

# Winn Parish 2025~2026

## 4~H Officer Handbook

### COOPERATIVE EXTENSION SERVICE

Winn Parish

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Research and Extension Programs

Agriculture

Economic/Community Development

Environment/Natural Resources

Families/Nutrition/Health

4-H Youth Programs

Donny Moon

County Agent/4-H Agent

4-H Youth Development

<b>4-H Colors:</b>	Green and White
<b>4-H Motto:</b>	"To Make the Best Better"
<b>4-H Slogan:</b>	"Learning by Doing"

## The 4-H Emblem

...is a four-leaf clover with an "H" found on each leaf.  
It must have the copyright emblems shown.  
It may be black and white or green and white.



## The 4-H Flag

The 4-H flag shows the green 4-H emblem on a white background. The green color represents nature, youth, life and growth. The white background symbolizes purity.

## The 4-H Creed

I believe in 4-H club work for the opportunity it will give me to become a useful citizen.

I believe in the training of the **HEAD** for the power it will give me to think, to plan and to reason.

I believe in the training of my **HEART** for the nobleness it will give me to become kind, sympathetic and true.

I believe in the training of my **HANDS** for the ability it will give me to be helpful, useful, and skillful.

I believe in the training of my **HEALTH** for the strength it will give me to enjoy life, to resist disease and to work efficiently.

I believe in my country, my state, and my community and in my responsibility for their development.

## 4-H Club Officer Handbook

This book belongs to \_\_\_\_\_, an officer in the  
\_\_\_\_\_ 4-H Club.

My 4-H Agent is: Donny Moon

Their e-mail addresses are: [wmoon@agcenter.lsu.edu](mailto:wmoon@agcenter.lsu.edu)

Address of the Parish 4-H Office: 119 West Main Street, Ste. 4  
Winnfield, LA 71483

Extension Office Telephone #: (318) 628-4528

Our 4-H Club meets: \_\_\_\_\_ of each month.

## Local 4-H Club Officers

President: \_\_\_\_\_ Phone # \_\_\_\_\_

Vice-president: \_\_\_\_\_ Phone # \_\_\_\_\_

Secretary: \_\_\_\_\_ Phone # \_\_\_\_\_

Reporter: \_\_\_\_\_ Phone # \_\_\_\_\_

Wildlife Chairman: \_\_\_\_\_ Phone # \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone# \_\_\_\_\_

Community Service Chair: \_\_\_\_\_ Phone# \_\_\_\_\_

Parliamentarian: \_\_\_\_\_ Phone# \_\_\_\_\_

4-H Club Leader(s): \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

# You are a 4-H Club Officer

Your fellow 4-H'ers have selected you to lead them in 4-H this year. What a great honor.

You are probably excited, but a little afraid that you don't know exactly what is expected of you. I'm sure you want to do your very best. So, to help you be a great 4-H officer, read this handbook carefully before your next club meeting.

If you have questions concerning your duties as an officer, talk to your 4-H leader at school. After that, if you still have questions call our parish 4-H office at 318-628-4528 and talk to Mr. Donny and we will try to give you the help you may need.

Being a club officer is not an automatic skill. The skills needed are learned over time with practice. This year you will gain experience in conducting and leading your club.

4-H club meetings can be fun and educational when officers come to club meetings planned and prepared. Each officer has a job to do and you are challenged to do your very best.

As a 4-H club officer you need to know and be able to do many things such as:

- ☒ Know the duties of your office and be able to carry those duties out.
- ☒ Come to club meeting with a handbook, paper and pencil.
- ☒ Be enthusiastic and proud of the 4-H program.
- ☒ Work well with other 4-H members.
- ☒ Be prompt in completing tasks.
- ☒ Know the basics of parliamentary procedures.
- ☒ Know the correct order of business.



Best wishes and good luck as an officer this year!

Donny Moon

4-H Extension Agent

# 4-H Club Meeting Guide

- President
- (*Tap gavel 3 times*)
  - Will the meeting please come to order?
  - Will everyone please stand for the pledges?
- ( \_\_\_\_\_ will lead us in the Pledge of Allegiance.  
( \_\_\_\_\_ ) will lead us in the 4-H pledge.
- The secretary will call roll and read the minutes from our last meeting.
- Secretary
- (*Calls roll and then stands and reads minutes from the last meeting*)
- President
- You have heard the reading of the minutes, are there any correction or additions? (*pause*)
  - If not, the minutes stand approved as read.
- President
- The reporter will now read the news article for the month.
- Reporter
- (*stands and reads news article*)
- President
- Are there any committee reports.
  - The Community Service Chair will give the community service report.
- Is there any old business to come before the club?
- Is there any new business?
- I will now turn the meeting over to the vice-president.
- Vice President
- We will have a demonstration presented by \_\_\_\_\_
  - Who would like to volunteer to give next month's demonstration?
- Now we will have a report by our Wildlife Chairman \_\_\_\_\_
- Does the teacher/leader have any remarks? (*pause*)
- We will now have the educational program presented by our 4-H Agent.
- President
- Do I hear a motion to adjourn the meeting? (*pause*)
  - Do I hear a second?
  - This meeting is adjourned. (*tap gavel once*)

# Before the club meeting....

## **Leader:**

- Announce meeting time, date and location over the school P.A. system or announcement sheet.
- Put up flyers around school announcing meeting day and time on 4-H bulletin board, above water fountains, on entry doors, etc.
- Meet or call club officers to make sure everyone is prepared for the meeting.
- Make sure the meeting room is unlocked.
- Make sure there is a table and five (7) chairs set up for the club officers.

## **President:**

- Check with Vice-president and make sure that demonstrations and project reports will be given.
- Check with 4-H leader and see if she needs you to do anything for her.
- Bring a handbook to club meeting.
- Before the club meeting begins, ask two 4-H members to lead the pledges.

## **Vice-president:**

- A few days before the meeting, make sure that you have someone preparing to give a demonstration.
- Make sure you have a few members ready to give project reports.
- Bring handbook to school just in case the President is absent, and you have to preside.

## **Secretary:**

- Be sure minutes are written and ready to read at the meeting.
- Bring paper and a pencil to take notes during the meeting.

## **Community Service Chair:**

- Report on service activities completed by the club during the month.

## **Wildlife Chair:**

- Have presentation ready or get a guest speaker.

## **Reporter:**

- Cut out news articles and put in your reporter's notebook. Be ready to read articles at club meeting.

## **Photographer:**

Take pictures during the club meeting to be used for the scrapbook and for the newspaper.

## **Parliamentarian:**

Maintain order during the meeting.

## **After the club meeting...**

### **President:**

- Make sure the table and chairs are put back where they belong.

### **Vice-president:**

- Thank the members that did project reports and demonstrations.
- If you had a guest speaker, be sure to write a thank you note.

### **Secretary:**

- Write minutes and show them to you 4-H leader.

### **Reporter:**

- Write news articles and have your 4-H leader proofread it.
- Send a copy of it to 4-H agent either by e-mail or U.S. Mail so it can be put in next month's newsletter.

### **Wildlife Chair:**

- Monthly hunting/fishing/environmental safety program.
- May show pictures or safety materials or use guest speaker.

### **Community Service Chair:**

- Have members complete service activities by the next club meeting.

### **Photographer:**

Give pictures to reporter to be used for newspaper.

[illegible]



## 4-H CLUB MEETING WORKSHEET

This form can help the club secretary and reporter record accurate information for use in writing minutes and news articles.

NAME OF 4-H CLUB \_\_\_\_\_

1. The meeting was called to order by \_\_\_\_\_

2. The Pledge of Allegiance was led by \_\_\_\_\_

3. The 4-H Pledge was led by \_\_\_\_\_

4. Did the secretary read the minutes?      YES              NO

5. Did the reporter read the news article? YES              NO

6. Old Business

7. New Business

Demonstrations: \_\_\_\_\_

Name of person doing demonstration \_\_\_\_\_

Title of demonstration \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Educational program conducted by agent

Name \_\_\_\_\_

Title or Topic \_\_\_\_\_

Description \_\_\_\_\_

- \_\_\_\_\_  
\_\_\_\_\_

## 4-H Club Reporters:

When submitting news articles on 4-H activities be sure to put the following statement in all articles:

4-H clubs are sponsored by the LSU AgCenter  
Louisiana Cooperative Extension Service.