



# General Leader's Handbook

*4-H Memories for a Lifetime*



2012  
4-H Club Year

# 4-H Club Directory

## 4-H Motto

Learn to do by doing

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## 4-H Pledge

I pledge

MY HEAD to clearer thinking

MY HEART to greater loyalty

MY HANDS to larger service

MY HEALTH TO BETTER LIVING

For my club, my community and my country

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## 4-H Grace

We thank thee, Lord, for blessings great  
on this , our own fair land

Teach us to serve thee joyfully,

With head, heart, health, and hand.

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## Feeling Overwhelmed?

This Handbook is intended to provide you with pertinent 4-H information as your club's general leader.

The information will assist you with general meetings and events throughout the 4-H year. If you have any questions, feel free to contact your local Agriculture and 4-H Leadership Coordinator.

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## Club Registration

Registration forms for members, cloverbuds and leaders are available at your local 4-H office.

### **Deadlines:**

**Initial club registration forms and fees are due to your local 4-H office by January 1.**

All new leaders are required to complete volunteer screening. Screening forms are available at your local 4-H office.

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## Resources Available:

Each general leader will receive a copy of the General Leader's Kit in January, which includes information and application forms for provincial competitions and events. Other resources available for general leaders include a Parliamentary Procedures Guide, Public Speaking Guide, Judging Guides and practice judging kit, and much more.

Manuals are available for each project leader, and project newsletters and record sheets are provided for each 4-H member and project leader.

These resources are available at your local 4-H office, and most are also on our website:



<b>Member's Names</b>	<b>E-mail</b>	<b>Phone Number</b>
<b>Leader's Names</b>	<b>E-Mail</b>	<b>Phone Number</b>
<b>Agriculture and 4-H Leadership Coordinator</b>	<b>E-mail</b>	<b>Phone Number</b>

# 4-H Club Meetings

Most clubs meet once a month until Achievement Day is finished. As much as possible, allow members to conduct their own meetings. Be ready to provide guidance when they get stuck. Learning to run effective meetings is one benefit of being a 4-H member. Brochures are available at your local 4-H office and online to help members learn their roles as President, Vice-President, Secretary, Treasurer, and Club Reporter.

Try to establish a regular club meeting date ( i.e. the 3<sup>rd</sup>. Monday of every month or the 1<sup>st</sup>. Wednesday of every second month.)

## Sample 4-H Meeting Agenda

1. Call to order.
2. 4-H Pledge.
3. Roll Call.
4. Additions to the Agenda - Is there anything to add?
5. Minutes - Any errors or omissions? Adoption requires a motion, seconder and vote.
6. Old business or business arising from the minutes. Discuss active items and business that is ongoing.
7. Correspondence - Include information general leader received.
8. Reports - project groups, events, committees, treasurer
9. New Business - Upcoming events and new topics
10. Announcements of dates and program for next meeting
11. Nominations and Elections - Generally done the first meeting of the 4-H club year.
12. Adjournment - Chair can declare the meeting adjourned if there is no further business.

**The business meeting portion should be no longer than 30 minutes..**

General Meetings should also include one or more of the following:

**Program** - Project work, guest speaker, discussion group, demonstration, or workshop.

**Social Activity** - Games, food, fun and interaction of all members and leaders.

# January 2012

## 4-H General Meeting Planning Sheet

Date of General Meeting: \_\_\_\_\_ Location \_\_\_\_\_ Time \_\_\_\_\_

### Agenda Items to Include This Month:

- Reports from project groups and recent 4-H events
- Set date for Speeches/Demos.
- Special club activities / fund raisers, etc.
  - 
  - 
  -
- Upcoming county activities
  - 
  - 
  -
- Upcoming provincial deadlines (listed below)
- Next general meeting date

### Supplies for General Leader to bring to this meeting:

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration list
- Notes from latest county council meeting
- Screening forms for any new leaders

### Extra Activities Planned for this General Meeting:

### Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit or online):

- **Market Turkey application** forms due to Provincial 4-H Office on February 15
- Poultry project forms due to Provincial 4-H Office on February 15
- Ask the Agriculture and 4-H Leadership Coordinator about **Summer Assistant Jobs!** - Check [www.careerbeacon.com](http://www.careerbeacon.com) for applications.
- **Travel Opportunities for 4-H Leaders** - Application due January 27.



# 4-H Club Rally

(Public Speaking and Demonstrations)

Organizing Leader or Committee:

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Judges: \_\_\_\_\_  
\_\_\_\_\_

## Steps to Organize a 4-H Club Rally

1. Set date for event
2. Select and book location
3. Select Chairperson
4. Secure judges
5. Mail / deliver information packages to judges
6. Confirm members know the date of the competition
7. Order awards or buy prizes
8. Purchase gifts for judges
9. Set and make up event program
10. Compile judges' kits, include...program, score sheets, pen, pencil
11. Arrange for refreshments
12. Arrange tables and chairs for judges
13. Arrange for a judges' room for briefing and deliberation

# February 2012

## 4-H General Meeting Planning Sheet

Date of General Meeting: \_\_\_\_\_ Location \_\_\_\_\_ Time \_\_\_\_\_

### Agenda Items to Include This Month:

- Reports from project groups and recent 4-H events
- Poster Contest (check county deadline)
- Speeches and Demonstrations
- Royalty Competitions
- Woodsman Team / Competition
- Camp Rankin Scholarship (check county deadline)
- Special club activities / fund raisers, etc.
- 
- 
- Upcoming county activities
- 
- 
- 
- Upcoming provincial deadlines (listed below)
- Next general meeting date

### Supplies for General Leader to Bring to this Meeting:

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration list
- Notes from latest county council meeting

### Extra Activities Planned for this General Meeting:

### Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit and online):

- **Market Turkey application** forms due to Provincial 4-H Office on February 15
- **Poultry project forms** due to Provincial 4-H Office on February 15
- **Market Steer application** forms due to Provincial 4-H Office on March 1
- **Camp Rankin Counselor and Counselor-In-Training forms** due to Provincial 4-H Office on March 15
- **EASTGEN 4-H Showcase** forms are due March 31 to the Agriculture and 4-H Leadership Coordinator.
- Club dues should be forwarded to county council treasurer.



# 4-H Club Fund Raising

Clubs need a certain amount of money to run a successful program for it's members...however, this amount can vary from very little to a great deal depending on what your club spends money on each year.

## Ideas For Club Fundraisers

- Ticket Sales
- Canteens at events
- Sale of flower bulbs
- Silent Auctions
- Community suppers
- Sale of cheese, pies, etc
- Bottle drives
- Packing groceries at local supermarket
- Magazine subscriptions
- And many more!

# 4-H Provincial Fund Raiser

The Nova Scotia 4-H Council organizes a Provincial fund raiser. It has been extremely successful because of the participation of all 4-H clubs across the Province. The proceeds are divided between clubs, county councils and provincial council.

Over the past few years the provincial share of the fund raising has been used for many different projects which include:

- ◆ Camp Rankin Scholarships (1 per county);
- ◆ Assistance with general expenses of the Nova Scotia 4-H Show and 4-H Weekend;
- ◆ Nova Scotia 4-H Council Scholarship;
- ◆ Support of Nova Scotia members and leaders workshops;
- ◆ Support the development of new project resources;
- ◆ and much more!

**The dates for this year's provincial fund raiser is being held March 1 - 31, 2012**

**This year we will be selling a box including 5 Carmel, 5 Almond, 5 Crispe, 5 Carmel Whirls and 10 Chocolate Covered Almonds by World's Finest Chocolate.**

**More detailed information will be sent directly to General Leaders in January.**

# March 2012

## 4-H General Meeting Planning Sheet

Date of General Meeting: \_\_\_\_\_ Location \_\_\_\_\_ Time \_\_\_\_\_

### Agenda Items to Include This Month:

- Reports from project groups and recent 4-H events
- Chocolate fund raiser
- Poster Contest (check county deadline)
- Speeches and Demonstrations
- Royalty Competitions
- Entertainment entry for County Rally
- Woodsman Team / Competition
- Camp Rankin Scholarship (check county deadline)
- Confirm all final project registration
- Special club activities / fund raisers, etc.
- 
- 
- Upcoming county activities
- 
- Upcoming provincial deadlines (listed below)
- Next general meeting date

### Supplies for General Leader to Bring to this Meeting:

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration list
- Notes from latest county council meeting

### Extra Activities Planned for this General Meeting:

### Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit and online):

- **Camp Rankin Scholarship** due to Regional Office - April 1, 2011
- **Camp Rankin Counselor and Counselor in Training** forms due to Provincial 4-H Office on March 15
- **Camp Rankin Adult Mentor Application** for 4-H Leaders is due March 15 at the Provincial 4-H Office
- **EASTGEN 4-H Showcase** for Beef/Dairy members - applications due to local 4-H office by March 31
- **Scholarship Applications** due to Provincial 4-H Office:
  - Nova Scotia Department of Agriculture Scholarship - April 1
  - Nova Scotia 4-H Council Scholarship - April 1
- **Nova Scotia 4-H Weekend** - applications to stay in residence due in April (check county deadline)
- **Royal Classic Canadian Junior Beef Heifer Show Chaperone** (Leader) applications to Provincial 4-H Office April 1
- **Poster deadline** - local deadline



# Community Service

Organizing Leader or Sub-Committee: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Location: \_\_\_\_\_

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<u>Planning Task</u>	<u>Person Responsible</u>	<u>Task Completed</u>
----------------------	---------------------------	-----------------------

- |  |  |                          |
|--|--|--------------------------|
| 1. With club, decide on community projects(s) for the year |  | <input type="checkbox"/> |
| 2. Set date, time and location for each project            |  | <input type="checkbox"/> |
| 3. Book location, if necessary                             |  | <input type="checkbox"/> |
| 4. Contact appropriate community groups if needed          |  | <input type="checkbox"/> |
| 5. Arrange for food/refreshments                           |  | <input type="checkbox"/> |
| 6. Purchase any necessary supplies                         |  | <input type="checkbox"/> |
| 7.   |  | <input type="checkbox"/> |
| 8.   |  | <input type="checkbox"/> |
| 9.   |  | <input type="checkbox"/> |
| 10.  |  | <input type="checkbox"/> |

## Community Service Ideas:

- Roadside or community hall yard cleanup
- Fundraise to donate money to local charities
- Visits or programs for senior citizens
- Collect food for local food banks

# April 2012

## 4-H General Meeting Planning Sheet

**Date of General Meeting:** \_\_\_\_\_ **Location** \_\_\_\_\_ **Time** \_\_\_\_\_

### Agenda Items to Include This Month:

- Reports from project groups and recent 4-H events
- Chocolate Fundraiser
- Judging Days
- Poster Contest (check county deadline)
- Special club activities / fundraisers, etc.
- 
- 
- Upcoming county activities
- 
- 
- 
- Upcoming provincial deadlines (listed below)
- Next general meeting date

### Supplies for General Leader to Bring to this meeting:

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration list
- Notes from latest county council meeting

### Extra Activities Planned for this General Meeting:

### Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit and online):

- **Scholarship Applications** due to Provincial 4-H Office
  - Nova Scotia Department of Agriculture Scholarship - April 1
  - Nova Scotia 4-H Council Scholarship - April 1
- **Nova Scotia 4-H Weekend** - applications to stay in residence due in April (check county deadline)
- **Camp Rankin Camper** applications due May 1 to Provincial 4-H Office
- **Royal Classic Canadian Junior Beef Heifer Show Chaperone** (Leader) applications to Provincial 4-H Office April 1
- **Royal Dairy Classic** Forms are due to local 4-H office by May 15
- **Livestock Registration** forms are due on May 15 - available in General Leader Kit



# 4-H Practice Judging

Judging is an important part of 4-H work and a valuable skill to develop. Judging requires 4-H members to look at four articles or animals, compare them to an “ideal” and each other, then evaluate them to place the class in order from first, or closest to the ideal, to fourth or furthest from the ideal. Members learn to choose article/animal based on their quality and develop reasons to support those choices. The members also learn the ideals or standards for their projects as well as the proper terms to use when referring to the animals or items.

The 4-H motto is particularly applicable to judging - the only way to learn to judge is by doing it! The way to improve is to practice. The more often a member judges the better he or she will become. Even members who are experienced in judging can benefit from a practice session, either by sharpening their skills in their project or trying a class in another project.

## A Sample Schedule

Here’s a sample schedule for a judging practice. You may need to adjust the time allotted for placing and giving reasons if you do more than one project or have a lot of members in that project.

5 minutes	Introduction
10 minutes	Review agenda to explain what will be happening
15-20 minutes	Explain: What is Judging? Why do I Need to Judge? How Do I Judge? How to Place A Class
15 minutes	Format for Reasons
10 minutes	Giving Oral Reasons Do’s and Don’ts
10 minutes	How to Fill in Judging Cards

The **Judging Tips booklet** and **Livestock Judging Guide** are excellent resources to learn more about the basics of judging. The local 4-H office also has the “You Be the Judge” resource box available on loan to 4-H leaders.

# May 2012

## 4-H General Meeting Planning Sheet

**Date of General Meeting:** \_\_\_\_\_ **Location** \_\_\_\_\_ **Time** \_\_\_\_\_

### Agenda Items to Include This Month:

- Reports from project groups and recent 4-H events
- Judging Days
- Special club activities / fund raisers, etc.
  - 
  -
- Upcoming county activities
  - 
  - 
  -
- Upcoming provincial deadlines (listed below)
- Next general meeting date

### Supplies for General Leader to Bring to this meeting:

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration list
- Notes from latest county council meeting

### Extra Activities Planned for this General Meeting:

### Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit and online):

- **Royal Dairy Classic Forms** are due to local 4-H office by May 15
- **Market Lamb** applications due to 4-H office by June 30.
- **2011 Theme Contest** Entries due to 4-H Office by July 1.
- **Royal Classic Canadian Junior Beef Heifer Show** Registration due - July 1



# 4-H Achievement Day

Organizing Leader or Committee:

Date of Program: \_\_\_\_\_ Location: \_\_\_\_\_

**Planning Task** \_\_\_\_\_ **Task Completed**

## One to Three Months Prior to Event

1. Set event date with Club and Agriculture and 4-H Leadership Coordinator
2. Make plans with Club, set up committees (i.e. program, food, recreation, promotion).
3. Select and book location
4. Advertising time and place of Achievement Day to community.
5. Project leaders should check to be sure all members are ready.
6. General Leader fills out Blue Sheets (Communications and Club Contribution sections) and return to Agriculture and 4-H Leadership Coordinator.

## Day Before

1. Bring projects to facility
2. Set-up the facility.
3. Display and organize project articles by project.
4. Make sure all projects are labeled
5. Bring programs for members and leaders.
6. Finalize all plans for next day.

## Day of Achievement Day

1. Arrive before judges to let them in the building.
2. Give any necessary explanations to judges.
3. Achievement Day begins.
4. Certificates are presented to members.
5. Clean up.

**Notes:**

# June 2012

## 4-H General Meeting Planning Sheet

Date of General Meeting: \_\_\_\_\_ Location \_\_\_\_\_ Time \_\_\_\_\_

### Agenda Items to Include This Month:

- Reports from project groups and recent 4-H events
- Special club activities / fund raisers, etc
- 
- 
- Upcoming county activities
- 
- 
- 
- Upcoming provincial deadlines (listed below)
- Next general meeting date

### Supplies for General Leader to bring to this meeting:

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration list
- Notes from latest county council meeting

### Extra Activities Planned for this General Meeting:

### Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit and online):

- **Market Lamb** applications due to 4-H office by June 30.
- **2011 Theme Contest** Entries due to 4-H Office by July 1.
- **Royal Classic Canadian Junior Beef Heifer Show** applications due to local 4-H office by July 1.
- **Market Lamb** application forms due to Provincial 4-H Office by July 1



# 4-H Achievement Day Completion Requirements

Achievement Day allows members to display their project work to the public and have their projects evaluated non-competitively. Project completion at Achievement Day is based on the following system:

<p>A <b>Green</b> project completion sticker will be given to a member who has completed:</p> <p>Record Sheet and Project Work</p> <p>Plus <b>one</b> of :</p> <ul style="list-style-type: none"> <li>- Communications</li> </ul> <p><b>or</b> - Club Contribution</p> <p><b>or</b> - Judging</p>	<p>A <b>Silver</b> project completion sticker will be given to a member who has completed:</p> <p>Record Sheet and Project Work</p> <p>Plus <b>two</b> of :</p> <ul style="list-style-type: none"> <li>- Communications</li> </ul> <p><b>and/or</b> - Club Contribution</p> <p><b>and/or</b> - Judging</p>	<p>A <b>Gold</b> project completion sticker will be given to a member who has completed:</p> <p>Record Sheet and Project Work</p> <p>Plus all <b>three</b>:</p> <ul style="list-style-type: none"> <li>- Communications</li> </ul> <p><b>and</b> - Club Contribution</p> <p><b>and</b> - Judging</p>
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Here is an explanation of these five (5) components:

1. **Record Sheet** - Each member must complete a satisfactory record sheet. It should be neat, accurate, concise and complete.
2. **Project Work** - Each member's project work will be evaluated on the projects and whether or not all the requirements are met. A 1st, 2nd, or 3rd place ribbon will be given for project work.
3. **Communication** - Members who participate in public speaking and/or demonstrations at club level will receive recognition on their Achievement Day Certificate.
4. **Club Contribution** - This is evaluated by your project and general leaders during the year. This takes into consideration such things as attendance at meetings and events, attitude, effort, cooperation and self-expression. A 4-H member should participate in their club as much as possible. Members who have completed club contribution will receive recognition on their Achievement Day certificate. - *Each club can set their own standards for club contribution and should make members aware of this standard upon registration.*
5. **Judging** - Members compare four (4) items , place them from best to worst and give reasons for their placing. The local 4-H office has the "You Be the Judge" resource box available on loan to 4-H leaders.

Please see project newsletter for **project work requirements**.

For all livestock projects you will be required to do **showmanship**, see project newsletter for dress code.

# July 2012

## 4-H General Meeting Planning Sheet

Date of General Meeting: \_\_\_\_\_ Location \_\_\_\_\_ Time \_\_\_\_\_

### Agenda Items to Include This Month:

- Reports from project groups and recent 4-H events
- Achievement Day
- Exhibition
- Tug-o-War
- Special club activities / fund raisers, etc.
- 
- 
- Upcoming county activities
- 
- 
- 
- Upcoming provincial deadlines (listed below)
- Next general meeting date

### Supplies for General Leader to Bring to this meeting:

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration list
- Notes from latest county council meeting
- 
- 

### Extra Activities Planned for this General Meeting:

Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit and online at [www.gov.ns.cs/agri/4h](http://www.gov.ns.cs/agri/4h))

- **Royal Classic Canadian Junior Beef Heifer Show** applications due to local 4-H office by July 1.
- **Market Lamb** application forms due to Provincial 4-H Office by July 1



# Exhibition / 4-H County Day

## Volunteers for Club Responsibilities at Exhibition / 4-H County Day Sign Up Sheet:

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### There's a Moral to this Story

There once was a boy who won ribbons, mostly red,  
Came home from the fair with a big trophy too,  
With a voice glad and proud he said to his dad  
“Tis the very best year that I’ve had”,

Said his very wise Dad, “Son, I’d like to hear,  
Why you think that this was such a very fine year”  
“Why, Dad you well know all the prizes I’ve won,  
How I’ve come out on top in most things I’ve done.

“Just look at the ribbons that hang on my wall,  
“and think of the money I’ve made since last fall.”  
From premium checks and a big auction price,  
You can’t help but think cash and ribbons are nice”

But the man said, “My son you’re not thinking right.  
Red ribbons, tis true are better than blue;  
but ribbons will fade and trophies grow old,  
Money soon spent and fame soon grows cold.

The important things, Son are not ribbons or pins,  
And sometimes it’s really the loser who wins;  
Now here are the things most important, it’s true  
Your 4-H experience has accomplished for you

You’ve seen how a business meeting is run  
This knowledge will help you in years to come  
You’ve conquered the fear of addressing a crowd,  
You’ve learned how to stand up and talk nice and loud

“Patience you’ve learned in your projects too,  
as well as your skills that will always help you  
You’ve learned the fine feeling it gives you to lend,  
a helping hand to a stranger or friend

You’ve learned to cooperate with majority rule,  
To give in with grace and not be a fool,  
Who always does things his very own way.  
Be it in club work, in school, or in play,

You’ve learned how to win without making a beef,  
You know the judge judges to his best belief,  
You’ve learned how to win without boasting too loud,  
A kid can lose friends if he’s overly proud,

These are the things most important to you,  
You’ll remember and use them all your life through.  
They’ll help you become a mighty fine man  
They’ll do more for you than a prize ever can.

Anonymous

# August 2012

## 4-H General Meeting Planning Sheet

**Date of General Meeting:** \_\_\_\_\_ **Location** \_\_\_\_\_ **Time** \_\_\_\_\_

### Agenda Items to Include This Month:

- Reports from recent 4-H events
- Achievement Day
- Exhibition
- Special club activities / fund raisers, etc
- 
- 
- Upcoming county activities
- 
- 
- 
- Upcoming provincial deadlines (listed below)
- Next general meeting date

### Supplies for General Leader to Bring to this Meeting:

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration list
- Latest Nova Scotia 4-H Show newsletter
- Notes from latest county council meeting
- 

### Extra Activities Planned for this General Meeting:

### Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit and online):

- **Record Keeping Competition** - Entries to 4-H Provincial Office - September 1
- **Royal Dairy Classic chaperone applications** due September 1.
- **Young Speakers for Agriculture Competition** - Due September 24



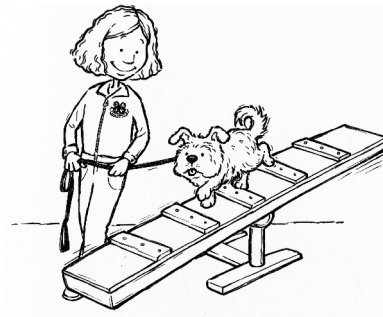
# 2012 Nova Scotia 4-H Show

**Date: September 28 - 30, 2012**

**Location: Nova Scotia Provincial Exhibition Grounds, Bible Hill**

Check with your leaders and members .....

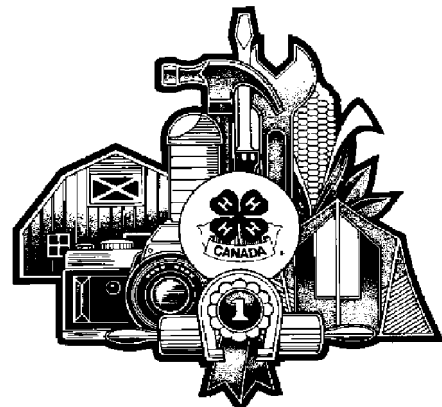
- Is everyone attending who qualified? (If not, let 4-H Office know A.S.A.P.)
- Who is available from our club to volunteer to help with County Responsibilities (gate duty, Camp Rankin Café, etc.)?



Provincial Show Newsletters - Are sent to General Leaders from the 4-H Office in May and September.

Please read these Pro Show Newsletter for information on:

- Accommodations
- Trailer Park space
- Information on barn, etc.
- Schedule for project arrival and departure
- and much more!



## September 2012 4-H General Meeting Planning Sheet

**Date of General Meeting:** \_\_\_\_\_ **Location** \_\_\_\_\_ **Time** \_\_\_\_\_

### **Agenda Items to Include This Month:**

- Reports from project groups and recent 4-H events
- Achievement Day
- Exhibition
- Nova Scotia 4-H Show
- Special club activities / fundraisers, etc.
- 
- 
- Upcoming county activities
- 
- 
- 
- Upcoming provincial deadlines (listed below)
- Next general meeting date

### **Supplies for General Leader to Bring to this Meeting:**

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration list
- Latest Nova Scotia 4-H Show newsletter
- Notes from latest county council meeting
- 

### **Extra Activities Planned for this General Meeting:**

### **Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit and online):**

- **Royal Dairy Classic chaperone applications** due September 1.
- **Record Keeping Competition** - Entries to 4-H Provincial Office - September 1
- **TD 4-H Agriculture Scholarship** Application due in October (check with 4-H office in June for October deadline).
- **Young Speakers for Agriculture** Competition - September 24



# Planning Activities and Special Events

When autumn arrives, many 4-H clubs plan their yearly programs. This can include programs to take place at general meetings and/or as separate events during the year.

## The club program needs to be planned because it:

- Helps provide a well-balanced program with a variety of activities
- Assures more interesting meetings
- Allows adequate preparation for meetings and events
- Gives members goals to work towards

## Activities and Special Events

### A 4-H Activities and Community Service

- A tour
- Christmas baskets to shut-ins, Christmas caroling
- Car wash, dance, bowling, community dinners
- A 4-H picnic for clubs in the community
- A health activity
- A parent's night
- Christmas, Valentines, or Halloween parties
- A safety program

### B. Educational

- Might be in the form of a talk, demonstration, group discussion, tour, movies, exhibits, speakers
- Examples of topics might be: how to conduct a meeting, responsibilities of officers and club members, keeping records, showmanship, safety, judging, travel talk, how to judge demonstrations, public speaking, pollution, preparing exhibits, careers, etc.

### C. Recreation

- Quizzes, relays, active sports, quiet games, songs, talent numbers, parties, and entertaining parents.

## Steps to Planning an Event

1. Set-up Sub-committee
2. Set Date / Time / Location
3. Arrange Location and Book Facilities
4. Develop Budget / Secure Sponsorship, if necessary
5. Develop Program / Agenda
6. Set-up organizing committee
7. Contact necessary Resource People (i.e. judges, guest speaker, emcee, chairperson, tour site, farm)
8. Food / Refreshments
9. Purchase or locate necessary materials
10. Print Agenda / Program
11. Set-up / Decorate
12. Evaluate
13. Pay Bills
14. Send Thank-you's

## October 2012

### 4-H General Meeting Planning Sheet

**Date of General Meeting:** \_\_\_\_\_ **Location** \_\_\_\_\_ **Time** \_\_\_\_\_

**Agenda Items to Include This Month:**

- Reports from project groups and recent 4-H events
- Registration for new year
- Plans for National 4-H Month (November)
- Special club activities / fund raisers, etc
- 
- 
- Upcoming county activities
- 
- 
- 
- Upcoming provincial deadlines (listed below)
- Next general meeting date

**Supplies for General Leader to Bring to this Meeting:**

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration forms
- Notes from latest county council meeting
- 
- 

**Extra Activities Planned for this General Meeting:**

**Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit and online):**

- **TD 4-H Agriculture Scholarship** Application due in October (check with 4-H office in June for deadline).



# November is National 4-H Month !

What a better time to celebrate 4-H with your fellow members, leaders, families and friends than during National 4-H Month!

As a club why not try some of the following activities to show your community that 4-H is a vibrant organization and has been very much a part of the fabric of rural Nova Scotia for over 80 years.

## **Ideas for National Month:**

- ☆ 4-H clubs have a “clover” day at the local school and dress in those colours. Have some brochures available that give contact names so young people will know where to join a 4-H club.
- ☆ Put up a new welcome sign in your community. Call the local newspaper to take a picture.
- ☆ Hold a 4-H trivia contest in the local newspaper, on the radio or at an information booth during National 4-H Week.
- ☆ Make up goodie baskets and give them to the media, sponsors or other people in the community that have helped your club throughout the year.
- ☆ Set up a display at a local mall and bring small livestock. Do a dog obedience demonstration, show your rabbit, etc. People are often attracted to a booth if there are animals in it. Hand out brochures and contact information.
- ☆ Have a “Bring a Friend to 4-H” day where members are challenged to bring a friend to a 4-H meeting. Plan something special at the club level for this occasion.
- ☆ Have a “Sign - Up Night” to register your club or all the clubs in your county. Have recreational games and a lunch.
- ☆ Hold a 4-H event - parade, fun fair, pancake breakfast, brunch, potluck supper or sponsor/leader appreciation night and invite everyone in the community. Wear club t-shirts.
- ☆ Organize a barn dance, swimming party, BBQ or camping trip for all 4-H clubs, leaders and families in your area.

Lets show everyone that 4-H is . . .  
More than You Ever Imagined !



# November 2012

## 4-H General Meeting Planning Sheet

**Date of General Meeting:** \_\_\_\_\_ **Location** \_\_\_\_\_ **Time** \_\_\_\_\_

### Agenda Items to Include This Month:

- Reports from project groups and recent 4-H events
- Registration for new year
- Elect executive
- National 4-H Month (November)
- Special club activities / fund raisers, etc.
- 
- 
- Upcoming county activities
- 
- 
- 
- Upcoming provincial deadlines (listed below)
- Next general meeting date

### Supplies for General Leader to Bring to this Meeting:

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration forms
- Notes from latest county council meeting
- 
- 

### Extra Activities Planned for this General Meeting:

### Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit and online):

- **AgriVenture Scholarship 2013** - Due December 1, 2012 (Truro Office)
- **CIBC Scholarship** - Due December 3, 2012 (at the Canadian 4-H Council)
- **National Award forms** available now - (Deadlines are different by Region)
- **Leader Travel Opportunity** forms due to Provincial 4-H Office on December 15.



## December 2012 4-H General Meeting Planning Sheet

**Date of General Meeting:** \_\_\_\_\_ **Location** \_\_\_\_\_ **Time** \_\_\_\_\_

### Agenda Items to Include This Month:

- Reports from project groups and recent 4-H events
- Special club activities / fundraisers, etc.
  - 
  -
- Upcoming county activities
  - 
  -
- Upcoming provincial deadlines (listed below)
- Next general meeting date

### Supplies Needed to Bring:

- Latest 4-H county/regional newsletter
- General Leader Kit
- Member registration list and blank forms
- Notes from latest county council meeting

### Extra Activities Planned for this General Meeting:

### Reminders of Provincial Deadlines (more info and forms are in General Leaders Kit and online):

- **AgriVenture Scholarship 2013** - Due December 1, 2012
- **CIBC Scholarship** - Due December 3, 2012 (at the Canadian 4-H Council)
- **Leader Travel Opportunity** forms due to Provincial 4-H Office on December 15.



# Where to Turn for Assistance

When you have a question, a situation has you stumped, you don't know the details about an event, or you simply want to know more about the 4-H Program... here's who could provide the answers:

- Other 4-H Leaders
- Regional Agriculture and 4-H Leadership Coordinators
- Provincial 4-H Office Staff
- 4-H publications and website

[www.gov.ns.ca/agri/4h/](http://www.gov.ns.ca/agri/4h/)

## How to Reach Rural Leadership Staff

### PROVINCIAL CONTACTS

Email: Ruth Grant	Senior 4-H Program Coordinator	<a href="mailto:grantra@gov.ns.ca">grantra@gov.ns.ca</a>
Ginger Stoddard	Administrative Assistant	<a href="mailto:stoddadg@gov.ns.ca">stoddadg@gov.ns.ca</a>
	Phone: 902-893-6585	FAX: 893-0244
Iola Crowe	Nova Scotia 4-H Council Secretary	<a href="mailto:croweim@gov.ns.ca">croweim@gov.ns.ca</a>
	Phone: 902-893-7484	FAX: 902-893-2757

### CENTRAL REGION

#### Colchester, Halifax East Hants, Cumberland

Jacqueline Hoyt  
Phone: 902-893-6586  
Fax: 902-893-2757  
Email: [hoytjm@gov.ns.ca](mailto:hoytjm@gov.ns.ca)

### EASTERN REGION

#### Antigonish, Pictou, Guysborough

Dawn Barrington - Hodgson  
Phone: 902-485-7161 or 902-863-7501  
Fax: 902-485-4014 or 902-863-7342  
Email: [barrind@gov.ns.ca](mailto:barrind@gov.ns.ca)

### VALLEY REGION

#### Kings, Hants

Valorie Oickle  
Phone: 902-679-6027  
Fax: 902-679-6062  
Email: [oicklevh@gov.ns.ca](mailto:oicklevh@gov.ns.ca)

### CAPE BRETON REGION

#### Richmond, Victoria, Inverness, Cape Breton

Rhonda MacDougall and Marina Gillis  
Phone: 902-945-2901 or 902-563-2001  
Fax: 902-945-2858 or 902-563-3435  
Email: [macdourm@gov.ns.ca](mailto:macdourm@gov.ns.ca) and  
[gillisma@gov.ns.ca](mailto:gillisma@gov.ns.ca)

### SOUTH SHORE REGION

#### Lunenburg, Shelburne, Queens

Phone: 902-679-6027  
Fax:  
Email:

### WESTERN REGION

#### Annapolis, Digby, Yarmouth

Jean Ward  
Phone: 902-638-2387  
Fax: 902-638-2389  
E-mail: [wardje@gov.ns.ca](mailto:wardje@gov.ns.ca)