



MARYLAND 4-H

Officer Training Facilitator's Guide

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.



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Introduction to Officer Training

Why do we have officer training?

- ✓ To teach officers their specific officer responsibilities
- ✓ To reinforce concepts for members who have previously served as an officer
- ✓ To build teamwork and trust in the club officer team, which leads to a more effective and successful year
- ✓ To demonstrate a successful club meeting
- ✓ To give officers a chance to learn from each other through asking questions and discussing the characteristics of their club's meetings, activities and members
- ✓ To allow members to get to know 4-H'ers from across the county/city/region

How to use this guide:

- ✓ Tailor the times/order to your needs.
- ✓ Insert additional officer breakout sessions that your county/city needs.
- ✓ Carry out more leadership or team-building activities as you see the need for them.
- ✓ This guide is for the facilitator of the officer training. Use this guide to help prepare you to facilitate the officer training and seek out additional resources.
- ✓ Read through and follow the 4-H Officer Handbook so the officers have a reference for what is discussed during their sessions.

Successful officer training characteristics:

- ✓ Preparation is key: Facilitators must be competent in leadership and officer skills.
- ✓ Enthusiasm is contagious and starts with the facilitators.
- ✓ Offer a separate session for adults so they don't distract or intimidate the officers.
- ✓ Use several types of teaching media, such as visual aids, handouts, hands-on activities, etc.

The goal is for officers to understand their roles in the club and how the officer team needs to work together to accomplish the club's goals

4-H Officer Training Workshop General Outline

Fill out this sheet and make copies for each facilitator.

Estimated Time	Topic	Person Responsible
5 minutes	Get-Acquainted Activity	_____
5 minutes	Welcome and Introductions	_____
10-15 minutes	Discuss: Characteristics of a Leader	_____
	Check Yourself as a Leader	_____
10 minutes	Parliamentary Procedure Activity	_____
10-30 minutes	Separate Officer Groups*:	_____
	President	_____
	Vice President	_____
	Secretary	_____
	Treasurer	_____
	Reporter	_____
	Song Leader	_____
	Recreation Leader	_____
15 minutes	Mock Business Meeting with Explanations	_____
5-10 minutes	Evaluation and Refreshment	_____

Total time: 1-1½ hours

**Officer breakout session tips:*

- Officers should complete the session feeling prepared to do their part at the mock meeting.
- Presidents should have an agenda prepared, should have practiced leading a discussion and should be ready to preside over the mock meeting. Allow more than one person to preside of the mock meeting.
- Secretaries should have minutes from the previous meeting ready to read, may make up a correspondence to read and be ready to take "roll".
- Treasurers should have a report and sample bills to present.
- Reporters should have a news article they have written to present.
- Recreation leaders/Song leaders should have an activity to lead.

Suggested Themes for Officer Training Sessions

Using a training theme can make the officer training more interesting and exciting for the participants. Since many participants will repeat the training, change the theme each year to maintain interest and fun while still allowing participants to learn about their offices.

○ **CSI: 4-H Officers (Comprehensive Skill Instruction)**

- ✓ Provide each participant with an armband, letter or number at check-in. Have participants get into groups according to the color of armband, letter or number. Give groups a parliamentary “crime” and let them find the missing “evidence” (parliamentary procedure) and identify the “suspect” (the problem). Each group must process the activity with the help of the facilitator. Continue using these same groups, until participants are split into their respective officer groups.
- ✓ Focus the entire program on working together as a team and understanding that the different offices are all necessary so the club can solve all its “mysteries” before the “suspect” (the problem) can commit another crime. Use technical terms that can be “dissected” into a list of important officer traits. (Example: Examine — Energetic, Excited, Able, Mindful, Imaginative, Never late, Enthusiastic)

○ **Pirates of the Caribbean (4-H is a Hidden Treasure)**

- ✓ Each participant gets a piece of “treasure.” This can be anything from a 4-H button to a gold coin, candy or a piece of paper with a part of a business meeting or a responsibility of an officer. Participants are split into groups according to their treasure. Participants then rotate through a series of stations, beginning with their “treasure” group. The station activities can relate to: dispelling stereotypes, qualities of a good leader, making meetings work for your club, team building, parliamentary procedure fun facts and learning about your club members. During the mock meeting, each group is responsible for one announcement regarding good parliamentary procedure, leadership facts, etc., from their first station.
- ✓ The program centers on the treasure that 4-H is to its members and how officers help members see their place in finding that treasure. Be sure to keep a pirate theme on posters or have presenters wear pirate hats or eye patches to add to the theme. Tropical refreshments are also appropriate: banana splits, frozen fruit slushies with drink umbrellas or similar treats.

○ **Game Show**

- ✓ Use a format that is recognizable and easy to play: Jeopardy, Hollywood Squares, Wheel of Fortune, Minute to Win It, etc. Participants can be grouped according to a token given at check-in. It could be play money, a colored game piece, a playing card, etc. Groups rotate through a series of stations with different games at each station. The group with the most points at the end of the event gets a reward such as a 4-H pencil or wristband, or getting to be in line first for refreshments.
- ✓ Focus the program on the fact that all members are winners, and they all need the encouragement and guidance that club officers can give them — just like the audience input on the game shows. Officers also need to remember that they are like the host, who cannot play the game for the participant but can only explain and demonstrate

○ **Skill-a-thon**

- ✓ After a parliamentary procedure session, split participants into mixed groups and quiz their knowledge, both with basic questions and comprehensive questions involving scenarios that may occur in their club.

Tips for an Enthusiastic Officer Team

1. Help each other to make your best, better!
2. Look for ways to make new ideas work.
3. Never be afraid to ask questions.
4. Help each other win, and take pride in each other's victories.
5. Speak positively about each other and about your organization at every opportunity.
6. Maintain a positive mental attitude no matter what the circumstances.
7. Act with initiative and courage, as if it all depends on you.
8. Do everything with enthusiasm — it is contagious.
9. Never give up!

Adapted from Phyllis Wright, Extension Agent, Warren County, Pennsylvania

Tips for Being a Good Leader

1. Be a team player
2. Be thoughtful of others
3. Be helpful
4. Be a good sport
5. Be reliable and responsible
6. Celebrate others' success
7. Be fair
8. Have fun with 4-H!

The 4-H Club Meeting — Discussion Guide

Prepare a visual to help the participants see and understand the total picture of a 4-H club meeting.

Although each 4-H group is unique, all have some things in common. Planning the 4-H club meeting is an important responsibility of a 4-H club's officers and adult leaders. The club meeting should include a balance of the Business Meeting, Program, and Group Building activities. A 4-H club meeting may be arranged this way:

- a. **Part 1: Pre-Meeting Activity** (5-10 minutes) – This is a hands-on activity to get members to help members feel welcome, get to know each other, and encourage engagement in the meeting.
- b. **Part 2: Business meeting** (15-20 minutes) – Members develop leadership skills, sets goals, brings up new ideas, reports activities, and makes decisions during this part of the 4-H club meeting. Members use parliamentary procedures to run the business meeting and make club decisions.
- c. **Part 3: Program** (30-60 minutes) – This part of the meeting can include guest presenters, member talks and demonstrations, tours, community service projects, etc. Some examples include:
 - i. Presentations — by members, leaders or parents to develop self-confidence and public speaking skills
 - ii. Special programs — by resource people in the community
 - iii. Project work — hands-on project work
 - iv. Activities —community service projects or other activities the group identifies as goals
- d. **Part 4: Recreation** (15 minutes) – Like the Pre-Meeting Activity, recreation helps members get to know each other and build cooperation. Recreation should be fun and get members active and engaged and can include games, mixers, sports, etc.
- e. **Part 5: Refreshments** (5-10 minutes) – snacks add fun to the meeting and provides a great way for members to take active roles in the club by serving as the organizer .

Points to Look for in a Good Club Meeting

This sheet can be used to evaluate all meetings. Officers should strive to get their clubs to a 4 or 5 star rating for most of the questions. The statements answered with a one-, two-, or three-star rating are areas that need improvement.

	Never		Sometimes		Always
	★	★★	★★★	★★★★	★★★★★
The officers and leaders create an agenda with one another before the meeting.	1	2	3	4	5
The president calls the meeting to order on time, keeps the meeting rolling and closes on time, according to the agenda.	1	2	3	4	5
Officers and leaders use correct parliamentary procedure.	1	2	3	4	5
The business part of the meeting is short and snappy.	1	2	3	4	5
Guests are introduced and made to feel comfortable.	1	2	3	4	5
There is a special program in addition to the business meeting and recreation.	1	2	3	4	5
The meetings have variety.	1	2	3	4	5
The program is interesting to most members.	1	2	3	4	5
There is an opportunity for members to get to know each other (if needed).	1	2	3	4	5
Announcements are short and to the point.	1	2	3	4	5
Officers and leaders avoid excess talking.	1	2	3	4	5
All members take part in discussion.	1	2	3	4	5
Recreation is fitting for the place and group.	1	2	3	4	5
Members show each other respect and cooperate with each other.	1	2	3	4	5
Each meeting has fun, learning and fellowship.	1	2	3	4	5

Check Yourself as an Officer

A 4-H club needs officers who will:

- Serve the group best during the club year.
- Work with all members and give everyone a chance to participate.
- Share leadership by giving others an opportunity to accept responsibility and develop their leadership ability.
- Be dependable.
- Help to plan a program for the year that is in the best interest of all the members of the club.
- Work well with other officers, committee members, leaders, and parents.
- Try to make the meetings meaningful and interesting.

Rate Yourself as an Officer and Club Member

Check the statements that apply to you. You should strive to have all the following checked by the time your term in the office is finished.

- I try to know and understand the people with whom I am working.
- I try to make sure every member feels like they belong.
- I treat every member and adult volunteer with respect.
- I know the duties and responsibilities of my office.
- I attend meetings regularly (at least $\frac{3}{4}$ of the meetings).
- I am willing to learn more in order to be a better officer.
- I am on time for the meetings.
- I try to spend some time at meetings with each member of the club during the course of the year.
- I accept responsibilities willingly and enjoy doing more than just what is required of me
- I try to work cooperatively with the leaders and other officers.
- I am willing to give credit to others.
- I encourage new members to join and do things with them at meetings to make them feel welcome.
- I listen to ideas and suggestions from others.
- I am willing to help conduct and take part in the meetings.
- I am ready to try new ideas.



Do you know parliamentary procedure?

Take this short true (T) or false (F) quiz to test your parliamentary procedure knowledge. Answers can be found on page 20.

___ The president of a group should be in charge of the meeting.

___ In presenting motions, members should begin by saying, "I make a motion."

___ You should not second a motion unless you rise, address the "chair," and are recognized.

___ Nominations made from the floor should always be seconded.

___ The secretary need not stand up when reading the minutes.

___ The secretary need not stand when calling roll.

___ The minutes of a meeting should be approved by a motion and vote. An amendment to a motion does not need to be seconded.

___ If the chair does not like a motion, it can be ignored.

___ Before every meeting, the president should outline a plan or agenda.

Leadership is ...

...the ability to influence the thinking and actions of people. Good leadership helps others in the group to become the best they can be and it inspires everyone to want to 'make the best better'. It requires willingness to tackle a new job and persistence to see it through.

Characteristics of a Good Leader. One of the greatest challenges in learning to be a successful leader is learning to understand yourself and to know as much as possible about the others in your group.

Recognize ability. If you find what a person is good at or interested in, you will discover that each person has some ability that will help the club. Help develop members' talents. Remember that everyone is important and every person you talk to has a purpose.

Grow in wisdom. Leadership is a great opportunity for learning. What you learn about people in working with them is a lesson that will help you all your life. Enhance your wisdom through training, meetings, and sharing experiences with others. Remember that you won't always know the answers; when you don't, be sure to seek out the answer or someone who can help.

Work with others. As a leader, you will work with many people. Leaders guide people into making their own decisions and doing things for themselves. Sometimes you will feel you could do a task better and more easily by doing yourself, however, that's not what leadership is about. Instead, explain tasks clearly and answer questions so that members can also develop their leadership skills and abilities.

Cooperate. Youth and adult leaders must cooperate in all aspects of 4-H. From planning club meetings to organizing fundraisers, cooperation is key. Parents are also an important piece of the puzzle when working with 4-H'ers. You must be willing to compromise with your schedule and activities in order to get members to attend. In addition to members' families, be sure to cooperate with organizations in your community. They are more willing to help your club's cause if your members are familiar to them. Know when to present your own ideas and get the ball rolling yourself.

Lend a helping hand. Your 4-H'ers may need encouragement to get engaged within the club and try new things. Give them support by being a role model and demonstrating how things are done. If a 4-H'er has learned a lesson from a mistake without feeling bad or discouraged about it, then you have fulfilled your responsibility. Remember to have fun! When you are enthusiastic, your attitude rubs off on others. As a leader, you must get to know your 4-H'ers. Recreation is a great opportunity to learn more about the members and let them learn more about you. This will make them feel more comfortable around you and they will be more enthusiastic about attending meetings and other activities.

Officer Breakout Sessions

Agenda

Review Officer Duties	2-3 minutes
Review Officer Publication (Maryland 4-H Officer Handbooks)	2-3 minutes
Hands-on Activities, Prepare for Mock Meeting	15-20 minutes
Questions	3-4 minutes

President

Use the following information and the 4-H Club Agenda Worksheet found in the officer's handbook to make up an agenda for the mock meeting. Be sure to ask the secretary if there is any old business from the last meeting. Tailor the topics below to your needs; add additional agenda items if you wish. Think about where each item belongs in the agenda.

At the last meeting, we discussed paying for leaders to attend the county/city

leaders' appreciation banquet. Our leader, Richard Smith, was unsure if he would be able to attend so it was postponed to next month.

Your club has been asked to adopt a family for Christmas. This is a community activity that the County Health Department coordinates.

Your leader wants to recognize five members who attended the county/regional contest

One of your members wants to go on the 4-H Citizenship Washington Focus trip. The trip will cost him \$1,200. He wants to ask the club for some financial help.

The recreation committee has a game to play. The club had a Halloween party in October.

You have a guest from the local Extension Office.

There will be club officer training Nov. 18 at the local Extension office. All club officers are asked to attend.

The next meeting of the club will be at 6:30 p.m. Dec. 16 at the old school house. The club leader's recognition committee met last week.

Secretary - Facilitator Instructions:

Make enough photocopies of the incorrect meeting minutes (page 12) and the Mock Meeting Minutes Worksheet (page 15) and the *Minutes of Meeting Worksheet* (Officer Handbook for Secretaries) for each Secretary.

First, give each secretary a copy of the incorrect minutes. Work together to cross out any unnecessary information. Then, hand out the Mock Meeting Minutes Worksheet. Work together to correctly fill in the worksheet with the information from the incorrect minutes.

The correct minutes, written on the Mock Meeting Minutes Worksheet, are to be read at the mock meeting.

Hand out the *Minutes of Meeting Worksheet*. Discuss how to take concise and efficient notes during the meeting and how to write the final minutes in the same format as the Mock Meeting Minutes Worksheet without just filling in the blanks. Suggest to the secretaries that they bring the Officer Workbook for Secretaries to each meeting. Ask each secretary to practice taking notes during the mock meeting using the *Minutes of Meeting Worksheet*.

Rewrite the following minutes correctly. Leave out all unnecessary information. Put them in the correct order, as they would have happened in a well-run meeting. Add information, if needed, to make the minutes correct (names for motions and whether the motion passed or failed). Read the correct minutes at the mock meeting.

The regular meeting of the Busy Kids 4-H Club was at the Main Street School on September 31. The meeting was called to order by Nicole Johnson at 7:30 pm. Sue Smith gave a presentation titled "Being an Environmental Steward". The bills for refreshments for the club tour were approved for payment. Jimmy Jones and Kisha Thompson talked about the football game they went to the night before. The treasurer's report showed a balance of \$117.19. We talked about the club's spending habits and decided that we should not have elected Eric Smith as treasurer. The president did not do a good job of conducting the meeting. There was not much business. The secretary's report was approved as corrected. There were six corrections but one of them turned out not to be a real correction. I didn't change that one because the person who said it just didn't like the motion we passed. We discussed paying for leaders to attend the leader's banquet. Our leader, Mike Smith, was unsure if he could attend so it was postponed until next month. After 30 minutes the meeting was adjourned. Roll call was answered by 14 members, two leaders, and one guest. Ann Jones led us in a conservation activity. A bill from the Corner Grocery Store for \$21.05 for refreshments for the club tour was presented. It was announced there would be a club officer training November 18 and all club officers should attend. Mike Smith, our leader, thanked everyone for their help at the fair. Mike Smith, our leader, recognized our two state fair exhibitors. We talked again about the club having a new members' meeting and decided to have one October 25 at 7:30 at the Main Street School. Before the meeting we set up the chairs in a semi-circle.

Treasurer

Fill out a check, the checking account register, and deposit slip based on the following information.

The club has agreed to pay a bill to the Valley Hardware Store for \$26.50 for materials to paint fencing for the livestock project members and \$150.00 for a new drone project.

The club collected \$102 last Saturday at their car wash fund-raiser. You need to deposit the money in the bank. There is one \$50 bill, two \$10 bills, two \$5 bills, two checks for \$10 each, seven quarters, two dimes, and one nickel.

Use the following information to fill out a monthly treasurer's report for the mock meeting:

On April 25 the Busy Kids 4-H Club had a balance on hand of \$243.76. The club participated in the community yard sale by operating a snack booth. The club paid for the drinks and families donated cookies and other snack items. On April 20, a tablecloth was purchased for the booth from the Community Store at a cost of \$4.02, and lemonade mix and ice costing \$10.83 were purchased from Morgan's Grocery Store on April 21. The sale was April 30, and the club earned \$103.50.

At the May 3 council meeting, 4-H T-shirts that were left from the last T-shirt sale were offered for sale and two were sold. The income from the shirts was \$19.00. The treasurer wrote a check May 5 for bills that were approved by the club at the April meeting. One was for \$21.05 to Hometown Sign Company for a new club banner. The other bill was for \$16.19 for refreshments for the March club meeting. There is an outstanding bill for \$12.56 for supplies for the recreation committee activity kit.

Reporter

Rewrite the following items into an article appropriate to send to the local newspaper. Leave out any unnecessary information. Put the items in the correct order to make a newsworthy article. Add information, if needed, to make the article more interesting. Read the article at the mock meeting.

The regular meeting of the Busy Kids 4-H Club was at the old school house on September 31. The meeting was called to order by Monty McGee at 7:30 p.m. Sue Smith gave a presentation titled "Care of Pigs." The bills for refreshments for the club tour were approved for payment. Jimmy Jones and Paula Potter talked about the football game they went to the night before. The treasurer's report showed a balance of \$117.19. We talked about the club's spending habits and decided that we should not have elected Eric Smith as treasurer. The president did a crummy job of conducting the meeting. There was not much business. The secretary's report

was approved as corrected. There were six corrections but one of them turned out not to be a real correction. I didn't change that one because the person who said it just didn't like the motion we passed. We discussed paying for leaders to attend the leader's banquet. Our leader, Bob Smith, was unsure if he could attend so it was postponed until next month. After 30 minutes the meeting was adjourned. Roll call was answered by 14 members, two leaders, and one guest. Ann Jones led us in a conservation activity. A bill from the Corner Grocery Store for \$21.05 for refreshments for the club tour was presented. It was announced there would be a club officer training November 18 and all club officers should attend. Bob Smith our leader thanked everyone for their help at the fair. Bob Smith our leader recognized our two state fair exhibitors. We talked again about the club having a new members' meeting and decided to have one October 25 at 7:30 at the old school house.

Decide which of the following items are the most newsworthy.

- A club member's prize heifer got loose from the pasture last week.
- Your former club leader's family is recognized as the Maryland 4-H Family of the Year.
- National 4-H Council is releasing new guidelines regarding use of the name and emblem.
- Your club participated in a service-learning opportunity to increase the recycling efforts in a local school.
- Your club is hosting a face-painting booth at the county/city 4-H carnival.
- The club president has been awarded a local 4-H scholarship.
- A former 4-H member of your club has been hired as a county/city 4-H educator in a county 100 miles from your community.
- The local youth organization sent a thank-you note to your club training military families on the National 4-H science experiment.
- A new State 4-H Leader has been named.
- The newly named State 4-H Leader was a member of your 4-H club 20 years ago.
- A member of your 4-H club took a picture that will be featured on the cover of *Momentum*, the College of Agriculture and Natural Resources monthly magazine.

A Parliamentary Party

Use this game for a breakout session with Presidents, Vice Presidents, and Parliamentarians or with the entire group to teach the importance of parliamentary procedure.

Estimated time: 15 minutes

Materials Needed: index cards, printed roles, gavel

Facilitator: In order to run successfully, every meeting must have some basic ground rules for its participants. The same holds true for your club meetings. Parliamentary procedure is an excellent way to bring order to the chaos that can happen in youth meetings. In this activity, experience a meeting without any rules and learn the value of parliamentary procedure.

Benefits of parliamentary procedure

- ✓ Makes the meeting run more smoothly.
- ✓ Gives the president a way to stay on track and monitor the conduct of members.
- ✓ Models the democratic process for fair decision-making.
- ✓ Allows all to participate.
- ✓ Gives 4-H'ers and adults alike a reference for what formal business meetings should be like.
- ✓ Gives members a sense of security since the basics rarely change. This is especially helpful when the club has many younger members. If they can anticipate what is going to happen, they may be more attentive than if they are completely lost during the meeting.

How to play:

- ✓ Prepare note cards with instructions for each participant.
- ✓ Be sure each card is different and that you have one set of instructions for each member of the group.
 - *Example role:* "As soon as the president says, 'Is there any new business?', say that you think the club should have a party. Don't wait for the president to call on you, just start talking. There may be others trying to talk about something else, but talk first and keep talking until everyone does what you want."
 - "Stand up and be recognized by the president during committee reports. Speaking very, very quietly and mumbling, discuss the booth ideas your committee has come up with for the county/district 4-H carnival. Repeat yourself when asked to, but still with a very, very quiet voice."
- ✓ Distribute a card to each member.
- ✓ Identify someone to be the president to conduct the meeting.
- ✓ When the president calls the meeting to order, if the members do their assigned roles, then almost everyone will try to talk about what they want the club to do. Let this go on for several minutes. Stop the activity when members are really getting into their roles.
- ✓ Discuss the activity using the following questions.
 - What's one word would you use to describe what was going on?
 - Are you going to get anything done at this sort of meeting? Why or why not?
 - What could you do differently to solve the problem or get something done at the meeting?
 - What process do you usually use when making a group decision?
 - How could parliamentary procedure be used with this group?
 - What are some examples of decisions that are made when everyone would need to have their voice heard?

Mock Meeting Worksheet:

The regular monthly meeting of the _____ 4-H club was on

Date: _____	Time: _____	Place: _____	
Total Attendance: _____	Members: _____	Adults: _____	Visitors: _____

_____ at _____. President _____ called the meeting to order at _____. _____ led the Pledge of Allegiance and _____ led the 4-H Pledge. Song Leader _____ led the club in singing _____.

Roll call was answered with “_____.”

The minutes of the previous meeting were approved as read/corrected. Treasurer

_____ reported that the club had \$_____ in the account and \$_____ in outstanding bills for _____. _____ (officer), reported that _____

_____ (officer) reported that _____

Club Leader _____ reported that _____

Committee Reports: _____

Unfinished Business: _____

New Business: _____

Announcements: _____

_____.

_____ moved to adjourn. The motion was seconded by _____ and passed/failed.

Program: _____ by _____.

Refreshments were prepared by _____.

Secretary: _____ (sign)

4-H Officer Training Evaluation

Check all that apply to you:

- I am a: _____ 4-H member
- _____ Junior age 8-10
- _____ Intermediate age 11-13
- _____ Senior age 14-18
- _____ 4-H parent
- _____ 4-H UME volunteer

	Not Really		Pretty Much		Definitely Yes!
	☺	☺☺	☺☺☺	☺☺☺☺	☺☺☺☺☺
I was made to feel welcome as I arrived.	1	2	3	4	5
I enjoyed the activities and they helped me to get acquainted with others.	1	2	3	4	5
I learned how a 4-H business meeting should be conducted.	1	2	3	4	5
The mock business meeting was helpful.	1	2	3	4	5
The practice activities were helpful.	1	2	3	4	5
My questions were answered in a way that was easy to understand.	1	2	3	4	5
I feel I can now do a good job as an officer.	1	2	3	4	5

One new thing I learned was:

One thing I would change is:

Answers to “Do You Know Parliamentary Procedure?” on page 9:

T, F, F, F, F, T, F, F, F, T

Additional Maryland 4-H Resources Available:

<https://extension.umd.edu/4-h>

This publication was reviewed and adapted for use in Maryland 4-H by: Elizabeth Hill, Alganesh Piechocinski, Cynthia Warner and Kendra Wells, November 2005

Nia Imani Fields, July 2019

Adapted from ***4-H Officer Training made easy...Facilitator's Guide***

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