuss the project with the beneficiaries of the service. How do they rate the project?

It is important to know how the people you served felt about the project. Did they think it was effective in reaching a goal? Did you help others as you had planned? Use the DIRECT BENEFICIARY SURVEY or INDIRECT BENEFICIARY SURVEY from 4-H S.O.S. to evaluate the project. (Contact your 4-H agent if you need copies of the survey).



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

3rd verse - Down in my toes

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,
 O, bring back my Bonnie to me, to me;
 Bring back, bring back,
 O, 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;
 And when you're only HALFWAY there,
 (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 you;
 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-clap)

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

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 had 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!
Amen.

(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!
Amen.

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)

(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, 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's red glare,
The bombs burlting in air,
Gave proof thro' the night
That our flag was still there.
O, 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 THEE

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 hap11y 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!" ("4-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?

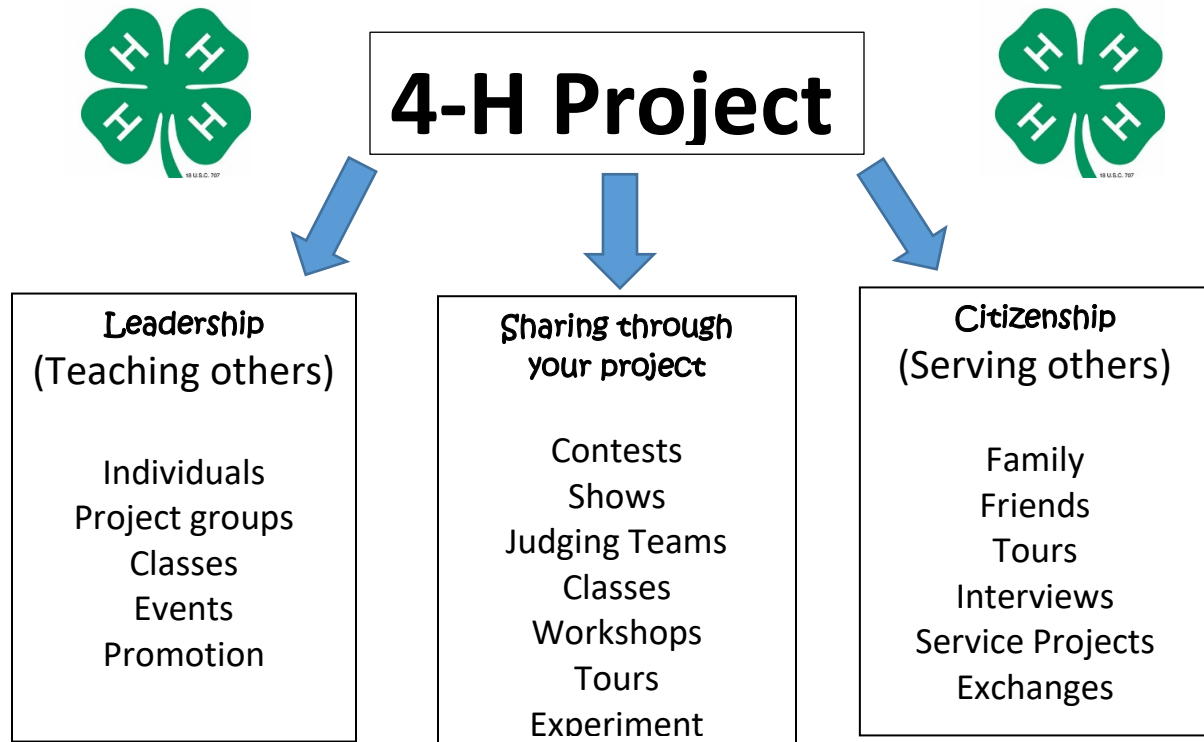
Can you throw them o'er your should1
like a continental soldier? Do
your ears hang low?

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?



How to Succeed in 4-H

1. Plan – What do you want to achieve?
2. Create – Opportunities for action.



3. Report – your 4-H achievements

- 4-H Club Folder
- 4-H Story
- Project Record Sheets
- Project Pictures

4. Recognition – Awards for your hard work

- Ribbons
- Prizes
- Awards
- Scholarship
- Trips

4-H 
GROWS HERE

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INSTITUTE OF AGRICULTURE
THE UNIVERSITY OF TENNESSEE

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EXTENSION**
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TENNESSEE STATE UNIVERSITY