

# Record Keeper

**CONGRATULATIONS**

Congratulations! It's really an honor to be selected by your friends in 4-H to serve as a 4-H officer. With honors come certain responsibilities. As you assume your 4-H office, much of the responsibility for the success of your club will depend on you and the other officers.

You are now a member of a team that includes the other officers and leaders of your club. This leadership team can make the difference between a "fantastic club" that everyone wants to be part of and a "hum-drum club" that most people could care less about! Which kind of club do you want? The choice is yours—the success of the club depends on your leadership team.

**GOOD OFFICERS ARE ...**

Enthusiastic, tactful, loyal, honest, friendly - that's one way to describe good 4-H officers. They let the members of the club help decide what the club will do and give everyone a fair chance.

Officers of 4-H Clubs are representatives of the local club and of the entire 4-H program of the state. Can you answer "yes" to these questions?



- \_\_\_\_\_ 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 members of the club and they with me?
- \_\_\_\_\_ Do I willingly accept responsibilities assigned to me?
- \_\_\_\_\_ Do I enjoy doing more than just what is required of me?
- \_\_\_\_\_ Am I willing to give credit to others for work well done?
- \_\_\_\_\_ Am I prompt in arriving at meetings?
- \_\_\_\_\_ Does my appearance inspire confidence and respect?
- \_\_\_\_\_ Am I kind, tactful and courteous?
- \_\_\_\_\_ Do I use "please" and "thank you" when I should?
- \_\_\_\_\_ Am I always fair in my decisions?
- \_\_\_\_\_ Do I appreciate my parents and 4-H volunteer leaders for their time, effort and devotion to club work?
- \_\_\_\_\_ Will I attend a 4-H officers' workshop if it is offered for our club or county.

**YOUR JOB AS RECORD KEEPER**

As Record Keeper, your job is to assist with the overall coordination of the 4-H club meeting. You will be in charge of checking attendance, checking to see who brought their 4-H folder and donations for community service projects to the club meeting, and recording the points for other 4-H activities.



The 4-H Leader will have the point sheet when they arrive. You need to ask them for the point sheet and return it to them at the end of the meeting. Don't wait until the end of the meeting to check folders and collect donations. You need to start right after the club recites the Pledge of Allegiance to the American Flag.

The point sheet example here only shows two months where your point sheet will include all six months. This is where you will record the points for the activities and donations. The names should be included on the point sheet, but if there is a new member, just write their name on the bottom of the list.

Please put a check mark if the members of your club brought their 4-H folder. If they brought can tabs, it must be a pint or more. Put P for pint, Q for quart, or G for gallon. Put the number of canned foods they brought and the number of dollars they donated. They must donate at least a dollar to the Dollars for Scholars project for points.

Club:	September				Oct./Nov.			
	4-H Folder	Can Tabs	# of Canned Foods	\$ for Scholars	4-H Folder	Can Tabs	# of Canned Foods	\$ for Scholars
Northside-Mrs. Green								
Appleseed, Johnny								
Blue, Little Boy								
Bunion, Paul, R.K.								
Bush, George								
Carter, James								
Clinton, William								
DeVil, Cruella								
Fife, Barney, V.P.								
Ford, Gerald								
Grizzard, Lewis								
Hill, Jack								
Hill, Jill								
Jackson, Michael								
John, Elton								
Jones, John								
King, Stephen								
Little, Stuart								
McQueen, Lightning								
Reagan, Ronald								
Sprat, Jack								
Taylor, Andy, Pres.								
Taylor, Bea, Sec.								
Woodlawn, Patty								

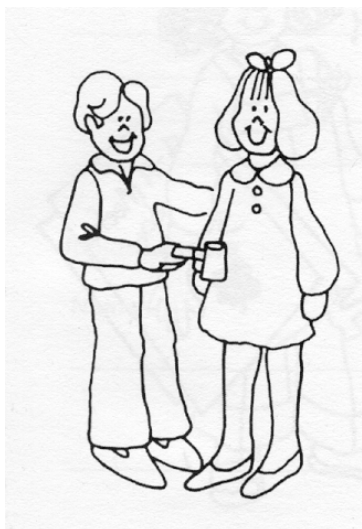
**4-H  
LEADERSHIP  
TEAM**

As a 4-H officer, you are an important part of the 4-H Leadership Team. Let's see how the team shapes up.

- President The 4-H President's job is to help everyone in the club work together. The president presides at meetings, assigns responsibilities to club members, and works closely with the other 4-H officers, volunteer leaders, and county extension agents.
- Vice-President The vice-president takes the place of the president if that member resigns or is not present. The vice president's biggest and most important job is to recruit 4-H members to present demonstrations in the club meeting and present a thought for the day/devotional.
- Secretary The 4-H Club Secretary is one of the most important officers in the club. The secretary is responsible for keeping a record of a 4-H club's membership, participation and meetings in the 4-H Secretary's Book. All correspondence of the club is the responsibility of the secretary.
- Record Keeper The 4-H Club Record Keeper has the responsibility of keeping a record of meeting attendance, points for participation, and donations to community service projects.

**Officers**

- President \_\_\_\_\_
- Vice President \_\_\_\_\_
- Secretary \_\_\_\_\_
- Record Keeper \_\_\_\_\_



## 4-H MEETING OUTLINE



The 4-H meeting program may vary with your individual club. You will work with the other 4-H officers, your 4-H club volunteer leader and your county extension agent to plan exciting 4-H meetings. Everyone with a part in the program should be notified and come well prepared. A well-planned 4-H meeting usually consists of these three main parts:

Business: 5-20 minutes

Education or Project Work: 20-60 minutes

Recreation or Social Activities: 5-15 minutes

The program content and time will depend on your club's traditions, meeting place and time. This outline will help you plan your meetings.

Call To Order	The meeting of the _____ 4-H Club will please come to order. (Club Name or Teacher's Name)
Inspiration	The Vice-President will now present the thought for the day.
American Pledge	Please stand for the Pledge of Allegiance to the American Flag.
Checking Project Manuals (5th Grade Only)	Is there anyone who has completed their project manual this month? Please turn it in to the 4-H Leader at this time.
Minutes	The Secretary will now read the minutes of last month's meeting. (Pause to give them time to read the minutes.)  Are there any additions or corrections to be made? (Brief Pause) If not, they stand approved as read.
Announcements	The 4-H Leader will now go over this month's newsletter and present any announcements that need to be made.
Demonstrations	The Vice-President will now introduce any 4-H members who will present demonstrations today.
Program	Our leader will now present our program for today.
Pledge	Please stand for the 4-H pledge.  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.
Motto	The 4-H Club Motto is "To Make The Best Better". Please repeat it with me. "To Make The Best Better"
Closing	Our next club meeting will be held_____. This meeting is now adjourned.