



# VICE PRESIDENT

Being elected Vice-President of your 4-H Club is indeed an honor and an important responsibility. The main job of the 4-H Club Vice-President is to see that your 4-H club is participating and organizing service and service-learning projects within the community.

One of the first things to do after being elected is to check with the other new officers, former vice-presidents, leaders and agents to learn what your duties and responsibilities are. Learn what they can do to help you and how you can help them with their duties.



## Your Opportunities

### Duties:

1. Find out about or create opportunities that your 4-H club can be of great help in your community . This could be very simple, such as cleaning up around your school or could be larger, like assisting a local charity. Any service is GREAT service!
2. You are the Community Service/Service-Learning Chairman for your club. You are responsible for coming up with community service project or service-learning project ideas for your club each month. Be sure to get your ideas approved by your 4-H Club Leader before discussing them with the club members.
3. At each meeting you should report on what your club did and announce what your club's next community service or service-learning project activity will be.
4. Become familiar with the responsibilities of the club president. If, for any reason the president can't make a meeting you can take over his/her responsibilities for that

# Benefits to You

- Allows you to offer great help to your club and your community.
- Gives you a greater sense of belonging within your community.
- Keeps you thinking of others and allowing your club to do the same.
- Opportunity to learn more about the city in which you live and the people that need help.



# Where to Get Additional Help

- Get ideas from teachers and administration in your school or 4-H Agents.
- Visit with 4-H Leaders of your club and other clubs in your parish.
- Speak to other officers in your club.
- Focus on key public issues which are often mentioned on TV or in newspaper.
- Do a “walk-about” at school or in your community to seek out obvious needs.
- Contact local service organizations or charities and ask about opportunities of service.
- Books or pamphlets you can use:
  - Agents of Change Service Learning Record Book, Raise Your Voice Service Learning Record Book.
  - Check the State 4-H website - [www.louisiana4h.org](http://www.louisiana4h.org).

## **Remember to include:**

- All members of your 4-H Club
- 4-H Leaders, Volunteers, and School Administration
- Other clubs in your school
- Community members
- People or community organization being served
- Make a list of each detail or task to be completed.
- Recruit or assign members to take charge of carrying out each individual task.
- Make sure everyone has a job!



## **Recognize & Celebrate your Success**

- Send thank-you notes to all major project contributors
- Work with your Club Reporter to Publicize your accomplishments
- Report at club meetings, local government council meetings

**Visit our Web Sites:**

**[www.lsuagcenter.com](http://www.lsuagcenter.com)**

**[www.louisiana4h.org](http://www.louisiana4h.org)**



## Vice President Report

This month's service project is creating digital holiday cards for local hospice patients. They can be designed on the computer or made by hand and scanned. You can design as many holiday cards as you would like. Please email them to our leader before the next 4-H Meeting. All cards should be signed "Lafayette 4-H Club". Compass Us Hospice will print them and distribute them to their patients before the holidays.

## Vice President Reminders

- Your club DOES NOT have to do a service project every month. You can provide an update of an ongoing service project or announce an upcoming project for your report.
- Tip – Keep a copy of the 4-H meeting guide in a sheet protector in case you need to fill in for the president at a meeting.



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## **LAFAYETTE PARISH 4-H ACHIEVEMENT DAY CLUB CONTEST RULES**

One entry per club for each officer position

### **President's Report**

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a completed President's Report booklet.
3. Judging will be based on neatness on how thoroughly the report is completed.

### **Vice-President's Notebook**

1. Each club is eligible to enter this contest.
2. To enter this contest a club should submit one Vice-President's record book at Achievement Day.
3. Judging will be based on neatness and how thoroughly the report is completed.

### **Secretary's Minutes**

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit the Secretary's Minutes Book.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

### **Treasurer's Report**

1. Each club is eligible to enter this contest. It is required that each club turn in a financial statement at the end of the year. This report can serve as the requirement.
2. To enter this contest, each club should submit a completed Treasurer's Report Summary booklet.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

### **Reporter**

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a club scrapbook.
3. Judging will be based on the neatness of the scrapbook, amount of coverage, variety of coverage, and general appearance of the scrapbook.

### **Program Leader's Report**

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit one completed Program Leader booklet.
3. Judging will be based on neatness and how thoroughly the report is completed.

## **TIPS FOR 4-H VICE PRESIDENT**

- Be aggressive, ask questions and find out as soon as possible what your specific responsibilities as Club Vice President will be.
- You are the Community Service/Service-Learning Chairman for your club. You are responsible to come up with community service project or service-learning project ideas for your club each month. Be sure to get your ideas approved by your 4-H Club Leader before discussing them with the club members.
- At each 4-H Meeting, be prepared to report on the service or service-learning project activities your club performed the previous month. Make sure that the report is properly written and that you are prepared to read it.
- Rewrite all of your reports into your “Annual Vice-President’s Report Form”. This is to be entered in the Vice-President’s Report Contest at Achievement Day. Refer to the rules on how to prepare this booklet.
- At each meeting you should report on what your club did and announce what your club’s next community service or service-learning project activity will be.
- Become familiar with the responsibilities of the club president. If, for any reason the president can’t make a meeting you can take over his/her responsibilities for that meeting.
- Remember – The Vice President’s Community Service/Service-Learning Report is worth 8 points toward the Club-of-the-Month Award.
- A good reminder is to give a copy of your meeting plans to your leader a few days before your meeting. If for some reason, you are absent the day of your 4-H meeting, someone else can read your report.