



# Maryland 4-H Member Handbook



Name: \_\_\_\_\_

Club: \_\_\_\_\_

Year: \_\_\_\_\_

This handbook will help you keep track of what you have done throughout the 4-H year and contains important 4-H information, especially for new members. It will also help you to complete your record book at the end of the year.

## **4-H Record Keeping**

Why keep 4-H records? Records such as birth certificates, report cards, and income tax records are important to all of us. They are a permanent record of who we are, where we came from, where we have been, and what we have done.

4-H records are a picture of our 4-H career. They document the knowledge, attitudes, and skills that have been learned. They relate the experiences in leadership, citizenship, and community service that have been shared.

4-H records help members establish goals, assume responsibility for record keeping, collect information using ordered procedures, and evaluate their progress.

4-H records help others to understand and know the member, learn about the member's interests, and evaluate the member's progress and achievements. Perhaps most important, a 4-H record is self-recognition of accomplishments that a 4-H member will treasure.

Many County and state level awards and scholarships are based on the 4-H member's activities. This is why 4-H educators and club leaders encourage members to keep accurate records of all their 4-H activities throughout the year.

The University of Maryland, College of AGNR programs are open to all & will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.

## Club Leaders

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Club Officers

A club elects its own officers (president, treasurer, secretary, etc.), conducts its own business, and participates in community service projects. The club officers lead the meetings, mentor newer members, and assist the club leaders with planning the annual program. If you ever have questions about 4-H activities, the club officers are a great place to start seeking answers.

## My Club Officers

Officer	Name	Contact (email or phone)
President		
Vice-President		
Secretary		
Treasurer		
Reporter		
Historian		



## **The 4-H Pledge**

I pledge....

My head to clearer thinking,

My heart to greater loyalty,

My hands to larger service, and

My health to better living

For my club, my community, my  
country, and my world.

## **The 4-H Motto**

To Make the Best Better!

## What Goes On At Club Meetings?

Club meetings usually last one and a half hours and can include the conducting of club business, working on members' projects, special programs, and recreation or social activities. Sometimes a meeting may be devoted to a single topic or activity.

The officers will run the business meeting and keep the meeting from straying away from the set agenda. During the business meeting the officers will look to the club members to make suggestions, express their feelings and opinions about proposed business, and to make motions to move proposals to a vote. As a club member it is your responsibility to be an active participant in the meeting.

If there is something the club members need to decide during the business meeting, it requires a motion, a second, open discussion, and a vote. The following steps are used to "entertain a motion" and to decide if club members are in favor of the item of business brought before the club.

The proper way to move a motion is to say, "I move," not "I motion." When an item of business is brought up for discussion these steps are used:

1. President says,  
"Is there a motion to \_\_\_\_\_?"
2. A member says, "I move \_\_\_\_\_."
3. President says, "Is there a second to the motion?"
4. A different member says, "I second the motion."

If no second is made the motion dies and no further action is taken. If the motion is seconded, move on to step 5.

5. President says, "It has been moved and seconded to \_\_\_\_\_ . Is there any discussion?"
6. President allows discussion on the motion.
7. When the discussion ends, the president says, "It has been properly moved and seconded that we (President states the motion or has the secretary read the motion). All in favor say 'aye.' (Pause for vote). "All opposed say 'nay'."
8. President says, "Motion passes." or "Motion fails."

## Club Meetings

MEETING DATE:	PROGRAM:
WHAT WE DID & WHAT I LEARNED:	

MEETING DATE:	PROGRAM:
WHAT WE DID & WHAT I LEARNED:	

MEETING DATE:	PROGRAM:
WHAT WE DID & WHAT I LEARNED:	

MEETING DATE:	PROGRAM:
WHAT WE DID & WHAT I LEARNED:	



MEETING DATE:	PROGRAM:
WHAT WE DID & WHAT I LEARNED:	

MEETING DATE:	PROGRAM:
WHAT WE DID & WHAT I LEARNED:	

MEETING DATE:	PROGRAM:
WHAT WE DID & WHAT I LEARNED:	

MEETING DATE:	PROGRAM:
WHAT WE DID & WHAT I LEARNED:	

## Committee Assignments

During club business meetings, decisions may be made that requires additional work outside of the monthly club meetings. Examples may include planning a community service project, fundraising, or social event planning. In these cases the President will call for the formation of a committee to work on the project. Committees are made up of club members interested in working on the project and are led by a chair-person who is typically appointed by the president.

COMMITTEE ASSIGNMENT:
CHAIR-PERSON:
COMMITTEE PURPOSE:

COMMITTEE ASSIGNMENT:
CHAIR-PERSON:
COMMITTEE PURPOSE:

COMMITTEE ASSIGNMENT:
CHAIR-PERSON:
COMMITTEE PURPOSE:





## Fairs and shows

An exhibit is a product or display designed to show others something that a 4-H'er has accomplished, often through one of their projects. Examples could be artwork, a sewing project, flowers that you grew, or showing an animal at fairs or public venues.

Exhibit	Placing







## NOTES

## LIFE SKILLS: LEARN BY DOING

The Maryland 4-H Youth Development Program builds life skills. The *Targeting Life Skills Model* below shows how these life skills relate to the four H's of our 4-H pledge. 4-H helps youth master various life skills using your Head, Heart, Hands and Health!



Source: Iowa State 4-H