



Guide for 4-H Club Members and Officers



WHAT IS 4-H CLUB WORK?

4-H Club work is the program of the University of California Agricultural Extension Service for rural boys and girls.

To join 4-H, you must enroll in a local 4-H Club. Adult leaders for the clubs are local men and women who work with the county farm and home advisors. Leaders serve as instructors for the projects and direct the activities of the club.

WHO CAN BELONG TO 4-H?

4-H Club projects are the foundation of 4-H Club work. Any boy or girl eligible to enter the fourth grade and not over 19 before January 1 of current club year and who will carry on a 4-H project approved by the Agricultural Extension Service may join 4-H.

In a 4-H project you work with one or more animals or crops, with clothing, foods, or some other approved project during the year. All available projects are listed on the member information card.

The purpose of a project is to give you individual work experience and to help you ac-

quire useful knowledge and skills. It also should help to demonstrate scientifically approved practices to adults in the family and community.

THE 4-H CLUB EMBLEM AND COLORS

The 4-H Club emblem is a green four-leaf clover with the letter "H" on each leaf. The four "H's" stand for Head, Heart, Hands, and Health. The "H's" are white—for purity. Green is nature's most common color and is symbolic of youth, life, and growth.

4-H CLUB MEMBER'S MOTTO

To Make the Best Better.

4-H CLUB MEMBER'S PLEDGE

I PLEDGE

my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
my Health to better living,
for my club, my community, and my country.

MEMBER INSIGNIA AND RANKS

The 4-H member insignia is a green cap with earned pin(s) and stripe(s). When a member graduates from the eighth grade, he becomes a Hi 4-H member. The insignia is a white cap with Hi 4-H emblem and appropriate pin(s) and stripe(s).

Ranks depend on your achievements in 4-H. You may attain one or more of five ranks. Detailed information is given in *4-H Club Ranks and Their Meaning*.

The ranks and their insignia are:

Bronze Star—bronze felt star worn on cap

Silver Star—silver sateen star worn on cap

Gold Star—gold felt star worn on cap

All-Star—gold chenille star with small blue star in center worn on cap; All-Star pin; chenille emblem worn on white sweater

Diamond Star—gold chenille star with small blue diamond in center worn on cap; Diamond Star pin



BRONZE STAR



SILVER STAR



GOLD STAR



ALL-STAR



DIAMOND STAR

WHAT 4-H CLUB MEMBERS DO

Choose a Project

Ask your 4-H leader for a list of possible projects. Discuss them with your parents and your leader. Choose a project that fits your interests and needs. The project should fit in with your farm or home, family, and community.

Participate in Activities

Activities are not a part of your project. You do them with your club, or individually. Health, safety, recreation, community service, personal improvement, conservation, judging, marketing, and demonstrations are activities.

Keep a Record Book

A record book is provided so that you will have a definite place to keep track of your project(s), your activities and events, your meetings, and offices you hold. It is important that you keep an accurate, up-to-date record. This will be helpful when you apply for awards or for a scholarship.

Attend Meetings

Local 4-H Clubs hold regular meetings, usually once a month. Project groups hold meetings as planned by leader and members.

A Good 4-H Member:

- Is loyal, dependable, courteous, friendly, and of service to others.
- Attends 4-H meetings.
- Learns the 4-H pledge and motto.
- Keeps his project in good shape.
- Keeps good records of his project.
- When he agrees to do something, does it!
- Takes part in 4-H Club activities.
- Informs his parents of club activities.

ASK YOURSELF: IF EVERY 4-H
MEMBER WERE JUST LIKE ME,
WHAT WOULD MY CLUB BE?

4-H CLUB MEETING

The purposes of meetings are to:

- Carry on the business of the club.
- Discuss and make plans together on how best to improve your Head, Heart, Hands, and Health.
- Learn about your projects.
- Work, sing, and play together!

A good meeting has a:

- Program planned in advance by members and officers working with leaders.
- Snappy business session.
- Program period—reports by members of project groups.
- Social or recreation period.

Officers help make good meetings by:

- Planning the program beforehand.
- Starting and closing meetings on time.
- Avoiding too much talk.
- Being dependable!

Members help make good meetings by:

- Regular attendance.
- Taking part in discussion.
- Not interrupting a member who is speaking.
- Not holding private conversations or moving around during the meeting.
- Serving on committees when asked.
- Being loyal to club and club officers.

LEARN PARLIAMENTARY PROCEDURES

Making a Motion

Stand and say, "Mr. President" or "Madam President." When recognized by the president, say, "I move that . . ."

A motion must be seconded by a member who stands and says, "I second the motion."

After discussion, the president says, "If there is no further discussion, we will vote." The president repeats the motion, and a vote is taken.

Voting

The president states the method of voting. Votes can be taken by:

Stating "aye" or "no."

Raising hands.

Standing.

Written ballot.

Adjourning a Meeting

A motion is made to adjourn the meeting by saying, "Mr. President, I move we adjourn." A second is made and a vote is taken. The president then says, "We are adjourned." The president may adjourn the meeting without vote by saying, "If there is no objection, the meeting is adjourned." Members must not leave their seats until the president states that the meeting is adjourned.

4-H CLUB OFFICERS

The local 4-H Club members elect their own officers.

The selection of officers is one of the most important duties of the members of a 4-H Club. Officers are selected by nominations and elections.

A nominating committee may be appointed to propose candidates for each office. Or, nominations may be made from the floor. When no further nominations are made, a motion to close the nominations is in order. After nominations are closed, a vote is taken. Unlike motions, nominations do not require a second.

DUTIES OF CLUB OFFICERS

The President:

- Calls the meetings to order on time and presides during the meetings.
- Outlines meetings ahead of time and consults other officers and leaders.
- Conducts meetings in an orderly manner.
- Appoints committees as needed.
- Shows courtesy and fairness to all.
- Encourages attendance at meetings.
- Guides the meeting, but doesn't talk too much.
- Includes all the members.
- Adjourns on time.

The Vice President:

- Acts as president when the president is absent and assists other officers and members when needed.
- May serve as program chairman or chairman of other important committees.

The Secretary:

- Sits at the front table near the president.
- Keeps minutes of all meetings.
- Stands when reading the minutes.

- Takes rollcall and keeps a record of attendance.
- Takes care of all correspondence.
- Is accurate with names, motions, places, dates, etc.
- Keeps *Secretary's Book* up to date at all times.

The Song Leader:

- Keeps, distributes, and collects club songbooks.
- Leads the club singing.
- Selects songs for special occasions.

The Recreation Leader:

- Plans an interesting recreation program to fit all members of the club.
- Leads games at meetings.

The Treasurer:

- Keeps account of all money received and deposits it in a bank.
- Keeps account of all money spent.
- Reports at each meeting on the club's finances.
- Helps plan events to raise money for the club treasury.

The Club Reporter:

- Writes a news story of each meeting, event, and activity.
- Sends the story to the papers the morning following the meeting.
- Keeps a scrapbook of all newspaper items regarding the club, and any other information that will add to the club's historical record.
- Follows suggestions in *The 4-H Club Reporter*.

Each Committee Member:

- Works on committees appointed by the president.
- Cooperates with officers and committee members.
- Is dependable.

A Good 4-H Club Officer:

- Is dependable.
- Is kindly, tactful, and courteous.
- Is always fair in decisions.
- Shows good sportsmanship.
- Works well with members.
- Is neat in appearance.
- Can learn to plan and organize.
- Is on time.
- Is prepared to do his job.

CALIFORNIA 4-H UNIFORM*

The 4-H uniform is appropriate for any 4-H activity, but it should be worn when members appear before the public.

Such occasions are: demonstrations, speaking engagements, 4-H fairs, All-Star Conference, state events.

Girls—

- 4-H cap—green through eighth grade, white for ninth grade and above.
- White, tailored short-sleeved blouse and white skirt, or white dress of comparable design.

* Either of the two 4-H jackets available from the National 4-H Supply Service may be worn with either uniform for both boys and girls when a coat is needed.

- Green California 4-H collar with circular 1¾-inch 4-H emblem on back corners of collar. A simple white plastic or metal ring approximately ¾ inch in diameter will fasten the collar points together at the neck.
- White footwear, clean or polished.

Boys—

- 4-H cap—green through eighth grade, white for ninth and above.
- White shirt—long or short sleeved.
- Dark green rayon tie with 4-H emblem.
- White or off-white trousers or jeans. Belts should be worn if trousers have belt loops.
- Black, brown, or white footwear and belts, clean and/or polished.

For Livestock Showing

Girls—

- Girls' official 4-H uniform.
- OR
- 4-H cap—appropriate color.
 - White, tailored short-sleeved blouse, green California 4-H collar, and white or off-white ankle-length slacks or jeans.
 - Black, brown, or white footwear and belts. Boots, if worn, should be inside trouser legs.

Boys—

- Boys' official 4-H uniform (in hot weather, boys will wear short-sleeved shirts without ties).
- Boots, if worn, should be inside trouser legs.

4-H CLUB CAP ETIQUETTE

These recommendations, based upon general usage, can guide leaders and members.

Girls

Regard the 4-H Club cap as another hat that a girl might wear. You may wear it either overseas style or navy style at club meetings, public gatherings, and in church.

Boys

Do not wear the cap in church, at meals, or at any time a hat would not be appropriate. It should not be worn at memorial services, indoors or outdoors, unless you are serving as a color guard. Boys serving as color guards wear caps until the flags are placed and the boys are seated. When saluting the American flag, remove your cap and hold it in your right hand over your heart.

All Club Members

4-H caps, only, are recommended for informal 4-H Club activities or events such as 4-H Club meetings, summer camps, tours, field days. Service stripes are worn on the right side of the cap, next to and behind the 4-H clover.

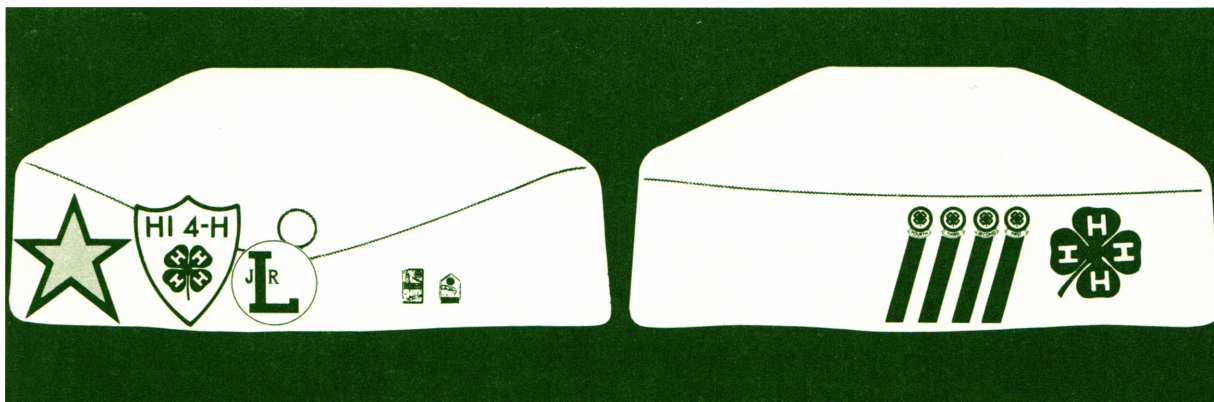
You earn a service stripe for each completed 4-H year. A gold stripe is used instead of the regular stripe for each completed year of Junior Leadership.

All-Star, Gold Star, Silver Star, or Bronze Star, and the Hi 4-H and Junior Leader emblems are worn on the left side of the cap. The highest star award is worn near the front of the cap. Behind it are placed the Hi 4-H and Junior Leader emblems. The Junior Leader emblem is worn only while the member is serving as a Junior Leader.

Achievement pins are fastened to the service stripes, starting with the first-year pin next to the 4-H clover. The All-Star pin should be fastened to the center of the All-Star emblem. Medals may be worn on either side of the cap, but not too many of them. No other pins or ribbons should be worn on the cap. The cap

should reflect the dignity of 4-H Club work, and not be cheapened by fastening to it every emblem, award, and ribbon won by the wearer.

Keep your cap clean, especially when you wear it with the full uniform.



4-H CLUB MEMBER'S CREED

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, plan, and reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the ability it will give me to be helpful, useful, and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my state, and my community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

Here's how U C A E S helps your 4-H program

The Agricultural Extension Service of the University of California and the United States Department of Agriculture serve and assist 4-H Club members, their parents and leaders with professional guidance, training, and literature.

The University of California is represented in your county by farm and home advisors, one or more of whom are responsible for 4-H Club work. They bring the latest information on agriculture and home economics to you and your family. The Agricultural Extension Service prepares and distributes publications, such as this one, to help you in your 4-H work, and to help make 4-H Club work in California a success.

Co-operative Extension work in Agriculture and Home Economics, College of Agriculture,
University of California, and United States Department of Agriculture co-operating.
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George B. Alcorn, Director, California Agricultural Extension Service.