

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 ach 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

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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.

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

What is a second?

This is needed before a motion can be discussed and voted on.

1

What is an amendment?

This changes the original motion.

2

What is a motion?

This action introduces business for the group to act on.

3

What is a nomination?

When names are suggested for election to a certain office.

4

What is tabling a motion?

This stops action on a motion, and it is brought up at another meeting.

5

What is “calling for the question?”

This stops discussion of a motion and brings it to a vote.

6

What is call to order?

Meetings begin with this action by the President.

7

What is old business?

The part of the meeting where past items are discussed.

8

What is new business?

The part of the meeting where new items are brought up for discussion.

9

What is adjournment?

This says that the meeting is over.

10

What is Treasurer's report?

This lets members know how much money the club has.

11

What are the minutes?

These are read to tell everyone what happened at the last meeting.

12

**Who is the Recreation
Leader?**

This officer plans games and activities for club meetings.

13

Who is the reporter?

This person sends a write-up of the meeting to the local newspaper.

14

Who is the Vice President?

He or she takes over when the President cannot attend.

15

Who is the President?

This officer conducts the business meeting.

16

Who is the Treasurer?

The officer who is responsible for the club's money.

17

Who is the Secretary?

This officer calls roll and keeps a record of the meeting.

18

What is white?

This color symbolizes purity.

19

What are the four H's?

Head, Heart, Hands and Health.

20

What is green?

This color symbolizes growth.

21

What is the symbol for 4-H?

A green clover.

22

What is K-State Research and Extension?

The sponsor of the Kansas 4-H program.

23

What is “To Make the Best Better?”

This is the 4-H motto.

24



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)