

4-H CLUB

MANAGEMENT

NOVEMBER 10, 2012

NEW MEXICO 4-H ADULT FORUM

MELISSA WOODALL, 4-H LEADER

Club Management

Paperwork
Information Flow
Club Meetings
Treasury
Project Leaders
Teen Leaders
Contest Prep



Paperwork

- Enrollment
- Files
- By-laws

Enrollment

- Parent volunteers
- A couple of meetings
- Keep paperwork at meeting
- Paperwork must be returned to leader
- Keep a waiting list for new members

Hard Copy of Enrollment Papers

- The club's only record of it's past
- For any discrepancies about projects signed up for



Spreadsheet for Handy Member Info

| Row | Roll | Member ID | Name | Address | Phone | Projects | Notes |
|-----|------|-------------|--------|---------|-------|----------|------------------|
| 1 | | 11122117251 | Blaine | | | Hand | Handing |
| 2 | | 11122117252 | Blaine | 5524 | | Hand | Handing, Handing |
| 3 | | 11122117253 | Blaine | 5524 | | Hand | Handing, Handing |
| 4 | | 11122117254 | Blaine | 5524 | | Hand | Handing, Handing |
| 5 | | 11122117255 | Blaine | 5524 | | Hand | Handing, Handing |
| 6 | | 11122117256 | Blaine | 5524 | | Hand | Handing, Handing |
| 7 | | 11122117257 | Blaine | 5524 | | Hand | Handing, Handing |
| 8 | | 11122117258 | Blaine | 5524 | | Hand | Handing, Handing |
| 9 | | 11122117259 | Blaine | 5524 | | Hand | Handing, Handing |
| 10 | | 11122117260 | Blaine | 5524 | | Hand | Handing, Handing |
| 11 | | 11122117261 | Blaine | 5524 | | Hand | Handing, Handing |
| 12 | | 11122117262 | Blaine | 5524 | | Hand | Handing, Handing |
| 13 | | 11122117263 | Blaine | 5524 | | Hand | Handing, Handing |
| 14 | | 11122117264 | Blaine | 5524 | | Hand | Handing, Handing |
| 15 | | 11122117265 | Blaine | 5524 | | Hand | Handing, Handing |
| 16 | | 11122117266 | Blaine | 5524 | | Hand | Handing, Handing |
| 17 | | 11122117267 | Blaine | 5524 | | Hand | Handing, Handing |
| 18 | | 11122117268 | Blaine | 5524 | | Hand | Handing, Handing |
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| 24 | | 11122117274 | Blaine | 5524 | | Hand | Handing, Handing |
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| 26 | | 11122117276 | Blaine | 5524 | | Hand | Handing, Handing |
| 27 | | 11122117277 | Blaine | 5524 | | Hand | Handing, Handing |
| 28 | | 11122117278 | Blaine | 5524 | | Hand | Handing, Handing |
| 29 | | 11122117279 | Blaine | 5524 | | Hand | Handing, Handing |
| 30 | | 11122117280 | Blaine | 5524 | | Hand | Handing, Handing |

Emergency Numbers for the Club Members



Spreadsheet for Projects

The screenshot shows a Microsoft Excel spreadsheet with the following data:

| Project Name | Description |
|--------------|-------------|
| 1. AECOM/URS | |
| 2. KPMG/URS | URS/URS |
| 3. AECOM | URS/URS |
| 4. AECOM | URS/URS |
| 5. AECOM | URS/URS |
| 6. AECOM | URS/URS |
| 7. AECOM | URS/URS |
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| 93. AECOM | URS/URS |
| 94. AECOM | URS/URS |
| 95. AECOM | URS/URS |
| 96. AECOM | URS/URS |
| 97. AECOM | URS/URS |
| 98. AECOM | URS/URS |
| 99. AECOM | URS/URS |
| 100. AECOM | URS/URS |

By-Laws

- State office has a standard form
- County offices will regulate how often they want them reviewed

Information Flow

- Resources
- How to convey information

NMSU website

<http://aces.nmsu.edu/4h/>



Leaderline

<http://aces.nmsu.edu/4h/newsletters.html>

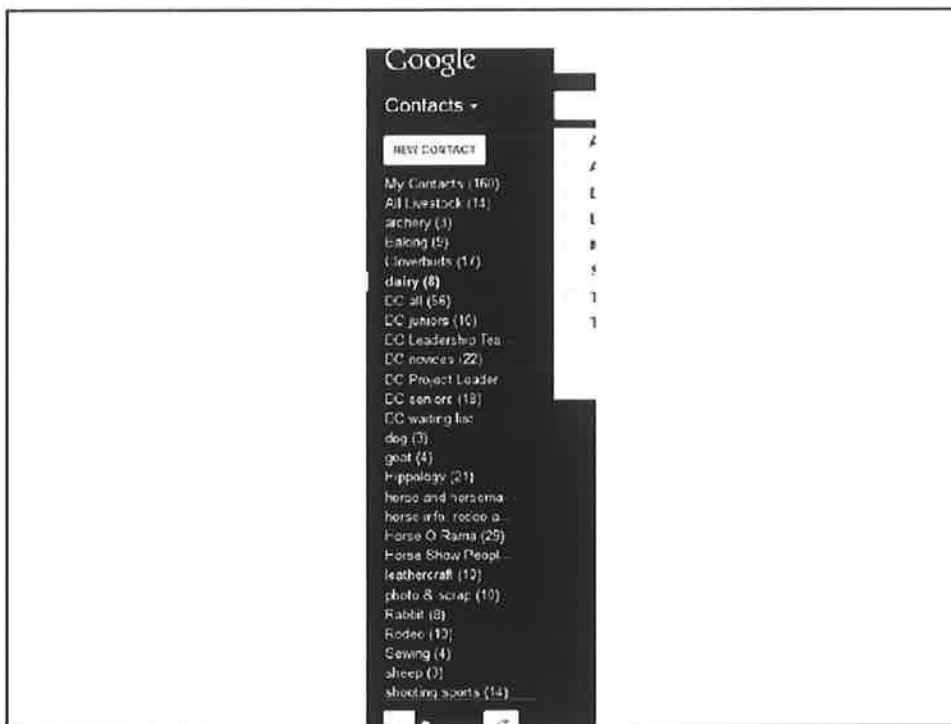


County Newsletter



Email Groups





Club Meetings



4-H Calendar

JANUARY 2012

CEO = County Extension Office

| | | | | | | |
|----|--|---------------------------------|----|------------------------|----|--------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | West National Round-up | | |
| 8 | 9 | 10 4-H Council Mtg. CEO 8:30 PM | 11 | 12 | | 14 |
| 15 | 16 HOLIDAY MARTIN LUTHER KING CEO CLOSED | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 SENIOR LEADERSHIP BBQ |

Running Club Meetings

- Scheduling
- Agenda
- Social Time and Awards

Scheduling Club Meetings

- Pros and cons of set schedule
- Long meetings vs short meetings

Agenda based on Robert's Rules of Order

Dissect Clover 4-H Club Meeting Agenda

Before the meeting, at 6pm - Community Service: making cards for the elderly

Meeting Date: May 21, 2012 6:30pm

American Pledge Given By:

4-H Pledge Given By:

Vice President

Roll Call

Demonstrations

Ask if anyone is going to do a demonstration tonight:

President

Brag Time:

REPORTS:

The Treasurer's report:

Secretary's Report:

The Leader's Report and announcements:

Invite the Cloverbuds to join the Cloverbud Leader for the r activities in the foyer.

Song and Recreation Leader #1 Recreation:

Member's Reports: (Please tell us what you have been doing!)

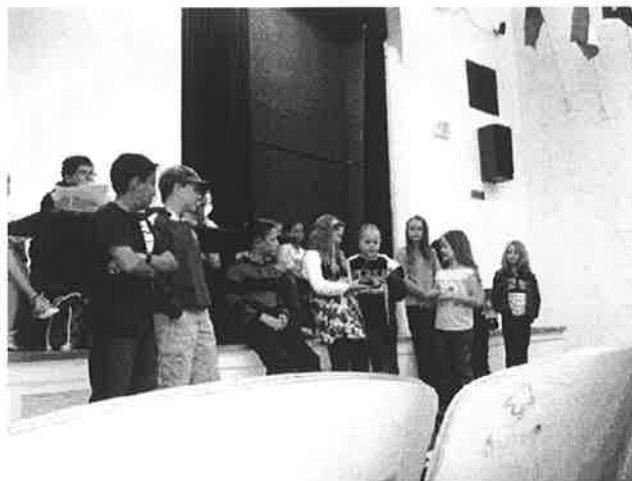
1. Shooting Sports vendors

Business Meeting

- Run with parliamentary procedure
 - Fair for all
 - Good skill to learn



Members Reports



Community Service

- Create productive members of society
- Fosters empathy
- Teaches kindness



Song and Recreation

Helps the kids get to know each other and create friendships



Social Time and Awards



Treasury

The eyes of three adults

- Club Leader
- Club Assistant Leader
- Accountant

LET THE TREASURER HAVE RESPONSIBILITY

- Find a bank that will allow a minor as a signer
- Have three signers:
 - Leader
 - Assistant Leader
 - Treasurer
- Need two signatures on each check

Project Leaders

- Where to find them
- How to support them

Where to find project leaders

- Parents
- Business owners
- College students
- Older senior 4-H members

Tough Cases



Supporting Your Project Leaders

- Meet with new project leaders and help them get started
- Help them find a location for meetings
- Avoid project meeting scheduling conflicts
- Keep up with them and how they are doing
- Keep up with the kids in the project

Keep the project meetings fun



Developing Teen Leaders

- Club Leadership Team
- Junior Leaders
- Parli Pro Teams
- Leadership Project
- Set up individual plans

Club Leadership Team = Club Officers

- Monthly meeting
 - Go over club meeting agenda
 - Plan activities for leadership project meetings
- Team shirts



Junior Leaders

- Club junior leaders
- Project junior leaders



Parli Pro Teams



Leadership Project



Individual Plans

- Set Goals
- Make a plan
 - Lay a good foundation
 - Find leadership opportunities
 - Build leadership skills

Contest Prep

- Helping prepare members
- Additional Ideas

Club Project Leaders



Senior Members



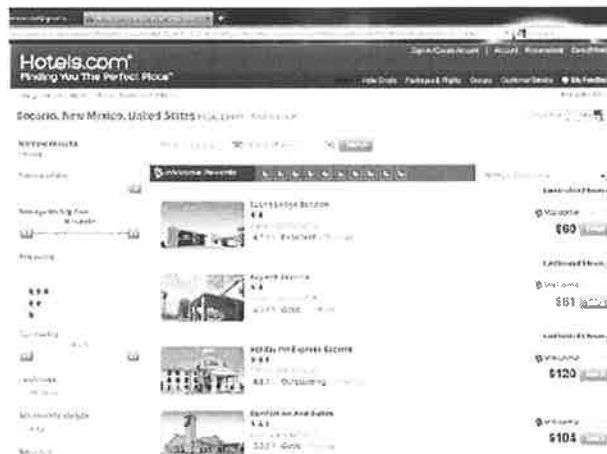
Leader



County Contest Practice Corner



District Contest Motel Club Stays Together



How to manage a club?

- No perfect way
- Plenty of good ways

Team Building Activities

- **Paper Tower**

Get teams of five to six people. Each team gets twenty sheets of paper. They get fifteen minutes to build a tower with it. They can tear, fold and bend the paper. The tallest tower wins.

- **Paper, Tape and Cup Tower**

You will need teams of five to six people. Each team gets ten sheets of paper, one foot of masking tape and fifteen cups. They get fifteen minutes to build a tower. They can use all of the materials given to build their tower. The tallest tower wins.

- **Egg Drop**

You will need teams of five to six people. Each team gets fifteen straws, two yards of masking tape, twenty tooth picks and four to five sheet of newspaper. They will have twenty minutes to build a structure around the egg to keep it from breaking. Take them outside one at a time and drop them from the same height on a ladder. Unwrap them outside and see whose egg stayed intact. The intact egg wins.

- **Hula Hoop Pass**

Large, open indoor spaces can accommodate the hula hoop pass activity. Have all members of the group stand in a circle facing each other. Place a hula hoop around one player's arm, and then have all the players join hands. The group must work together to move the hula hoop around the entire circle without letting go of each other's hands. Once the group accomplishes this task, make it more difficult by imposing a time limit. See how fast the group can move the hula hoop around the circle.

Team Building Activities Continued

- **Cross the River**

Create an imaginary river on the floor with two parallel ropes or pieces of tape. Provide the players with four or five squares of fabric to represent rafts. (With a group of kids, give them fifteen to twenty pieces of paper) The players must use these rafts as stepping stones to get the entire group across the river. Specific rules about the use of the rafts make the task more difficult. If the players leave a raft unoccupied, it will float away down the river. Thus, as soon as the team places a raft on the river, one member of the team must occupy it by stepping on it with one or both feet or by placing a hand on it, or else the team leader or monitor will remove that fabric square. If the players weigh a raft down with more than two feet and one hand at a time, the rafts will sink. Monitor the team's performance and remove any rafts that float away or sink because of improper use. The group must start the challenge over again if any player touches the "water" with a hand or foot.

- **Relay Lock Race**

Each person selects a partner. They stand back to back and lock arms by the elbows while holding their own stomach with their hands. The coach gives the instruction to get from one side of the gym to the other. Don't give them specific instructions on how to get to the finish line other than they can't let go of their stomachs. This causes creativity and laughter.

- **Ball of String**

While standing in a circle; pass a ball of string from one member to another. The rules are only the person with the string can talk. After everyone has had their turn to speak and share their feelings, there will be a web of string. This web illustrates the interconnected nature of group process. Everything they do and say affects the team. Now toss a balloon in the middle and have them try to keep it. They are not allowed to touch it. This symbolizes "teamwork".

Team Building Activities Continued

- **All Aboard**

Take a tarp and spread it on the floor. Have all the students stand on the sheet together. Without stepping off of it, they must turn the tarp over. Once they have done this fold the tarp to make it smaller. Again, have all the students get on the tarp and have them turn it over. Continue this process.

- **Minefield**

Have group discuss things that are detrimental to functioning as a group. For each characteristic/action, throw an object into the playing space, the "minefield." Have group choose partners. One partner is blindfolded at one end of field. The non-blindfolded partners stand at the opposite end of the field and try to talk their partners through the minefield without running into any of the obstacles.

- **Toxic River**

Everyone is on one side. You measure a space about 5 feet and call it a toxic river. You want the whole squad to cross as fast as they can. They aren't allowed to cross the toxic river without special pair of boots and there is only one pair of boots. Each person can use the boots only once. The boots cannot be tossed over the river. Each person has to personally give the boots to the next person and if they touch the toxic waste without the boots, the team must start over. Hint: Carrying people over is the key

Sample Meeting Agenda

(Excerpted from *Robert's Rules of Order Newly Revised Edition*)

- I. Opening Ceremony or Exercise (Invocation)
- II. Roll Call
- III. Reading and Approval of Minutes
- IV. Reports of Officers, Boards, and Standing (permanently established) Committees
- V. Reports of Special (committees appointed to exist only until they have completed a specified task) Committees
(announced only if such committees are prepared or instructed to report)
- VI. Special Orders (announced only if there are special orders)
- VII. Unfinished Business and General Orders (matters previously introduced which have come over from the preceding meeting)
- VIII. New Business (matters initiated in the present meeting)
- IX. Good of the Order
 - I. Announcements
 - II. Program (if a program or a speaker is planned for the meeting*)
- X. Adjourn

Sample Club Agenda

Happy Clovers 4-H Club

Agenda for November 10, 2012

Call to order

American Pledge

4-H Pledge

Roll Call

Read minutes from last meeting, (secretary's report)

Treasury Report

Leader's comments

Cloverbuds leave the room for their activity

Song and recreation

Member's reports

Project Leader's reports

Committee reports, (community service report, fundraising report, any others)

Unfinished business

New business

Song and recreation

Bragg time

Demonstrations

Announcements

Adjourn