



2012-2013



Leader Guide





Ouachita Parish
704 Cypress Street
West Monroe, Louisiana 71291
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August 2012

Dear 4-H Leader:

Welcome to a new 4-H year! This packet contains information about 4-H and is meant to guide you through this exciting school year. A parish 4-H agent will attend your monthly meetings to discuss upcoming events and present an educational program.

The September meeting will be optional. We will conduct enrollment at the meeting, or you may do it yourself without a formal meeting. Let us know which you prefer. If you would like to conduct your own enrollment in lieu of September meeting, we will bring enrollment cards to you. In the following months, you may refer to the enclosed 4-H Club Meeting Guide for help in organizing the meetings.

You will need to set a deadline for dues collection. The 4-H'ers will turn their dues into you. **Five dollars (\$5.00)** per member must be turned into the 4-H office, but you may wish to set your club's dues higher in order to have some funds for your local club. Dues should be paid to the 4-H office before or at your November meeting. Notice dues have increased due to the State 4-H office.

In order to have well organized meetings, your club will need to elect officers. You may do this in any way you desire. A list of suggested officers has been enclosed, but please do not feel that you must have all of these or that you are limited to these on the list. Feel free to use what works best for your club. We will provide a packet of materials for you to use in training your officers. We have a video on making your 4-H meetings the best they can be. If you would like to check it out, just let us know.

Please check the guide each month to see what events are coming. We will be glad to meet with you to help get the year started if you like. Remember that we are all here to help you, so please do not hesitate to contact us when you have questions. You can reach us at by calling 323-2251.

Sincerely,

Markaye Russell
Extension Agent (4-H)

Brandon Reeder
Assistant Extension Agent (4-H)

For the latest
research-based information
on just about anything,
visit our Website:
www.lsuagcenter.com



What is 4-H?

4-H is an educational youth organization open to boys and girls ages 9-19 years of age. It is organized throughout the United States as well as in many foreign countries. In Louisiana, the 4-H program is conducted by the Louisiana Cooperative Extension Service, a part of the L.S.U. Agricultural Center.

There are three 4-H Agents in Ouachita Parish. They are Markaye Russell, Brittany Napper, and Brandon DuBois. They can be reached at the LSU AgCenter office by calling 323-2251.

<u>4-H Emblem:</u>	Four Leaf Clover
<u>4-H Colors:</u>	Green and White
<u>4-H Motto:</u>	To Make the Best Better
<u>4-H Slogan:</u>	Learn by Doing
<u>4-H Pledge:</u>	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.

What is the La. Cooperative Extension Service?

The Louisiana Cooperative Extension Service (LCES) is the educational branch of the LSU Agricultural Center. LCES has programs in a variety of areas including 4-H and Youth Development. The State Office is located within the LSU Agricultural Center on the LSU Campus in Baton Rouge and has offices in every parish throughout Louisiana. The Extension Service works in cooperation with the LSU Agricultural Center, LSU, and Southern University to provide research and information to improve the lives of people – including our youth – in Louisiana. The Ouachita Parish Cooperative Extension Service Office is located in West Monroe at 704 Cypress Street, in the same building as Veteran Affairs.

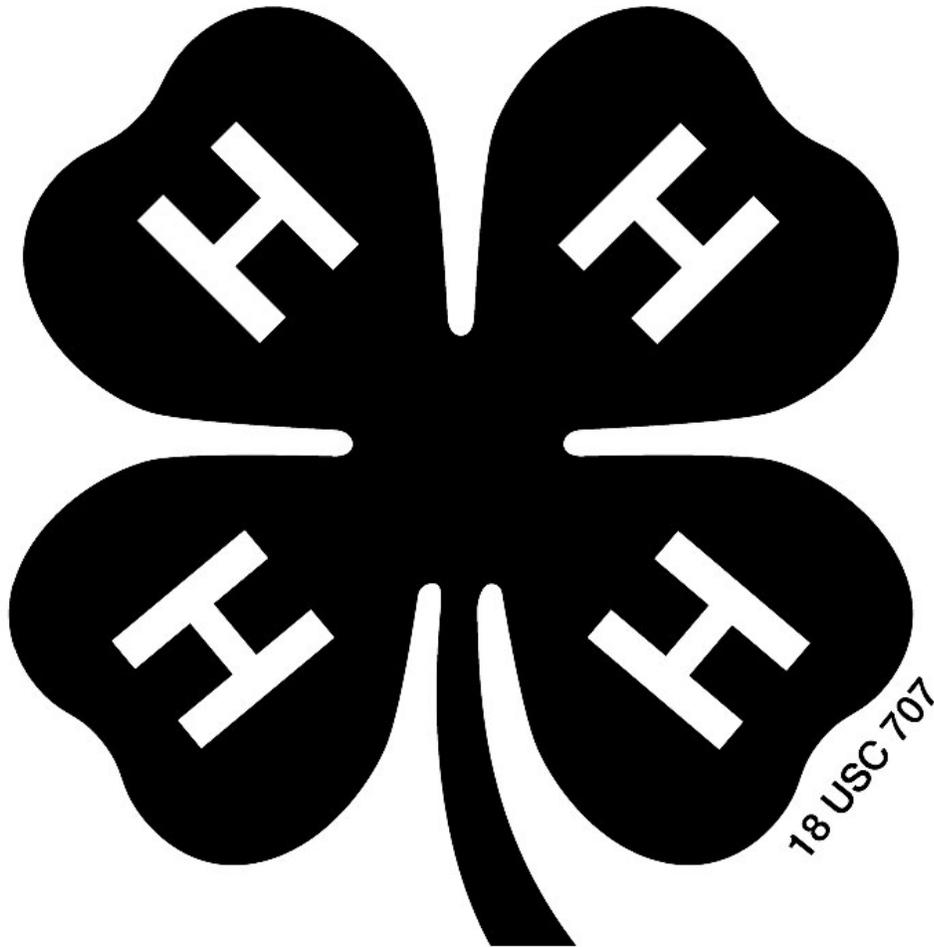
What is the 4-H Advisory Committee?

- What: The 4-H Advisory Committee meets each summer to plan and evaluate current parish 4-H programs and activities, and make recommendations for the upcoming school year. A sub-committee meets more often to discuss and make recommendations about 4-H activities and events. Minutes of the previous summer's meeting will be provided at the Officer/Leader training in October.
- When: Anyone who is interested in serving on the Advisory Committee is welcome to do so by letting the Parish 4-H Agents know that they are welcome to do so. The committee elects a Chairperson, who can serve in that position for up to two consecutive years.
- Why: To determine the needs of our local and parish youth so that programs are developed to target and meet those needs.
- How: Each year after Achievement Day, volunteer leaders are sent a survey asking for their input about the parish programs, activities, and events. It is important that you complete this survey and return it to us. You may also give input to anyone serving on the current Advisory Committee.



4-H

Leader/Officer Info





4-H Club Leader Position Description



Purpose: Coordinate your school or project 4-H club and members.

Responsibilities/Duties:

- Primary contact person for the club with the parish 4-H staff
- Make arrangements for regular meeting facilities
- Coordinate new membership drive
- Work with members to plan the club calendar for the year
- Oversee election of officers, train officers and meet with them prior to meetings to plan the agenda
- Inform and involve parents, recruit club project and activity leaders.
- Conduct a range of activities including recreation, fund raising, community service learning activities and participation in parish events and programs.
- Help members and officers evaluate the club program and communicate its activities to the community
- Maintain communications between the 4-H club and the parish 4-H program including regular conversations with parish staff
- Report enrollment and other data to the parish staff
- See that annual financial statement is completed
- Complete Club Organizational Leader Impact Report each Spring.

Skills/Knowledge/Experience Needed:

- a knowledge of and interest in youth and youth programs
- a willingness to devote time and energy to the task
- the ability to share decision-making and responsibilities with youth, and with other volunteers
- the ability to organize and manage a team effort
- a knowledge of the community and its resources

Contact Person

4-H Agent: Markaye Russell

4-H Agent: Brandon Reeder

Telephone: 323-2251

Resources and Support Available:

- Assistance from retiring organizational leader and/or an experienced leader in the parish
- Guidance and support from parish Extension staff
- Parish, district and state training sessions
- Printed materials from parish and state 4-H program
- Supplies from National 4-H Supply Service

Benefits:

- Satisfaction of significant contribution to growth of members
- Respect and gratitude of parents in community
- Recognition of accomplishments by club and parish
- Opportunity for continued personal growth
- Learn more about youth development research, experiential learning and activities that complement classroom learning

Time Required:

- 7 club meetings per year (2-4 hours per month)
 - No meetings in December or May
- 7 meetings per year to organize and plan with leadership team (half-hour per meeting, half-hour per month)

Expected Results:

- Members, their parents and other volunteers are kept informed.
- Officers are prepared and run efficient meetings.
- Members feel ownership for the club and are involved in the decision-making of dues, fund-raising efforts and activities planned for the year.
- Young people learn new things, feel good about themselves and have fun in 4-H.

Volunteer's Signature Date

Agent's Signature Date

Getting Students to Join 4-H

- The beginning of each school year can be the most exciting and busy time for organizational leaders. Here is your chance to showcase 4-H to the entire school!
- As the club's leader, you must recognize the fact that the majority of students in your school will not join any club this year! These are the students that need activities such as 4-H to keep them interested in school. They can also be a great asset to your club. It may take a little more effort to identify these students, but it may also be well worth it.
- Active clubs attract members! Let other students in the school know what they are missing. Publicize your club's activities throughout the year – both at school and in the community.
- Show potential members the **FUN** activities they can be a part of, if they are willing to put forth the effort. But, don't beg them to join. Quality over quantity!

Electing Officers

The key to a successful club is having the right officers who are willing to put forth the extra effort to making this year better than ever!

- Let your officers know that the club's success depends largely on their actions. They are the leaders of their club and should lead by example.
- Officers should meet once a month during their **free time** to plan monthly meetings. Let them know this is part of their responsibility as an officer!
- Suggestions for electing officers:
 - Open election
 - Have candidates write down why they would like to be an officer
 - Some leaders select officers based on previous year's involvement in 4-H
 - Consider making experience in 4-H a criteria to be an officer
- Letters are sent directly to each officer each month reminding them of their duties for the upcoming meeting.

Major Responsibilities of Club Officers

President

- Plan each meeting with the 4-H Leader and other officers.
- Preside over each 4-H meeting, using ORDER OF BUSINESS FOR YOUR MEETING.
- Choose someone to lead the Pledge of Allegiance and the 4-H Pledge.
- Make sure that the other officers are prepared for each meeting.
- Have the flags on the table for the meeting. The American flag should be on your right and the 4-H flag to your left.
- Have a table set up in front for your officers to sit at. You should always stand when speaking during the meeting.
- Work with your school 4-H Leader in planning and conducting school activities and community service activities.

Vice-President

- Arrange to have a club program at each meeting. You may invite a guest speaker from the community to come and speak to the group or you may have a member give a project talk or demonstration, or you may have some other type program. Limit your program to about 15 minutes.
- Help the president in any way possible.
- If the president is absent, you will preside over the meeting.
- Work with your school 4-H Leader in planning activities and conducting school activities and community service activities.

Secretary

- Write down a list of all members in your secretary's book. Use this to call roll at each meeting.
- Keep minutes of each 4-H meeting. Minutes are a written report of what activities took place at each meeting.
- Read the minutes at each club meeting from the previous month's meeting.
- Help the other officers in any way you can.
- Work with your school 4-H Leader in planning activities and conducting school activities and conducting school activities and community service activities.

Treasurer

- Keep a record of how much money the club has and how it is spent. Report it at each meeting.
- Assist the 4-H Leader with fund raisers when needed.
- Help the other officers in any way you can.
- Work with your school 4-H Leader in planning activities and conducting school activities and community service activities.

Major Responsibilities of Club Officers

Reporter

- Pay close attention at each meeting and take notes on who participates in each activity. From your meeting notes, write a newspaper article and have it sent to the local newspapers.
- Cut the newspaper article out of the newspaper and keep it in a notebook or scrapbook which will be turned in for judging at Achievement Day.
- At the 4-H meeting report the date that the newspaper article was published.
- Coordinate all 4-H Club publicity.
- Help the other officers and any way that you can.
- Work with your school 4-H Leader in planning activities and conducting school activities and community service activities.

CRD (Community Resource Development) Chairperson

- You are responsible for suggesting CRD activities for your club to participate in. You will be given some suggestions by your 4-H Agents. Ask your principal and leader and other members for a list of things that your club can do to improve your school, community and/or world.
- Select one or two projects to work on each month. Report to club members at your 4-H meeting about what the club will do.
- Help the other officers in any way that you can.
- Work with your school 4-H Leader in planning activities and conducting school activities and community service activities.

Parliamentarian

- Your job during the meeting is to make sure everyone comes in quietly and remains quiet during the meetings.
- You will monitor to make sure that correct parliamentary procedure is being used during the meeting.
- Help the other officers any way that you can.
- Work with your school 4-H Leader in planning activities and conducting school activities and community service activities.

Other Club Officers you may want to consider having:

- Club Photographer
-takes pictures at all 4-H events
- Program Chairman
-assists the vice-president with programs
- Special Events Coordinator
-helps plan special events for the 4-H club
- Any others of your choosing

Treasurer's Report

Stand when giving your report and speak loud enough for everyone to hear you!

Balance from previous year \$ _____

Dues collected \$ _____

Other money collected \$ _____

Checks or money paid out for: \$ _____

Balance on hand \$ _____

Our club treasury has a balance of \$ _____ on hand as of today.

Date

Treasurer



What to Say

What to Do

Will the meeting please come to order?

Rap gavel 2 times.

Will everyone please stand for the Pledge of Allegiance led by _____ and the 4-H pledge led by _____. Prayer led by _____ (optional)

Everyone stands.

1st Pledge of Allegiance
2nd 4-H Pledge

Please be seated.

Allow time for everyone to sit.

Will the Secretary please “call the roll” or “have everyone sign the sign-in sheet”)?

Call the Roll or Start Sing-in Sheet

Will the Secretary read the minutes of the last meeting?

Secretary reads minutes.

Are there any additions or corrections to the minutes? If not, the minutes stand approved as read. **(Only say this if the Secretary reads the minutes. Omit if no minutes are read.)**

Wait for few seconds.

Will the Treasurer please give a report?

Treasurer reads report.

Is the Reporter ready with a report?

Reporter gives report.

Is there any old business?

Wait a few seconds.

Is there any new business?

Wait a few seconds.

I will now turn the meeting over to the Vice - President for the program.

Vice President introduces program and/or demonstration and/or project reports. (If no program, turn over to 4-H Agent)

I now turn the meeting over to our 4-H club agent (Mrs. Markaye or Mr. Brandon) present program.

4-H agents discuss newsletter and

If there are no further announcements.

Wait 1-2 seconds to see if leader or Anyone has anything to add.

At conclusion of program, Vice President turns the meeting back over to the President.

This meeting is now adjourned.

Rap gavel 1 time.

Reporter	Vice President	President	Secretary	Treasurer
Table				

4-H members sit in front



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Research and Extension Programs
Agriculture
Economic/Community Development
Environment/Natural Resources
Families/Nutrition/Health
4-H Youth Programs

Ouachita 4-H Club of the Year Application
(You may add additional pages as needed)

4-H Club/School: _____

Leader(s): _____

Number of 4-H'ers Enrolled: _____

Number of 4-Hers that have completed project requirements (project book, record sheet, Character Counts! Calendars): _____

How many demonstrations were given by 4-H'ers at club meetings this year? _____

How many project reports were given by 4-H'ers at club meetings this year? _____

List the number of special guests and topics each spoke on at 4-H meetings:

List extra activities conducted by your club other than meetings (such as workshops, field trips, parties, contest, etc.):



“A to Z” 4-H Club Ideas



- * **ACTION AMBASSADORS** – select club members to serve as hosts and hostesses for local parent-teacher organizations, serve as tour guides for open house, or assist teachers with various school functions.
- * **ADOPT A** – clubs adopts a local group and conducts activities monthly; suggested groups are nursing homes, pediatric unit of hospitals, child care centers, homeless shelters, etc.
- * **ARBOR DAY** – conduct a tree planting ceremony at your local school on the third Friday in January.
- * **AWESOME 4-H’ER OF THE MONTH** – recognize a hard working 4-H member every month; award a certificate and coupon for a free snack at school or free meal at a local food establishment.
- * **BABYSITTING WORKSHOP** – conduct a workshop on babysitting responsibilities, safety guidelines, play with children, guidelines on emergencies, behavior guidelines and meal and snack preparation; involve a 4-H Jr. Leader in teaching activities; the child development and family life project books are excellent resources.
- * **BICYCLE SAFETY CLINIC** – program on safe riding and maintenance of bicycles.
- * **BLOOD DRIVE** – sponsor a blood drive at your local school; members obtain names of possible donors; blood donor agencies may offer free blood plans for additional family members if some quotas are met; T-shirts may be offered to 4-H members.
- * **BULLETIN BOARD** – secure a hallway or cafeteria bulletin board to publicize your 4-H club activities.
- * **CAMP SURVIVAL CLINIC** – campers and their parents learn the do’s and don’ts for 4-H camp and what and how to pack for camp.
- * **CLOSET CLEAN-OUT** – clothing drive for Salvation Army or Red Cross.
- * **COATS FOR KIDS** – collect coats, jackets, and sweaters for needy children; contact local dry cleaning business for donation of cleaning services for items collected; coats may be distributed through school or other community agency.
- * **DECK THE HALLS** – door decorating contest among school classrooms for every occasion (back to school, Halloween, Thanksgiving, Christmas, etc.); best door will be awarded prizes.
- * **DEMO DO’S AND DON’TS** – workshop on how to give a good demonstration.
- * **DRESS UP DAYS** – sponsor various theme dress-up days throughout the school year; examples: 50’s day, Freaky Friday, jogging suit day, camouflage day, green and white day, inside out day, bat day, etc.
- * **EARTH DAY** – conduct environmental awareness programs during the month of April.
- * **EVERYDAY ETIQUETTE** – workshop of good manners, telephone etiquette, table etiquette; involve Jr. Leaders working in personal development project.
- * **FALL FANTASIA** – sponsor a fall festival of fun activities to celebrate the season.
- * **FARM DAY** – students dress in farm clothes; livestock project members exhibit their animals and conduct an educational program about each animal.
- * **FUN DAY** – club sponsors a day of relay races and other fun games for 4-H members and their parents; families bring picnic lunches.
- * **GENERAL STORE** – stock your 4-H general store with 4-H supplies (National 4-H Supply Catalog), buttons, pencils, note cards, record book covers, etc; sales people record and maintain inventory, manage money, stock shelves, conduct special sales.
- * **GO FOR THE GOAL** – goal setting activity for junior and senior high members focusing on short, mid, and long term goals in 4-H projects, education, and careers.

- * **HEALTH FAIR** – secure doctors, dentist, fitness instructor, dietician, and other health professional to set up booths or exhibits related to good health; activities could also include blood pressure checks, eye examinations, fitness classes.
- * **HOLIDAY T-SHIRT WORKSHOPS** – materials for this workshop include T-shirts, paints, fabrics, decorative trims, fusible webbing, irons, ironing boards, and T-shirt decorating boards; charge a fee or secure donations for this workshop; allow 2 hours per 20 participants; secure leader guidance.
- * **HOMEROOM REPRESENTATIVES** – select an active 4-H member to remind 4-H members in their homeroom about upcoming activities, distribute newsletter, and meet with 4-H leader for periodic short meetings.
- * **INCREDIBLE 4-H SPIRIT AWARD** – award a 4-H spirit stick for the classroom or grade level displaying the most 4-H spirit during the club meeting and/or during the month.
- * **INSTALLATION CEREMONY** – recognize 4-H officers by conducting an installation ceremony; the 4-H Leaders’ guide contains a ceremony.
- * **INTRODUCE BOOKS TO OTHERS** – conduct a children’s book drive and donate books to local health units, child care centers, doctor’s offices, etc.; great literacy program.
- * **JACK-O-LANTERN PAINTING CONTEST** – members paint pumpkins, judges determine awards, and painted jack-o-lanterns are sold.
- * **JUMP FOR** - jump rope for 4-H or your favorite charitable organization; members secure donations for time spent jumping or number of time jumped.
- * **JUNK TO TREASURE** – workshop on using recyclable items for home decoration, jewelry, gift ideas, refinishing furniture.
- * **KICK OFF FOR 4-H** – enrollment drive conducted to the theme of football; cheerleaders, tickets (enrollment cards), pep rallies, poster parties and displays are a must.
- * **KING CAKE SALE** – sell tickets for a slice of King Cake during Mardi Gras season; order enough King Cakes or one large one and whoever finds the baby receives an extra special Mardi Gras surprise.
- * **KITCHEN HAZARD HUNT** – conduct a program on kitchen safety; members identify unsafe conditions in their own home kitchens.
- * **LIBRARY EXHIBITS** – promote 4-H through local library exhibits.
- * **LIVESTOCK PROJECT DAY** – livestock project members conduct demonstrations or exhibits about their livestock projects.
- * **LOOK YOUR BEST** – workshop on dressing for and participating in a job interview.
- * **M IS FOR ME** – self-esteem program; members identify positive qualities in themselves.
- * **MEET THE BANK** – programs on money management – allowances, budgeting, saving, and opening a savings account.
- * **MR AND MS 4-H** – clover crowning of outstanding male female 4-H’er.
- * **NATURE WALK** – members take nature walk in the school yard and identify plants, birds, animal habitats, etc.
- * **2003-04 SURVIVAL GUIDE** – guide of annual 4-H activities and leader or officer resources.
- * **NUTRITION PYRAMID FOR HEALTHY 4-H’ERS** – program on the Food Guide Pyramid.
- * **O-REALLY!!!!** – exercise and fitness program; exercises are conducted in which the body or two people form O’s.
- * **OFFICER TRAINING** – workshop on officer responsibilities, parliamentary procedure, responsibilities of being a committee chairman.
- * **ORGANIZE YOUR TIME** – senior program on the efficient use of time management tools.
- * **PARENTS TO KIDS** – involving 4-H parents as project leaders and volunteers.
- * **PENNY DRIVE** – collect pennies only for 4-H or your favorite charity.
- * **PICTURE PERFECT** – photography workshop on how to take good pictures, care of camera equipment, and how to organize photos and negatives.
- * **QUACK! QUACK! QUACK! WILDLIFE SEARCH** – members identify and learn about wildlife species in Louisiana.
- * **QUARTERBACK CLUB** – 4-H and athletics – be active in both.

- * **QUIET AND LOUD** – identify agriculture and fisheries commodities in LA by sound.
- * **RECYCLE ART CONTEST** – only recyclable items can be used in this creative activity; you'll be surprised at the genuine works of art.
- * **RECYCLING PROJECT** – start a recycling center at your local school or in your neighborhood.
- * **RESUMES AND MORE** – senior 4-H programs on resume' writing, identifying job skills, and completing a job application.
- * **SECRET PALS** – members adopt a secret pal (4-H member or teacher) and surprise their pal with special messages, birthday cards, or small gifts.
- * **SPRING PLANING** – beautification project for school or community.
- * **SUMMER SAFETY PROGRAM** – educational program on summer safety tips.
- * **TIP TOP** – club or parish award for outstanding 4-H member.
- * **TOY DRIVE** – collect old toys and allow 4-H members to clean and recondition them; donate to a local charitable organization for distribution to needy families.
- * **U GOT THE LOOK** – good grooming workshop.
- * **UP, UNDER, AND UPSIDE DOWN** – icebreaker activity in which 4-H members hunt for the unusual at a club meeting.
- * **VEGETABLE VIBES** – selection, nutrition, and storing of fresh vegetables.
- * **VETERANS' DAY** – members conduct a special ceremony to honor veterans; members invite veterans they know to be honored at the ceremony.
- * **VETS AND PETS** – clinic on how to take care of your pet (grooming, feeding, exercising, etc.); invite local veterinarian to conduct clinics on different types of pets.
- * **WINTER FESTIVAL** – sponsor a winter festival of fun indoor activities.
- * **WISE TO ENERGIZE** – energy conservation tips and practices.
- * **WOMEN'S SHELTER** – donate grooming items to a shelter for abused women.
- * **X-AMPLE DAY** – members bring an example of a competed project to a 4-H meeting.
- * **X-CELLENT CLUB MEETING AWARD** – recognize club officers or entire club for an outstanding club meeting.
- * **X MARKS THE SPOT** – supply clues for a 4-H treasure hunt or scavenger hunt.
- * **X-TRA! X-TRA! READ ALL ABOUT IT** – establish a 4-H news column or newspaper at your local school.
- * **Y IT'S YOU**-self esteem program to identify positive skills and qualities.
- * **YOUNG EXPLORERS** – introduction of 4-H to third grade students.
- * **ZIP-ZAP-ZING!** – workshop of the importance of beginning, following through, and completing a 4-H project.
- * **ZONE 4-H** – 4-H corner in the classroom or school library.
- * **ZOO MOBILE** – petting zoo of farm animals and pets.
- * **ZOOM AND ZANY** – be creative and let your imagination and club needs to be your guide in developing other 4-H program ideas!

Made Available by:
Markaye Russell, Ouachita Parish
Extension Agent (4-H)





Top 30 Count down to Celebrate National 4-H Week!

30. Have a green balloon day. Give away 4-H balloons.
29. Provide the local newspaper with articles written by members, volunteers, alumni and donors for the 4-H insert.
28. Schedule 4-H members and/or adult leaders to present PTA and civic meeting programs.
27. Make 4-H badges or buttons to wear and distribute.
26. Cover your school with 4-H posters! Encourage EVERY 4-H'er to bring a 4-H poster to the club meeting.
25. Distribute 4-H appreciation items or 4-H survival kits to 4-H teacher leaders, school principals (green life savers, 4-H pencil, 4-H calendar, etc.)
24. Ask local business to put **"4-H is Great! Get into It!"** on their signs during the week.
23. Make a 4-H banner or flag to hang in school.
22. Have a 4-H Cookie-baking Marathon and deliver cookies to police departments, teachers, school board members, fire departments, and other community services.
21. Have contest for t-shirts, posters, bumper-stickers, 4-H displays, PSA's, essays and feature stories. Use them!
20. Have an enrollment party at each meeting.
19. Have a reception for the principal and teachers.
18. Give a clover sticker to everyone you find smiling.
17. Invite teen 4-H'ers and 4-H alumni to explain 4-H.
16. Give door prizes (4-H pencils, T-shirts, etc.) by drawing completed enrollment cards.
15. 4-H'ers deliver green and white mints.
14. 4-H'ers distribute cookies
13. Distribute 4-H pencils.
12. 4-H'ers make and deliver jars of green and white jelly beans.
11. Make clover-shaped cookies to deliver to shut-ins.
10. Do a service-learning activity.
9. Do a service project.
8. Have a 4-H pizza party for 4-H'ers caught wearing green during 4-H Week.
7. Display the 4-H flag for the week
6. Advertise a wear-green day. Distribute green and white mints to everyone who wears green that day; or distribute tickets to a fun 4-H event.
5. Send sticks or packs of gum with notes attached **"Thanks for sticking with 4-H!"**
4. Present a thought-for-the-day over the intercom each morning.
3. Decorate a bulleting board.
2. Make cookies for the school custodians, secretaries, cafeteria staff and bus drivers.
1. Prepare refreshments for the teacher's lounge.

Made Available by:
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Extension Agent (4-H)
Ouachita Parish