This is a variety Officer Training Activity Ideas, for your outline (pick the activities that work in your time frame and work for the message you want to share)

1) Connect Four (10 minutes of working on it and 5 to process)
   a. 1 Connect Four sheet and 1 pencil per person (adults and youth)
   b. As kids arrive have them start the 4-H Officer Connect 4. Encourage them to get as many “Connect Fours” (any 4 boxes in a row) as possible. Each person can sign another person’s sheet 3 times, now you may need to adjust that based on your numbers of people.
   c. After about 10 minutes call time have them sit in a large circle or several rows of a half circle.
   d. Get some answers on how many “Connect Fours” they had.
   e. Now explain to the group that these are all skills or abilities we need our club officers and leaders to have. Go through a few select ones and ask who in the club needs that skill. Some of the items may be tied to one office or leader, but others might be something any officer/member could/should do. Highlight about 8-10 boxes to process with the group.
      i. Who needs this skill or ability?
      ii. Why do they need this skill or ability?

2) Club Meeting Jeopardy (15 minutes) Each Club has the Questions, and as the moderators says the answer, they hold the right question up. Use the questions and answers off the card deck, put questions on 8.5 X 11 sheets of paper.

3) Meeting Order – (5 minutes) Envelope with Meeting components in strips, they work as a club to get them in the right order. Then process with the group that they got the order correct and possibly who is responsible for each step.

4) Characteristics of a Good Officer (15 minutes)
   5 important skills for officers on half sheets as club groups, then process where each group shares their top idea, or next idea if theirs was already said. (to they are only sharing unique ideas). Can talk about each one as they are shared.

5) Characteristics of a Good Officer (15 minutes) ALTERNATIVE
   Each club needs a large piece of flip chart paper and markers. The club draws an ideal 4-H Club Officer on the paper. Show those characteristics visually. Might draw big ears to listen, hands to help others... then they share with the whole group. This is getting at the same thing, just in a different way. (12-15 minutes)
6) **Step Forward Exercise** 5 minutes….
As you move toward the individual officer training and finish this exercise -
Thanks to each of you for making time for Officer Training this evening. You are well on your way to learning the skills you will need for this responsibility. Now to help us with our individual offices, we have some specific training.

**Individual office training, using training manuals provided by KSRE/4-H**
(30 - 45 minutes)

Contact Beth Hinshaw for more ideas on 4-H Club Officer Training
bhinshaw@ksu.edu
February - 2019
# 4-H Officers Connect Four

**Goal:** To get as many “Connect Fours” as possible. A “Connect Four” is four boxes in a row with signatures (vertical, horizontal, or diagonal). Each person can only sign your sheet twice.

<table>
<thead>
<tr>
<th>Understands parliamentary procedure</th>
<th>Enjoys meeting new people</th>
<th>Always on time</th>
<th>Has lots of creative ideas</th>
<th>Is good at taking notes and writing up what happened</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has contacts in the community</td>
<td>Always reads the 4-H newsletter</td>
<td>Likes to help others</td>
<td>Enjoys calling people on the phone</td>
<td>Good at filling out forms</td>
</tr>
<tr>
<td>Enjoys emailing people</td>
<td>Knows lots of fun games and activities</td>
<td>Enjoys complimenting &amp; recognizing others</td>
<td>Likes to work with the officer team and create agendas</td>
<td>Knows how to run a business meeting</td>
</tr>
<tr>
<td>Able to lift chairs and tables</td>
<td>Isn't afraid to ask for help</td>
<td>Knows how to send text messages</td>
<td>Likes to work with money</td>
<td>Likes to lead songs</td>
</tr>
<tr>
<td>Good at helping others stay on task</td>
<td>Enjoys collecting things for scrapbooks</td>
<td>Lives, works, or goes to school near the county Extension office</td>
<td>Willing to help set up before and clean up after meetings</td>
<td>Good at finding educational programs to present at the club</td>
</tr>
<tr>
<td>Enjoys making others feel welcome &amp; included</td>
<td>Understands how to keep a checkbook register</td>
<td>Is good at writing thank you notes</td>
<td>Has easy access to the internet</td>
<td>Knows the K-State Research and Extension Staff in the county/district</td>
</tr>
</tbody>
</table>

Concept from: Wisconsin 4-H
What is a second?
This is needed before a motion can be discussed and voted on.

What is an amendment?
This changes the original motion.

What is a motion?
This action introduces business for the group to act on.

What is a nomination?
When names are suggested for election to a certain office.
What is tabling a motion?
This stops action on a motion, and it is brought up at another meeting.

What is “calling for the question?”
This stops discussion of a motion and brings it to a vote.

What is call to order?
Meetings begin with this action by the President.

What is old business?
The part of the meeting where past items are discussed.
What is new business?
The part of the meeting where new items are brought up for discussion.

What is adjournment?
This says that the meeting is over.

What is Treasurer’s report?
This lets members know how much money the club has.

What are the minutes?
These are read to tell everyone what happened at the last meeting.
Who is the Recreation Leader?
This officer plans games and activities for club meetings.

Who is the reporter?
This person sends a write-up of the meeting to the local newspaper.

Who is the Vice President?
He or she takes over when the President cannot attend.

Who is the President?
This officer conducts the business meeting.
Who is the Treasurer?
The officer who is responsible for the club’s money.

Who is the Secretary?
This officer calls roll and keeps a record of the meeting.

What is white?
This color symbolizes purity.

What are the four H’s?
Head, Heart, Hands and Health.
What is green?
This color symbolizes growth.

What is the symbol for 4-H?
A green clover.

What is K-State Research and Extension?
The sponsor of the Kansas 4-H program.

What is “To Make the Best Better?”
This is the 4-H motto.
Step Forward
All officers stand in a circle and step forward if this skill or job pertains to them. Process as you go, “who’s job is this?” “Why is this important?”

If this is you please step forward:

Introduces the program at club meetings
Is on time for meetings
Takes the minutes at the meeting
Introduces new members to others in the club
Writes checks to pay club bills
Attends meetings regularly
Calls the meeting to order
Plans fun activities to do at club meetings
Introduces themselves to visitors attending the club meeting
Leads songs
Takes part in club service activities
Takes pictures and puts together historical information about our club
Presides over the meeting if the president is not there
Attends 4-H Council Meetings
Makes visitors feel welcome in my club
Calls the roll at the club meeting
Shares parliamentary information at club meetings
Sends reports to the newspaper about my club
Shows up early to set up chairs and help the leader unload

If this is your final activity before individual officer sessions, end with…

Wants to learn more about being a better officer (should be everyone, which is why they are here)