



4-H Quick Tips - County Officers' Training

OFFICERS' TRAINING OBJECTIVES:

- To prepare new officers to carry out their responsibilities.
- To familiarize officers with basic procedures and routines used in club meetings.
- To teach officers to plan the monthly 4-H meeting agenda.
- To have club meetings with officers in charge.
- To teach speaking, leadership, and parliamentary skills.
- To build teamwork and promote county spirit.
- To encourage 4-H'ers to enjoy fun and fellowship with members from other clubs.

POSSIBLE STEPS TO A GOOD PROGRAM:

- Develop lists & complete information /curriculum you want taught in each class.
- Team teach classes - 1 adult and 1 teen leader or 2 teen leaders/Senior Officers or County Council Officers can be used. District 4-H Officers can be invited to help as well. Office staff can circulate and observe all classes, take pictures, etc.
- Evaluate and improve program each year.
- Secure instructors early - send a letter to confirm time, place and date. Provide instructors with the information you expect them to cover - offer to copy any handouts, etc.
- You can make attendance a requirement for those running for office. Have parents sign permission slip before child is allowed to run for office.
- Announce at club meetings and send reminders to each officer.
- Prepare program, theme and classes using County Council Officers, Senior Officers, Teen Leaders and Volunteers.
- Show video of an ideal club meeting. Film your own Senior 4-H'ers doing this!
- Have plenty of games and refreshments.

DO:

- Have an adult in each class to back up teen leaders.
- Use Parliamentary Procedures online resources such as:
www.urbanext.uiuc.edu/who/inside.html or

- download Parliamentary Procedure Jeopardy from the Georgia 4-H F.I.S.H. site.
- Break up each officer group into separate rooms for individual training.
- Have a guest speaker, such as a district board member or collegiate 4-H'er.
- Sneak in a DPA promotion. Let DPA participants from the year before share their projects.
- Let the officers run a mock meeting using the group that attends.
- Have the Senior Officers or County Council Officers conduct a good vs. bad meeting.
- Invite teachers to help train officers or attend with their group of officers.
- Have officers practice the 4-H meeting opening ceremony in their class group.
- Have a theme.
- Plan every step - don't wing it!
- Develop your own educational materials as needed.
- Have back-up instructors.
- Plan recreation.
- Plan refreshments and have volunteers and teen leaders serve.
- Print a program.
- Have sign-in sheets at registration for each officer. Request name, school, phone number, cell number and email.
- Invite parents to attend with the 4-H'ers if room allows; invite parents to the final assembly.
- Plan an activity for parents (4-H volunteering opportunities, early 4-H camp promotion; 4-H promotional video, etc,
- Meet soon after the officers are elected
- Send a letter home to the 4-H'ers to increase attendance; include an attendance permission slip.
- Mail thank you notes to volunteers, teachers, principals, school, etc.
- Have officers in charge of singing or games as 4-H'ers arrive.
- Have someone assigned to host volunteer teachers and other invited guests.
- Have a get-acquainted activity in each group

DO NOT:

- Allow any free time during arrival of 4-H'ers
Have someone in charge of registration outside the assembly room.
- Don't try to make the training too formal. Try to keep all parts simple.
- Forget the refreshments.
- Make it long and boring.

HANDOUTS/FLIERS:

- Letter of congratulations on being an officer.
- Opening ceremony, handouts on introducing a speaker, etc.
- Outline of an excellent club meeting.
- Give out inspirational thoughts book, song leading book, and games book to the appropriate officers.
- Give everyone a description of their job and the.
- 4-H Officers Guide for that office.
- Packets given to each member may include: handouts on their duties, agenda, a 4-H pencil, bumper sticker, officer button, or other gifts, suggested games or inspirational thoughts.

LOCATION SUGGESTIONS:

- Building that allows groups to be divided into various officer groups such as school classrooms and auditorium, civic center, etc.
- Have a large area for games, dances, etc. Some could be outdoors.
- Serve refreshments (outside if possible). Put this last on the program.

ADDITIONAL TIPS/IDEAS/ETC.

- Make arrangements for facilities during the summer.
- Promote officer training at reception for teachers during pre-planning,
- If using a school, leave letter, note, and a small 4-H gift in each classroom to thank the teacher for the use of the room and leave the room like you found it.
- Don't require parents to stay, but allow them to go with their child if there is room. Or have a separate parent program to explain 4-H and their child's commitment as an officer and promote 4-H involvement.
- Elect a Junior County Council as well as a Senior County Council.
- You may choose to have each training group select a representative to take part in the "ideal meeting" for closing assembly. Prepare

and go over parts with them during recreation time.

- Invite parents to join 4-H'ers for closing assembly, refreshments, etc., so that the 4-H'ers can show off what they have learned.

AWARDS:

- 4-H door prizes.
- Points toward banner club or club of the month for each officer who attends.
- Ribbons.
- Officer pins or buttons.
- Letter of congratulations or certificate presented to each participant.

THEME IDEAS:

- 4-H: A Three Ring Circus (Ringmasters - Presidents, Clowns - Recreation Leaders, etc.)
- Hats Off to 4-H Officers (all officers have a different hat - Top Hats for Presidents, Jester Hats for Recreation Leaders, etc.)
- Leaders of the 4-H Pack.
- 4-H Officer Round-Up.
- 4-H Captains and Crew Officers' Training.

Sources:

"The Key to Effective Meetings" - Robert's Rules, E. Joyce Bowman, Professional Registered Parliamentarian

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