

4-H CLUB LEADERS HANDBOOK

HEAD

HEART



HEALTH

HAND

NORTH CAROLINA STATE COLLEGE OF AGRICULTURE AND ENGINEERING
AND
U. S. DEPARTMENT OF AGRICULTURE, CO-OPERATING
N. C. AGRICULTURAL EXTENSION SERVICE

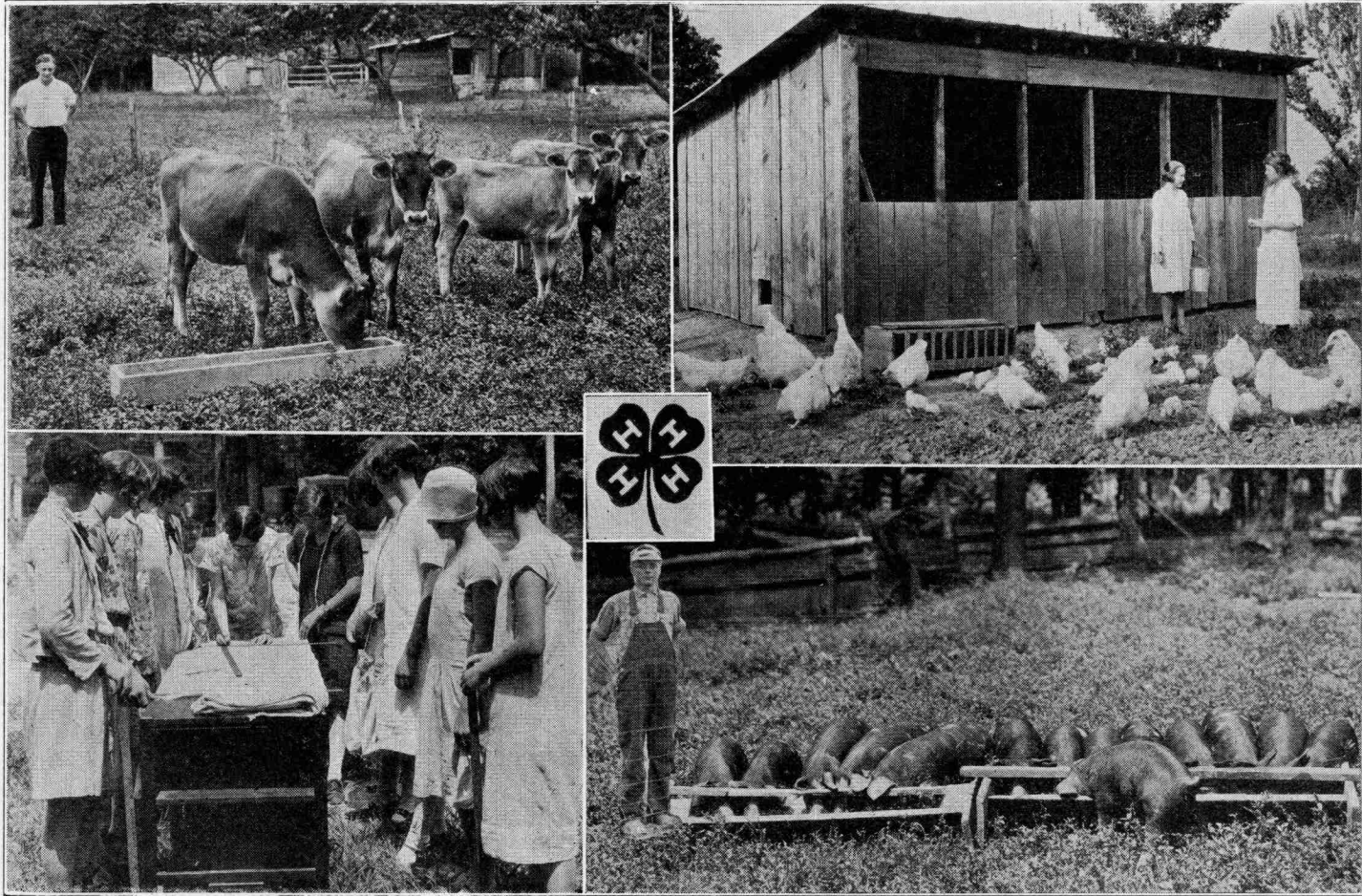
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STATE COLLEGE STATION
RALEIGH, N. C.

The community that would build for the future, that would cultivate its greatest asset, that would render itself the greatest possible service must turn its attention to its youth.

In this day of efficient organization in all fields, the talk of training the young involves the formation of organizations of boys and girls into clubs which will at one time interest the members and give them that supervision and inspiration which will tend to make them good citizens.

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4-H CLUB MEMBERS LEARN BY DOING TO "MAKE THE BEST BETTER" IN ALL PHASES OF FARM AND HOME LIFE

4-H CLUB LEADERS' HANDBOOK

By L. R. HARRILL, *State Club Leader*

INTRODUCTION

The 4-H organization is probably the largest organization of young people in the world. It has a membership of more than 830,000 boys and girls who have taken for their aim the promotion of better farm practices, better homes, and the development of leadership and citizenship among the rural people.

4-H Club Work was founded on the basis of "Learn by Doing." The club member learns by actual experience and by doing the job. The source of information is the Extension Service, but the actual school is the club member and the club project. Club Work today is, and will always be, what the club members make of it.

This bulletin was compiled in order that the leaders and club members might have a better knowledge of 4-H Club Work and with the hope that a more efficient and a more uniform plan of work may be carried through to completion.

WHAT IS 4-H CLUB WORK

4-H Club Work is a part of the National Agricultural Extension System. Through it rural boys and girls, in school and out of school, are taught better farm and home practices and the finer and more significant things of life. The Club Leader should keep two things in mind:

First—The teaching of better farm and home practices.

Second—The development of leadership. The real object of 4-H Club Work is the development of the club member.

Club Work is available for every rural boy and girl between the ages of ten (10) and twenty (20) years of age. Any local person or organization may secure help from the Extension Service in starting such work in their community.

4-H Club Members are demonstrators. They learn and teach better ways on the farm, in the home and in the community.

4-H Club Members work, earn money and acquire property.

4-H Club Members do the needful, the wholesome, the helpful thing. They become leaders.

4-H Club Members play the game fairly. They win without boasting and lose without growling.

4-H Club Members meet together, work together, play together, cooperate, achieve.

4-H Club Members build up their health through right living; they train their hands to be useful, their minds to think clearly; their hearts are kind.

4-H Club Members have high ideals and standards. They serve.

4-H Club Members are doers.

THE PLAN OF ORGANIZATION

The type of organization will, in a large measure, determine the kind of club work done by the club members. A good organization will do good work while a poor organization will almost invariably do poor work. Therefore, every effort should be made on the part of the leaders to have the work as well organized as possible.

All the club members in any one school or community should be organized into one club with the following officers: President, Vice-President, Secretary, Treasurer, and Reporter. Each club should also have one or more Adult Local Leaders, a Recreation Leader and a Program Committee.

Each project group should have a Group Captain or Leader. This Captain or Leader should be the leader in this particular project. The duties of these officers are given on page 19.

While the Farm and Home Agents are responsible for the activities of the 4-H Club, the local leaders and the club members must realize that the 4-H Club is their club and that its success depends largely on their activities.

The Plan of Organization outlined on page 7 shows a club with several project groups making up the 4-H Club. This does not mean that all of these project groups are necessary for the formation of a 4-H Club. A 4-H Club may be made up of club members all doing the same type of work.

The Local Leader should try to give as many club members as possible some part in the 4-H organization. An Active Club Member is a Good Club Member and helps to push Club Work along. The inactive ones are the drones and will do the organization and themselves very little good.

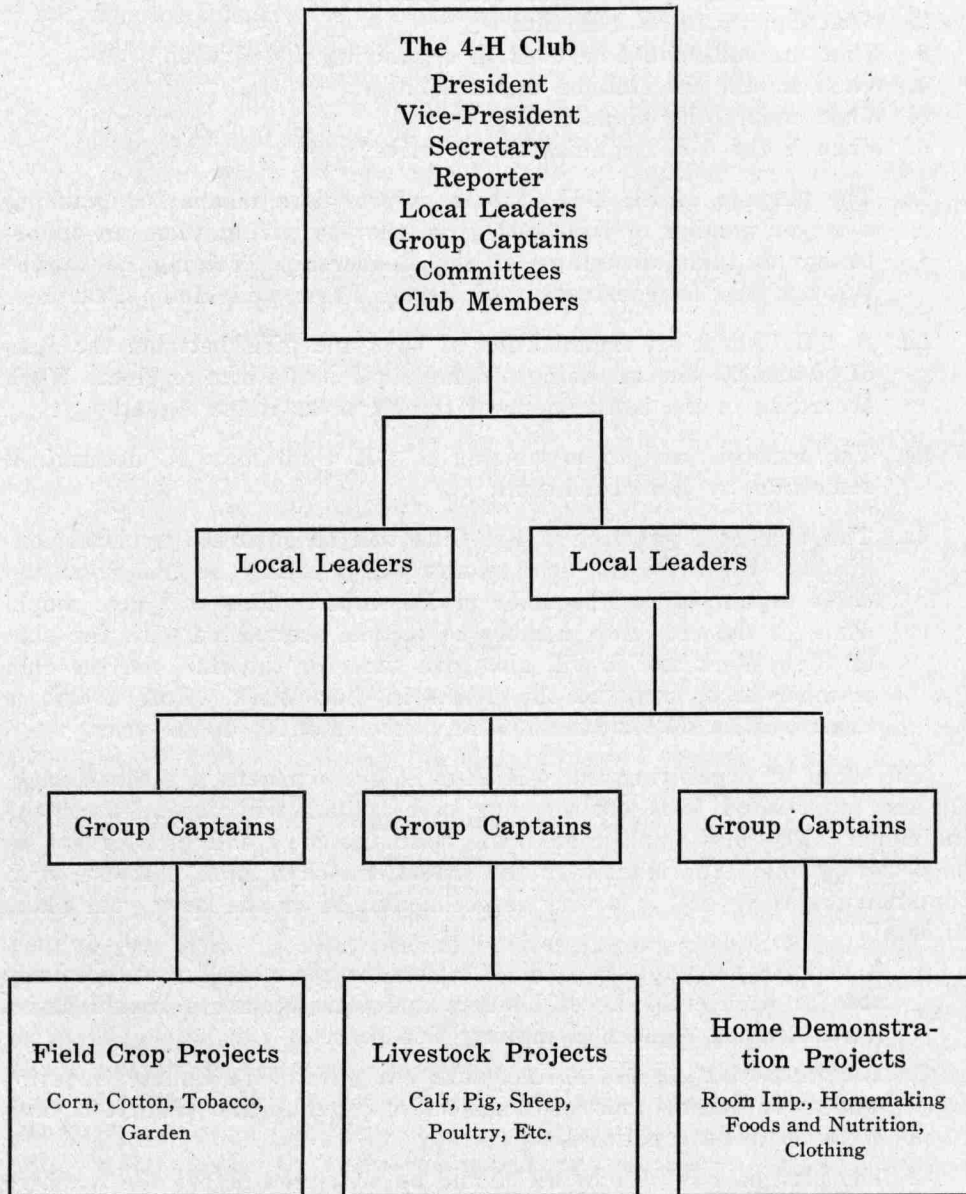
Membership Requirements: Any boy or girl between the ages of 10 and 20 may, by making application to the Farm or Home Agent, become a member of a 4-H Club. Each club member must conduct one or more demonstrations according to the instructions of the Extension Agents. They must keep a satisfactory record of their work and submit same to Farm or Home Agent when the demonstration is completed.

All club members should attend and take an active part in all meetings.

Each club member should select the type of work they are most interested in and try to make the most possible out of it.

Requirements for a 4-H Club: A club shall consist of ten or more club members. They may or may not all take the same kind of work. Each club must be organized and have the following officers: President, Vice-President, Secretary and Treasurer. It should also have a Program Committee, Local Leader, and Song Leader or Recreation Leader. The time, place and number of meetings held shall be determined by the club members. It is suggested that a minimum of eight meetings a year be held.

DIAGRAM SHOWING PLAN OF ORGANIZATION



ORGANIZING THE 4-H CLUB

The effectiveness of 4-H Club Work will be determined by the plan and the method used in following out the plan. Every leader should answer the following questions before making out a plan for 4-H Club Work:

1. What is the purpose of the 4-H Club?
2. What constitutes a 4-H Club?
3. What method should be used in organizing a 4-H Club?
4. When should the club be organized?
5. What should the plans include?
6. When is the 4-H Organization effective?
 - 1a. The purpose of the 4-H Club is to provide a means for reaching a larger number of boys and girls, thereby giving them an opportunity to take advantage of the Leadership Training as taught through the Demonstration of Better Farm and Home Practices.
 - 2a. A 4-H Club is an organization of boys and girls between the ages of 10 and 20 who are doing a definite piece of Farm or Home Work according to the instructions of the Farm or Home Agent.
 - 3a. The method used in organizing a 4-H Club may be determined somewhat by local conditions.
 - 4a. The time of organizing a 4-H Club will be governed by local conditions. However, the best results will probably be had from the clubs organized in November or December. This will give ample time for the new club member to become acquainted with the plan of Club Work and it will also give time for the club and the club member to do some of the extras in Club Work. Once a club is organized, it should function for twelve months in the year.

The work of organizing the 4-H Club is by no means a difficult task. On the other hand it is not an easy task. Much will depend upon the individual. The first impression made upon the boys and girls is apt to be a lasting one. The teacher in the school can have more influence with the students; therefore, it is very essential that he or she know your plans in detail.

1. A definite plan of 4-H Club Work should be made for each county and for each club. Local Leaders and Club Members should assist the Extension Agents in making this plan.
2. The Extension Agents should work out plans with County Superintendent of Schools and select schools or communities where 4-H Club Work is to be conducted.
3. The plan of 4-H Club Work should be presented before the teachers of the county.
4. Support of Local Civic Clubs, Parent-Teacher Associations, etc., should be secured.
5. Arrangements should be made with School Principals for time to present 4-H Club Work. This should be done sufficiently in advance of the meeting to invite the parents to the meeting.

6. At the first meeting outline 4-H Club Work to pupils and give out enrollment cards to those interested in Club Work.

(The enrollment cards should be carried home for the parents' signatures.)

7. A letter should be sent to the parents requesting their full cooperation in the interest of their boys and girls.
8. The organization of the Club should take place when the enrollment has been completed.

All the club members in any one school or community should be organized into one 4-H Club with the following officers: President, Vice-President, Secretary and Treasurer.

Each project group should have a Captain or Group Leader. This leader should be the outstanding member in his or her project group.

9. Each 4-H Club should have two Local Leaders (one man and one woman). The club members should be given a part in the selection of these Leaders.
10. Record Books and Subject Matter Literature should be distributed as soon as members select their projects.
11. A yearly Plan of Work for the Club such as Type of Project Work, Tours, Picnics, Fairs, Achievement Day, Camps, etc., should be outlined by the club member, Local Leader and Extension Agent.
12. The enrollment of club members not in school should be secured by club members, Local Leaders and County Extension Agents.

PLAN OF WORK

Every county and every community should have a definite plan of 4-H Club Work. Much of the success of the organization will depend upon the plan and the manner in which the plan is carried out. In making the plan the leader should keep clearly in mind the purpose for which it is being made. This plan should be broad enough to meet the needs and demands of the club members covering a period of years, and should be made in such a way that the club program will continue from year to year. In other words the plan should be such that club work will continue from year to year with the least amount of discord even though it be necessary to make a change in the personnel of workers in the county.

The county program should be planned so that it will provide: first, as many advantages for personal improvement as possible, including economic and educational value; second, it should offer advantages for forming social contacts; third, it should offer economic value commensurate with the time and effort put forth by the club members; and fourth, it should offer an opportunity for the development and training of leadership. These seem to be of major importance in the club program. There are many others that should be added. These can best be determined by the leaders in the community and in the county.

While the plan of organization will have much to do with the success of club work in the county, the entire plan will be a failure unless it fits the needs of the individual club member. Therefore, we should give more time and attention to the work of the individual member, because after

all the work of the individual member determines the results accomplished in the county, the State and the Nation. On the following pages will be found a suggested county plan of work together with county goals and goals for all club members. These may be adopted as they are or changed to fit the needs of your county.

SUGGESTED COUNTY PLAN FOR 4-H CLUB WORK

Organization:

A. Community

Five or more organized clubs in the county located in representative communities with all of the club members in the community organized into one 4-H Club. Each club shall have the following officers:

President
Vice-President
Secretary
Treasurer
Local Leader

Each project group shall have a project leader elected from the membership of the project. 4-H Clubs will be organized in the following communities:

B. County Organization

The elective officers of the several 4-H Clubs shall make up the County Council and from this group shall be elected the officers of the 4-H County Council.

The time and place of the meeting of the County Council to be determined by the Farm and Home Agents and the officers of the Council.

Enrollment:

Enrollment in the county to be secured through the schools with the assistance of old club members, local leaders and teachers. Membership of boys and girls not in school to be secured by farm and home agents, local leaders and club members. The final date for completing enrollment should be April 1, except for special projects.

The goal for this county to be _____ members.

Club Meetings:

Each club will meet at least once each month. Half of the time will be taken up with the regular form of meeting and the other half of the time will be devoted to project instruction.

Club Programs:

All club programs to be worked out with the program committee or with the county council and sent out at least thirty days in advance of the time they are to be given.

Project Work:

All project work to be in line with the general project work being conducted in the community. Project work in this county will deal largely with the following:

4-H Encampment:

A 4-H club encampment to be held about the _____ week in _____ at _____

Only club members who have completed satisfactory work and who have kept accurate records will be permitted to attend camp.

State Short Course:

Representatives from every organized club in the county to be sent to the State Short Course held at Raleigh.

Each club will be asked to raise the money to pay the expenses of the delegates representing their club.

Fairs:

Whenever practical, club members will be requested to participate in fairs with exhibits and judging, and demonstration teams.

Each club will be asked to train a team to compete in the elimination contest for the county team which will represent the county in the State contest to be held at the State Short Course.

Achievement Day:

An Achievement Day to be held during the month of November. All club members and parents and any others who are interested to be invited. The Achievement Day will be held for the purpose of rewarding the club members who have completed satisfactory work during the year, and to stimulate and hold interest in 4-H Club Work.

COUNTY GOALS

1. A county plan for 4-H Club Work.
2. A 4-H Club in every community.
3. A minimum of ten meetings each year. (Achievement Day and camp to count as two meetings.)
4. A community project for every club.
5. Better project work.
6. Organization of a County Council.
7. A 4-H camp.
8. Representatives to the State Short Course.
9. 100% completed records.
10. A County Achievement Day.

These ten goals seem to be important and necessary for every county. There are many more perhaps of equal importance, some which you may consider of more importance than some of these; if so, establish them.

The final results will be determined by the goals set and the execution of the plans adopted.

GOALS FOR INDIVIDUAL CLUB MEMBERS

1. Learn the Club Pledge.
2. Learn the simple rules of parliamentary procedure. Be able to preside over a meeting.
3. Know the names of the County, State and National Leaders in 4-H club work.
4. Attend all club meetings.
5. Take part in three or more club programs.
6. Know the following songs: Plowing, Dreaming, America the Beautiful, The Song of Health, The Four Leaf Clover.
7. Make an exhibit at the Community, County or State Fair.
8. A larger and better project.
9. Submit a complete record of the year's work.
10. Learn to be courteous, efficient and dependable at all times and with all people.

THE 4-H COUNTY COUNCIL

Purpose: The purpose of the 4-H County Council should be "the promotion of 4-H club work in all of its phases." Therefore, the council should have and must have a definite purpose. The members of the council should assume the responsibility for the leadership in club work. It is the duty of the council to assist the farm and home agents with the plans and with the actual execution of the plan of club work in the local clubs and in the county. The County Agents and the Local Leaders should meet with the members of the council and make the plan for club work in the county. These plans should include a county plan of work, camps, tours, achievement days, club programs, community and individual projects. The county council should be an organization for helping to promote the club program in the county. The county agents should use the county council as a training school for training leaders and for giving definite instructions to the members for conducting club work in the local clubs and in the county.

Membership: The officers of all the 4-H clubs in the county automatically become members of the county council. Local Leaders should be ex-officio members and assist with the work of the council. When new officers are elected for the local 4-H clubs they automatically take the place of their predecessors, as members of the county council.

Organization: The officers of the county council shall consist of a President, Vice-President, Secretary, Treasurer and Historian and shall be elected from and by the members of the council. Their term of office shall be for one year but they may be reelected for a second term when so desired by the council.

The president may appoint or the council elect a recreation leader, song leader, a program committee and other committees as deemed necessary.

The time for organizing, the number of meetings, the time, and place of meeting will be governed by local conditions.

THE CLUB 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 and my Country.

The Club motto:

"To Make the Best Better."

The objective of each club member should be principles embodied in the club motto and this should apply to all phases of 4-H Club Work. The aim should be for every club member to make his club project better than any other in the community. Every club member should do his best to make his club the best in the county. The local leaders of the club can be of great service, and help accomplish this by giving their support and encouragement to the club members who are backward or behind with their work. Every club member should be classed as a winner when they finish their year's work. Local and other conditions have a great deal to do with records, yields and production, therefore, the central thought is and should be the club member. Club work seeks first to make the club member better.

If the club members are to make the most of club work, they must give to it the best they have. There can be no better motto than "To Make the Best Better." The Local Leader has a great opportunity to lead the club member into the better things of life.

THE OFFICIAL 4-H CLUB PIN

The national 4-H Club Pin has a symbol of a four-leaf clover with an H in each leaf representing the four-fold object of 4-H Club Work: The equal training of the Head, the Hands, the Heart and the Health of each club member. It is the duty of every club member to develop each of these H's to their greatest efficiency; to train the Head to think clearly, quickly and accurately; to train their Hands to skillfully execute the thoughts of the Head; the Heart to sympathy and loyalty, and to develop the Health to as near perfection as possible.

The club pin and the four-leaf clover are the property of the 4-H club members and leaders and should be worn and used only by them. It is an indication of achievement.

A national 4-H Club Pin has been officially adopted by the State Club Leaders of the United States. Only club members who have completed one year of satisfactory work should be allowed to wear the pin.

Club pins may be obtained by the Farm and Home Agents through the State office.

THE 4-H CLUB CHARTER

The North Carolina State College, through the North Carolina Extension Service, will award a 4-H Club Charter to each club attaining a score of seventy-five percent or more, based on the points given in score card for Standard Club, during the year and scoring not less than five percent on each of the points.

Only one charter will be awarded to any one school or community. Therefore, to secure a charter the club members must be organized into one 4-H Club.

A star will be awarded each year to the club maintaining the score of seventy-five percent or more.

SCORE CARD FOR A STANDARD 4-H CLUB

	Percent
(a) Club having a minimum of 10 active members.....	10
(b) Club holding eight monthly meetings during the year.....	10
(c) Club with 100% of members attending each meeting.....	10
(d) Club with 100% of members following the plans of work outlined by the agent in charge, carrying on or completing projects, making and submitting reports, together with a short story or history of the work, to the agent in charge.....	20
(e) Club sending all members to the county encampment, club rally, or going on club tour	10
(f) Club having each member make an exhibit either at the Club, Community, County, or State Fair	10
(g) 1—Club in which each member participates in at least one monthly program (5%)	
2—Club putting on at least one monthly program to which the public is invited (5%)	10
(h) Club in which the membership assists in securing the reënrollment and reorganization of the club with a membership of or equivalent to that of the current year, by the 15th of November.....	10
(i) Club whose officers collect the reports from the members, compile the results and send the reports, along with the complete record of the club, to the agent in charge, as called for on page 41 in the Secretary's Record Book	10
Total.....	100

This score card is given on page 2 in the Secretary's Record Book.

METHOD OF CONDUCTING A 4-H CLUB MEETING

It will be impossible to give all the rules of parliamentary practices in this leaflet, therefore, we will try to give only enough for the 4-H club meeting. Additional information may be had from Robert's Rules of Order.

- (1) Always rise and address the president as Mr. or Madam President.
- (2) The President should recognize the speaker by saying Mr. _____ (giving the person's name).

- (a) When thus recognized this gives the person the floor and no one else can talk while he or she has the floor except for the following:
- (1) Call for point of order.
 - (2) A question.
 - (a) Information.
 - (b) Personal privilege.
- (3) Motions on point of order or question take precedent over all other motions.
- (4) Motions: To make a motion after gaining the floor say, "I move." Always rise to make a motion. It is not necessary to rise to second a motion.
- (5) All remarks should be addressed to the president. No talking between members is allowed.
- (6) Only one motion should be before the club at one time. If there is a motion before the club which has been seconded it must be disposed of before another one can be made. In case some member should make a motion while there is one before the club, it is the duty of the president to interrupt the motion before it has a second by saying, "The speaker is out of order, there is already a motion before the club."



Recreation of the proper type will make any club meeting better. The 4-H Club provides recreation that every one can take part in. A club meeting is not complete unless it contains a recreation program. Recreation helps to keep the spirit of Club Work on a high level. The recreation program should be so planned that every club member, local leader, and extension workers can take an active part in the program.

ORDER OF PROCEDURE

The following order of procedure is recommended for your meetings:

1. **Meeting called to order by president:** The president rises and says: "The club will please come to order. We will all stand and repeat our club pledge." After the pledge has been repeated the song leader should lead the club in the opening song.
2. **Roll call by the secretary:** The secretary either calls the roll of the club or calls on the group captains for the report of the members present or absent in their group. If the entire roll is called the members answer present to their names. (Club members may be assigned definite work to be given when their names are called. The group likewise may be assigned something to give in the way of a yell, stunt or something when reporting.)
3. **Reading of the minutes:** The president rises and says, "The secretary will read the minutes of the last meeting." The secretary rises and reads the minutes and sits down. The president rises and says, "Are there any additions or corrections to the minutes as read?" (Pause) "If not, they stand approved." If there are corrections the president instructs the secretary to make the required changes. After the minutes have been approved, should a mistake be discovered, a vote is required for their amendment.
4. **Unfinished business:** The president says, "Is there any unfinished business?" (Unfinished or old business is anything of business left over from a previous meeting. If there is none, proceed to the next point.
5. **The report of committees:** The president rises and calls for the report of committees. Each report must be voted on and passed or rejected by the club. (Example—The president rises and says, "Will the chairman of the social committee please report?" The chairman of the social committee rises and says, "Mr. President," then gives the report. (The chairman of the committee may or may not make a motion that the report be accepted.) If they do not the president rises and says, "Will some one make a motion that the report of the social committee be accepted." Club member rises and says, "Mr. President." The president says, "Mr. _____." The club member says, "I move that the report of the social committee be accepted." The club member sits down and some one seconds the motion by saying, "I second the motion." The president says, "It has been moved and seconded that the report of the social committee be accepted. Is there any discussion?" When the discussion is finished the president says, "Is there any further discussion?" (Any club member may call for the question at any time.) If no more discussion follows, the president states the motion as made and seconded and says, "All those in favor of the motion say, aye." (Pause) "All those opposed to the motion say, no." The president then

announces the result of the vote by saying, "The motion is carried" or "The motion is lost." In case of a close vote the president should call for a standing vote or a show of hands.

6. **New business:** The president rises and says, "Is there any new business to come before the club?" The president or any of the members may bring any new business before the club. Example: Club member rises and says, "Mr. President." President recognizes him by saying, "Mr. _____." (Then club member presents his business.) "I would like to bring the question of sending our delegates to the State Short Course before the club." The president says, "Is there any discussion on the subject?" After the discussion the president says, "Will some one make a motion in regard to this matter?" A club member rises and says, "Mr. President." The president says, "Mr. _____." The member says, "I move that the club send its full quota of delegates to the State Short Course." Another club member says, "I second the motion." The president says, "It has been moved and seconded that the club send its full quota of delegates to the State Short Course. Is there any discussion? If not, all those in favor of the motion say, aye—those opposed, no." The president then announces the results of the vote by saying, "The motion is carried," or "the motion is lost." At the conclusion of the business meeting the president says, "We will now turn the meeting over to the chairman of the program committee."

Program: The chairman of the Program Committee rises and says, "Mr. President." The president says, "Mr. _____." The chairman of the Program Committee announces the program and calls for the first number. The chairman of the Program Committee is in charge until the program is completed. When the program is completed the chairman says, "Mr. President, this concludes our program for today."

Adjournment: Member rises and says, "Mr. President." President says, "Mr. _____." Club member then says, "I move that we adjourn." A second club member says, "I second the motion." The president says, "It has been moved and seconded that we adjourn. All those in favor signify by saying aye. All opposed no." If the "ayes" are in the majority, the president says, "The meeting stands adjourned." (A motion to adjourn takes precedent over all other motions except a motion to adjourn to meet again at a definite time.)

7. An amendment is voted on in the same manner as a motion. But before it can become a part of a motion it must be voted on separately from the motion. Then the motion with the amendment must be voted on.

Every club should have a copy of Roberts' Rules of Order

THE ELECTION OF OFFICERS

The election of officers occurs only once during the year except in the case of vacancies to be filled. The president says, "Nominations are now in order for the office of president." Some club member rises and says, "Mr. President." President says, "Mr. _____." Club member then says, "I nominate Joe Smith for President." Other nominations may be made in like manner. When all nominations are made the president will say, "If there are no further nominations we will proceed to vote. Prepare your ballots for _____." The election of officers should always be conducted by ballot. Each officer must receive a majority vote; that is, more than one-half of the members present must vote for the candidate before he is elected. Should there be three or more nominated for the same office the lowest should be eliminated and a new vote cast on the remaining candidates unless one of the candidates receives more than half of the total number of votes cast. Avoid nominating a large number for the same office. In case of a tie the president casts the deciding vote.

The voting is in the same order as the nominations. As a general rule the secret ballot should be used when voting on club officers or other votes where individual club members are involved.

A NOMINATION DOES NOT REQUIRE A SECOND

DUTIES OF THE OFFICERS

The President

It shall be the duty of the president to preside over all meetings and to call extra meetings when needed. As a general rule the president should take the lead in all the activities of the club.

The Vice-President

In the absence of the president the vice-president shall assume the duties of the president.

The Secretary

The club secretary is a person having a great amount of responsibility and work. It is the duty of the secretary to keep a record of all meetings of the club and to report the same to the Farm and Home Agents promptly after each meeting; to receive and distribute literature and supplies from the State Office; to receive communications and report same to the club.

The Treasurer

It shall be the duty of the treasurer to receive and account for all funds that may be handled through the organization and to perform any other duties assigned or directed by the president. All funds should be deposited in the bank to the credit of the club as "Sunnyside 4-H Club."

Recreation Leader

It shall be the duty of the recreation leader to plan and direct all play and games for the club meetings, have charge of yells, songs, and stunts, and, in general, to look after and provide for the recreation and fun for the regular meetings and all other meetings of the club.

Reporter

It shall be the duty of the reporter to report all meetings to the Farm or Home Agent and to send all news items about club work to the local paper.

The Group Captains

It shall be the duty of the group captain to generally supervise the members in his group. The group captain should be prepared to give a report of his group at each meeting. It shall also be the duty of the group captain to visit the members of his group and give any assistance he can especially to new members. It shall also be the duty of the group captain to assist with the enrollment of new members and to assist with the keeping and collecting of records of the members of his group.

Local Leaders

It shall be the duty of the local leaders to supervise the work of the club and to act in an advisory capacity. The local leaders should attend Leaders' Training Schools for instruction. It shall also be the duty of the local leaders to meet with the committee to make out a program of work and to make plans in general for the welfare of the club and the community. The local leaders should help to select the champion club member of the club. It shall also be the duty of the local leaders to secure the records from the members in their club.

The Club Member

It is the duty of every club member to:

1. Select a project which they can successfully carry through to completion.
2. Select something they are interested in.
3. Do their very best to make their club work the best demonstration in the community.
4. Follow the instructions of Extension Agents and Leader.
5. Be loyal to the club officers, the club, and the leaders.
6. Keep a complete and accurate account of club projects in the record book furnished.
7. Make an exhibit at the fair.
8. Learn the Club Pledge.
9. Learn the Club Motto.
10. Be a demonstration worthy to be followed.

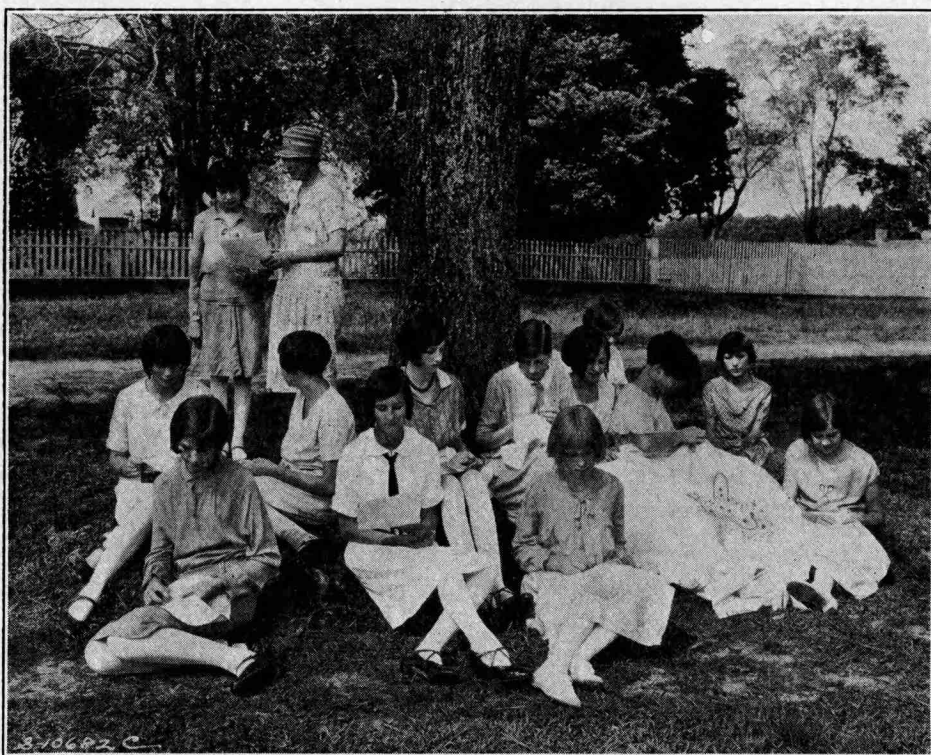
THE CLUB PROJECT

The Local Leader can be of great service to the club member, the Extension Agents, and to his community by assisting with the selection and supervision of the club projects. The club project should be a demonstration demonstrating a better practice in agriculture or home-making, and should fit into the program of extension work being conducted in the community.

In helping with the selection of the club projects the leader should keep clearly in mind that the success of the project will be determined by the interest taken in it by the club member, therefore, it should be kept in mind that the project should meet the following requirements:

First, it must fit the individual member. In other words the twelve-year-old boy or girl will not be interested in the same type of project as will be the eighteen-year-old boy or girl. Second, the economic returns from the project must be commensurate with the time and effort required of the club member. Third, the club project should be large enough to justify the time necessary on the part of the local leader or county agent supervising it, and fourth, the project should be big enough to challenge the best efforts of the club member.

The Local Leader and the Extension worker should keep in mind the training of the club member is of paramount importance and that the type of project or demonstration will have much to do with the training of the individual club member. In order that a more uniform system may prevail throughout the State in the 4-H Demonstrations, definite project outlines have been prepared, setting up minimum standards for each project. In making this outline it was not intended to work a hardship on any individual club member or to make it impossible for some boy or girl to become a 4-H club member, but rather to establish a standard which will make club work more valuable for every club member. Every Local Leader should have a copy of "4-H Project Outlines." A copy of this bulletin can be secured through the office of the County Agent, the Home Demonstration Agent, or from the State Club Leader.



A GUIDING THOUGHT AND A SKILLFUL HAND TEACHES THE 4-H CLUB MEMBER

ACHIEVEMENT DAYS

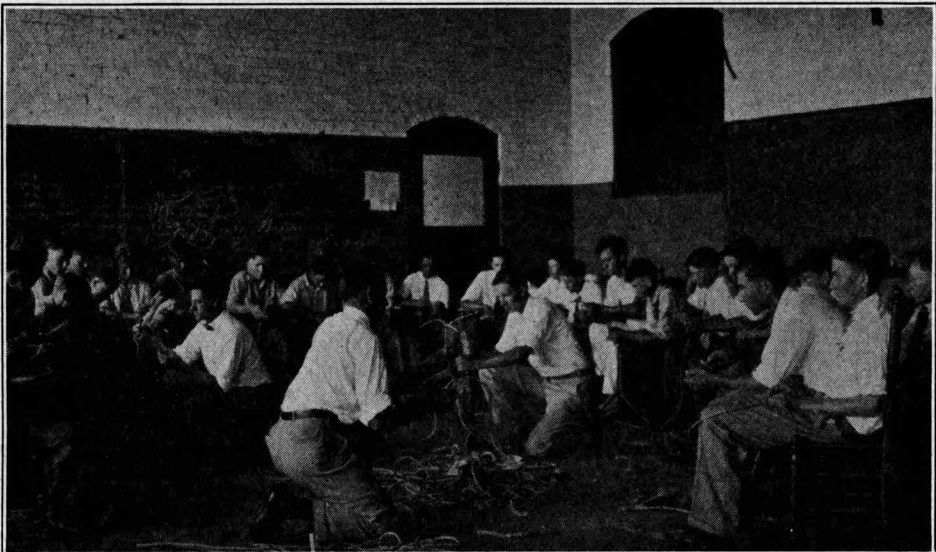
The purpose of the achievement day is to recognize the club members for outstanding work during the year and to further promote interest in 4-H club work. The local leader can be of great service to club work by assisting with the planning of the achievement day program and especially in helping to get the club members out for the meeting. Every club member in the county should attend the achievement program. Since one of the purposes of the achievement day is to present club work to the people in the county, the program should be given due publicity and every effort made to get as many people as possible to attend the meeting.

As indicated by the name, the program should be an achievement day for the club members in the county. Recognition should be given to the individuals and the clubs in the county who have made outstanding records including the following:

1. The county champion for each project.
2. Award for the best club in the county.
3. Awarding of certificates.
4. The award for the champion club member in the county.
5. Awards for club and group achievements.

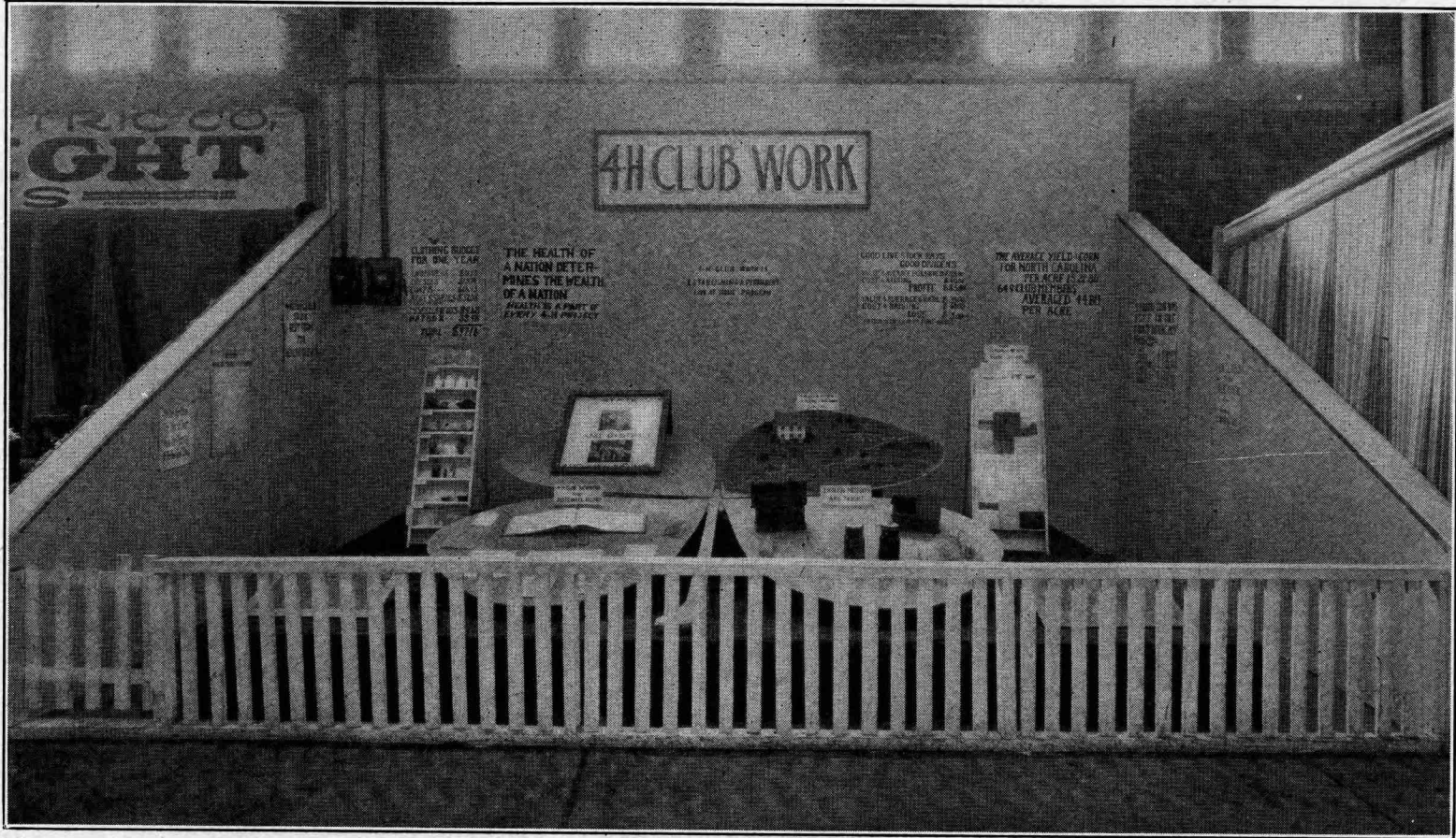
If it is impractical to hold a county wide achievement day program a local achievement day program should be held at the time for the regular club meeting. The parents of the club members should be invited to attend this meeting.

A committee of club members and leaders should assist with the planning and execution of the achievement day program. A well-planned program will do much to increase and hold interest in club work not only with the club members but with the public in general.





A WELL-PLANNED ACHIEVEMENT DAY WILL DO MUCH TO INCREASE AND HOLD INTEREST IN 4-H CLUB WORK



THE FAIR EXHIBIT SHOULD TELL THE STORY OF 4-H CLUB WORK AND WILL IF PROPERLY PLANNED

ACHIEVEMENT DAY**A Typical Program**

Invocation

Song—"America the Beautiful".....Everybody

The Club PledgeEntire Group

Address of WelcomeThe Mayor

Installation of Club Officers

Talks4-H Club Members

Introduction of SpeakerClub Member

Speech on 4-H Club Work

Song Contest

SongsEntire Group

Lunch or Dinner

Awarding of Prizes

Announcement of Contest Winners

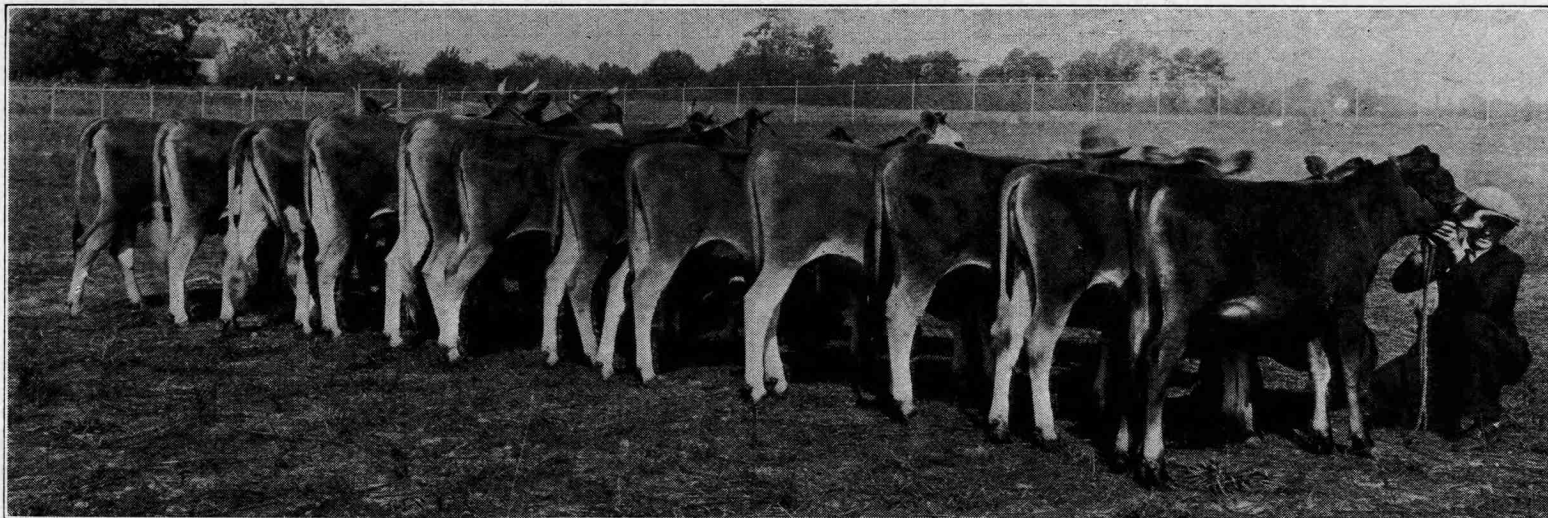
Awarding County Trophy

FAIRS

The Fair, whether it be a Community, County, District or State, should be a booster for 4-H Club Work. The leaders and club members should take advantage of this opportunity to show the public what club members can do. Every club member should make an exhibit and also try out for demonstration and judging teams. The value of the exhibits, the demonstrations or the judging contest will be determined by the club members and the time and effort put forth in preparation for the contests.

The leaders of a club should:

- (a) Secure coöperation and support of Fair Association in boosting Club Work.
- (b) Encourage Club Demonstrations.
- (c) Promote Judging Contests.
- (d) Assist Club Members with the selection of individual exhibits.



THE CHAMPION 4-H JERSEY HERD AT THE 1930 STATE FAIR



THE CHAMPION 4-H GUERNSEY HERD AT THE 1930 STATE FAIR

4-H CAMPS

A Club Camp should be available for every 4-H Club Member who has met the requirements and has his work up-to-date at the time of the camp. The 4-H Camp is under the management and supervision of the Farm and Home Agents, who provide for camp equipment, supplies, transportation, selection of camp site, physical comfort of camp, sleeping quarters and discipline of the camp. All Club Members attending the Camp must abide by all camp regulations.

The Local Leader should assume as much of the responsibility of conducting the camp as possible for them to do. Conducting a successful camp is no small job and the more work done by the Local Leaders the more successful the camp will be. Every Local Leader should go with the Club Members to Camp and the Club Tour. The service of the Leader is needed here. Then, too, the Leader forms a contact with the members of the Local Club and also with the members of the other clubs.

The 4-H Camp is a splendid place for the development of leadership. In Camp every Club Member is thrown on his or her own resources. The Local Leader should take advantage of this opportunity to spot the leaders. The Camp within itself should be an organization. The membership of the Camp should be divided into groups—preferably four: the Head, the Hand, the Heart, the Health Groups. Each group should have a Group Captain elected from the membership by the group. Each group should also have a Local Leader. The Leader should take part in all the activities of the group; assist them with their stunts, games and, in general, be a Leader of the Group.

The plans for the Camp should be made out in detail, sufficiently in advance of the date to be held, in order that the Local Leader may know what to expect. The success or failure of the Camp will be determined in a large way by the plans made in advance. The well-organized camp will be orderly and the spirit high, while the poorly organized camp is apt to be disorderly and disappointing. Recreation should and must play a big part in the Camp Program. The proper kind of recreation builds strong bodies and strong minds. In addition to recreation, the Camp Program should include teaching instruction, demonstrations, vesper services, songs, story telling, yells, etc. The Camp should have as much competitive play and recreation as possible.

Details regarding Camps may be had from North Carolina Extension Circular No. 164—"4-H Club Camps."



INTERESTING SUBJECTS ARE TAUGHT AT THE 4-H CAMP



THE BLADEN COUNTY 4-H CAMP

THE STATE SHORT COURSE

Each year the North Carolina State College of Agriculture conducts a 4-H Short Course for 4-H Club Members. This Short Course is held in Raleigh on the campus of the North Carolina State College of Agriculture.

The purpose of the Short Course is to give inspiration to the 4-H Club Member and to provide information and training in subject matter, recreation, and leadership, to the club delegates in such a form that they will be able to carry the inspiration and training back to their clubs and communities and thereby assist with the program of 4-H club work. While every effort is made by the college group to make the Short Course a success its success and the results in the counties will be largely determined by the type of representatives attending and their ability to carry the information and inspiration back with them.

Every 4-H club in the State should have a representative at the State Short Course. These representatives should be elected or selected by the club members. Only bona fide club members and Local Leaders will be permitted to attend the Short Course.

The expense of the delegates to the Short Course should be paid by the local clubs. The Local Leader should assist the members of the club in devising a plan to raise money to defray the expenses of the delegates.

The officers for the State 4-H organization are elected during the Short Course.

Complete information regarding program, time, cost, etc., may be had by writing the State office.

THE NATIONAL 4-H CLUB CAMP

Each year the United States Department of Agriculture conducts a National 4-H Camp in Washington, D. C., for the outstanding club members in the United States. These club members are selected from the 830,000 club members and represent the pick of the nation. Each state is permitted to send four delegates to this meeting. North Carolina sends two boys and two girls to this meeting each year. These boys and girls are selected from the state at large because of their outstanding accomplishments in 4-H club work. This is perhaps the greatest honor to be given a club member.



EIGHT HUNDRED REASONS WHY EVERY CLUB SHOULD BE REPRESENTED AT THE STATE SHORT COURSE



THE CLUB PLEDGE

I PLEDGE:

My Head to clear thinking;
My Heart to greater loyalty;
My Hands to larger service; and
My Health to better living for
My Club, my Community, and my Country.

THE CLUB MOTTO:

"To Make the Best Better."