

# IGNITE



## YOUR FLAME

WITH

## WILSON 4-H

2023-2024

## Club Handbook



## Wilson 4-H 2023-2024 Officers



President	<b>Kaylynn Morgan</b>
Vice President	<b>Peyton Choate</b>
Secretary	<b>Koy Morgan</b>
Treasurer	<b>Koy Morgan</b>
Reporter	<b>CJ Morgan</b>
Photographer	<b>CJ Morgan</b>
Recreation Leader	<b>Danielle Ballard</b>

### Volunteer Leader

Kelli Morgan.....580-812-2839  
[wilsonok4h@gmail.com](mailto:wilsonok4h@gmail.com)

### Cloverbud Leader

Candis Choate.....580-504-3402



OSU Extension Office  
25 A Street NW  
Suite 200  
Ardmore, Oklahoma 73401  
Phone: 580-223-6570  
Fax: 580-226-3951



### Extension Staff



Danielle Wells Extension Educator  
Family & Consumer Science/4-H Youth Development  
[Danielle.I.wells@okstate.edu](mailto:Danielle.I.wells@okstate.edu)

## Enroll Online

4h.zsuite.org

## 4-H Enrollment Year

August 1, 2023– July 31, 2024

### 4-H Program Fee:

Youth ages 5-19 (Grades K-12) \$20 due within 30 days of enrollment.

*Fees must be paid within 30 days of enrollment, or your enrollment will be deleted.*



# 4-H Ritual

*Vice President:* "Stand Please."  
*Members:* [All members rise and stand erect.]  
*Vice President:* *What is our 4-H Club motto?*  
*Members:* (In unison): "To make the best better."  
*Vice President:* "We will repeat **the 4-H Club pledge.**"  
*Members:* "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."

[In repeating the pledge, raise the right hand to side of head when speaking line No. 1, lower right hand over heart when speaking line No.2; extend hands, palms upward, when speaking line No.3; and stand at attention when speaking line No.4.]

*Vice President:* "We will now give the **Pledge to the Flag.**"  
*Members:* "I pledge allegiance to the Flag of the  
United States of America and to the  
Republic for which it stands, one Nation  
under God, indivisible, with liberty and  
justice for all." [At attention facing the  
flag repeat together the pledge of  
allegiance.

[The right hand should be placed over the heart while giving the pledge of  
allegiance. Congress, made this change December 15, 1942, Section 7,  
Public Law 623.]

*Vice President:* "We will now review the meaning of the  
club emblem. What is the national **4-H**



***club emblem?"***

Members: "The National 4-H Club emblem is the four-leaf clover with the letter "H" on each leaflet running parallel with the mid-rib of the leaflet."

*Vice President: "What do the four H's on the club emblem represent?"*

Members: "They represent the equal training of the head, heart, hands and health of every member."

*Vice President: "For what is the head trained?"*

Members: "To think, to plan, to reason."

*Vice President: "For what is the heart trained?"*

Members: "To be kind, to be true, to be sympathetic."

*Vice President: "For what are the hands trained?"*

Members: "To be useful, to be helpful, to be skillful."

*Vice President: "For what is the health trained?"*

Members: "To resist disease, to enjoy life, to make for efficiency."

*Vice President: "In the All-Star Emblem, what does the Fifth H represent?"*

Members: "The Home."

*Vice President: "In what way can we be of help in our home life?"*

Members: "By striving to train for a home life that represents true character, comfort and contentment."

*Vice President: Be seated, please.*



# Record Books

The 4-H Record Book is a summary of your 4-H club work for the year. It should tell what, where, when why and how many. County Record Books cover all project areas. You must complete a 4-H Record Book to be eligible to be recognized at the County Achievement Banquet.



## **Ten Steps to Record Keeping**

- 1st – Select a project
- 2nd – Read the project manual
- 3rd – Set personal goals
- 4th – Plan your work
- 5th – Work your plan
- 6th – Record your work
- 7th – Have someone take pictures of you working
- 8th – Know the deadline for Record Books
- 9th – Fill out the Report Forms neatly
- 10th – Write your 4-H story



## **The 4-H Story**

This is your opportunity to bring your 4-H work alive. The story should give the reader the true picture of what you have done and what you have learned.

*Part I – Introduction:* Who are you? How old are you? Do you have any brothers or sisters? How did you find out about 4-H? What are some of your favorite things to do? Where do you live? Where do you go to school?

*Part II – Body:* Your story – Tell about the projects you reported on in the project report form: How did 4-H help you learn things about this project that you didn't know before? How did your project work grow? What are some things you tried successfully or unsuccessfully?

*Part III – Summary:* Explain how your 4-H work has helped with other activities: How have your 4-H projects helped you make a positive difference in your school or community? Tell about special activities you did during the year. What are your PLANS for future 4-H activities?

## **Photographs**

You should have 1 page per project, 3 pictures per page. They should be action shots with captions describing the action.



# Club Calendar 2023-2024



August 21 ..... Officer Interviews  
August 22 ..... August Monthly Meeting  
Sept 5-9 ..... County Fair  
Sept 7 ..... Stick Horse Rodeo  
Sept 5-8..... Read an Accurate Ag Book Week  
Sept 18 ..... Club Officer Training  
Sept 25..... County Office Training  
Sept 26 ..... September Monthly Meeting  
October 1-7 ...National 4-H Week  
October 2 .... Decorate the Chamber Window  
October 3 ..... Ice Cream Social  
October 4 .....Wear Green for 4-H  
October 5.....Kick Off Trick or Treating for Canned Goods  
October 6 ..... 4-H Member Spotlights  
October 7 ..... Service Project  
October 9 ..... County Awards Banquet  
October 14 .... Clover Days @ Tractor Supply  
October 19.... County Cupcake Wars Contest  
October 24 ..... October Monthly Meeting  
October 30 ... Deliver Items to the Food Bank  
November 28 .... November Monthly Meeting  
November ..... Decorate the Chamber Window  
December 12 .... December Monthly Meeting  
December ... Christmas Parades- Healdton & Wilson

January .... Decorate the Chamber Window  
January 13 .....County Public Speaking Contest  
January 22.... County Food Showdown Practice  
January 23 .... January Monthly Meeting  
February .... County Spring Fair  
February 19 .... County Food Showdown Practice  
February 20 .... February Monthly Meeting  
February 27-March 1.....CCJLS  
February 29.... CCJLS Heart of a Champion  
March .... Decorate the Chamber Window  
March 25 .... County Food Showdown Practice  
March 26 ..... March Monthly Meeting  
April 1 ..... County Food Showdown Contest  
April 1 ..... County Table Setting Contest  
April 23 ..... April Monthly Meeting  
May .....Wilson 4-H/FFA Awards Banquet  
May .....Club Fishing Trip  
May .....Decorate the Chamber Window  
May-August TBA..... Service Project Work  
May-August TBA..... Record Book Workshop's  
June .....Decorate the Chamber Window  
June ..... Officer Yearly Planning Meeting  
July ..... Club Summer Fun Activity

## August 2023

Meeting Date: August 22, 2023

Meeting Time: 6:00pm

Meeting Place: Wilson Chamber Building

Program: **Back to School Bash**

What you will learn: Ignite Your Flame with Wilson 4-H

Other Activities: County Fair, Read an Accurate Book Week Sept 5-8,  
Officer Training

---



## September 2023

Meeting Date: September 26, 2023

Meeting Time: 6:00pm

Meeting Place: Wilson Ag Building

Program: **Business Meeting/Project Work/Service Project**

Recreation: Games organized by Recreation Leader

Other Activities: National 4-H Week Oct 1-7



**ENROLL BY**  
**September 1, 2023**  
**[4h.zsuite.org](http://4h.zsuite.org)**



## October 2023

Meeting Date: October 24, 2023

Meeting Time: 6:00 pm

Meeting Place: Wilson Ag Building

Program: **Camping Food- Hobo Foil Packets by Kaylynn Morgan**

What you will learn: How to safely cut up vegetables, and grilling safety

Service Project: Trick or Treating for Canned Goods, deliver items to the Food Bank

Recreation: Games organized by Recreation Leader

---



## November 2023

Meeting Date: November 28, 2023

Meeting Time: 6:00 pm

Meeting Place: Wilson Ag Building

Program: **Business Meeting/Project Work/Service Project**

Other activities: Christmas Parades

Service Project: Women's Outreach

Recreation: Games organized by Recreation Leader

---



## December 2023

Meeting Date: December 12, 2023

Meeting Time: 6 pm

Meeting Place: Wilson Chamber Building

Program: **Wildflowers/Making Bookmarks by Danielle Ballard**

What will you learn: Collecting wildflowers, the importance of knowing the plants around you, how to use dried flowers to make a gift.

Other Activities: Christmas Parades

Recreation: Games organized by Recreation Leader



## January 2024

Meeting Date: January 23, 2024

Meeting Time: 6:00 pm

Meeting Place: Wilson Ag Building

Program: **Business Meeting/Project Work/Service Project**

Recreation: Games organized by Recreation Leader

---



## February 2024

Meeting Date: February 20, 2024

Meeting Time: 6:00 pm

Meeting Place: Wilson Ag Building

Program: **Reptiles & Amphibians Native to OK by Peyton Choate**

What you will learn: Lizards, Turtle, Frogs & the habitats they live in.

Recreation: Games organized by Recreation Leader

Other Activities: Carter County Junior Livestock Show

---



## March 2024

Meeting Date: March 26, 2024

Meeting Time: 6:00 pm

Meeting Place: Wilson Ag Building

Program: **Business Meeting/Project Work/ Service Project**

Recreation: Games organized by Recreation Leader



## April 2024

Meeting Date: April 23, 2024

Meeting Time: 6pm

Meeting Place: Wilson Ag Building

Program: **Water Safety by Turner Ballard**

What you will learn: Best Safety practices when around water & emergency procedures.

Recreation: Games organized by Recreation Leader

---



## May 2024

Meeting Date: TBA

Meeting Time: TBA

Meeting Place: Wilson Cafeteria

Program: **Presentation of Club Awards**

Other Activities: Club Fishing Trip

---



## June 2024

No Scheduled Club Meetings

**Service Project Sundays!**

**Sign up for 4-H Summer Workshop!**

**Work on Record Books!**

## July 2024

No Scheduled Club Meetings

**Service Project Sundays!**

**Sign up for 4-H Summer Workshop!**

**Work on Record Books!**



## Wilson 4-H Awards 2023-2024



**Club Attendance-** Certificates given to each member who attends 2/3 of organized club meetings (6 of 9 meetings).

**Service Recognition–** Certificates presented to all members who participate in 1/2 of the planned service projects for the 4-H year.

**County Event Attendance –** Recognition of Youth who attend a minimum of 3 county events.

**Officer Awards –** Officer pin for each officer who complete their duties, attends meeting in responsible manner, shows respect to all members and sets good example to other youth.

**Top Officer Award-** Completes all duties and required paperwork or project for office, attends all meeting, sets good example for all youth to follow and participates in 3 county events.

**Best Exhibitor at County Fair –** Top showman with indoor and outdoor exhibits at the county fair using the county John P. Taylor Award Score Sheet. *Will be eligible for county award.*

**Best Overall Project –** Youth with project that included 3 county events, one district event, public speaking presentation, Leadership (teaching others about project), Citizenship (participated in two club or one club and one county service project).

**Best Club Citizen –** Club member who participated in all club service projects, encouraged club participation in one county service project that they participated in themselves. Attended all club meetings and was always on best behavior at club meetings as well as school and all school events.

# Wilson 4-H Club 2023-2024

## Officer Duties



### All Officers must:

- Show leadership qualities, respect for others & be active in 4-H.
- Be prepared for meetings with their assigned duties. (Agendas, minutes, roll list, etc.)
- Help organize meetings.
- Participate in 4-H activities & Fundraisers.
- Fulfill their officer duties.

### PRESIDENT

- Call the meeting to order on time and appoint an acting Secretary if necessary.
- Assign the floor (call on) those who would like or are required to speak during the business meeting:
- Recognize those who wish to speak.
- Give each member the opportunity to speak.
- Sign the minutes of the previous meeting after they are approved by the club.
- Keep the business part of the meeting moving:
- Make suggestions.
- Ask for a motion.
- When there is discussion before a motion is made, the President might say, "Would someone like to put that in the form of a motion?"
- Introduce special guests who are not on the program.
- Close the meeting on time.
- Call special meetings and/or appoint special committees after consulting with the adult leaders.

### VICE PRESIDENT

- Consult with the President about plans or special work to be done.
- Preside at the meeting in the absence of the President.
- Represent the club at other events in the absence of the President.
- Work with the leaders and other officers on committees and other group activities.
- Serve as chair of the program committee to help plan group meetings and activities.
- Check with those responsible for the program to see if they are ready or need assistance.
- Introduce program participants.
- Remember to thank people who are on the program.

### SECRETARY/ TREASURER

- Discuss business items with the leaders and President.
- Sit next to the President during the business meeting.
- Inform the President and leaders if you are going to be absent.
- Work cooperatively with other officers.
- Call roll and keep accurate records of attendance.
- Read minutes of the previous meeting and make corrections if necessary.
- Take accurate notes of the events of each meeting. Secretary's book is turned to be judged at end of year. Awards given to the top Jr and Sr Secretary in the County.
- When called upon by the President. State any unfinished business left from the previous meeting.
- Assist the President during the meeting by writing the motions as stated and restating the motion if necessary.
- Read correspondence directed to the club and write letters sent from the club.
- Be ready to state a balance at each club meeting.
- Report the accounting to the Secretary.
- Be aware of the club's budget.

### REPORTER

- Keep the public informed about the activities of the club and club members.
- Prepare news releases or stories for publication in the local newspaper.
- Take pictures of club activities, including meetings and other planned activities
- Assist volunteer with any publicity when asked.
- Put together scrapbook of all events and activities of club. Can be done on the computer as a slide presentation. Awards are given for the top Junior and Senior Reporter in the County.

### RECREATION LEADER

- Plan a game and or song for each club meeting.
- Provide supplies necessary for the game or activity.
- Give instructions to club members on how to play the game or activity.
- Lead the game and song.

***To maintain an office 4-H Members must be enrolled in 4-H by September 1, 2023.***

***If officers miss more than 2 unexcused meetings or 1 required event without notifying the club leader, he/she will be subject to replacement and may forfeit the right to run for office the following year.***

***If you are removed as an officer, you will not be allowed to run for election the following year.***

***If you do not fulfill your duties as an officer, then you will not be allowed to run for office the following year.***



**2023-2024**

**Wilson 4-H Club Officer**



## **Selection Process**

---

The Wilson 4-H Club Officer team will be selected by an independent panel after an oral interview process. The candidates may prepare a 3x5 note card to use during the interview. All but one question will be known to the candidates and the one remaining question will be chosen from the “Interview Question” list by the panel. The oral interview will be conducted as follows; each candidate will have 5 minutes:

1. Candidate will introduce him/herself to the panel. They will give their age, grade in school and years in 4-H.
2. The Panel will ask the Candidate about any community service activities the candidate has been involved with. Candidate will briefly explain any relevant activities.
3. The Panel will ask the Candidate what projects they have been active in while in 4-H. Candidate will briefly explain their project history, achievements, or awards in their project areas.
4. The Panel will ask one question from the “Interview Question” list.
5. Once all candidates have been interviewed the panel will determine the new officer team.

### **Eligibility for 4-H Officer Elections**

*ALL Candidates filing for office must be enrolled in 4-H by September 1, 2023. Candidates for President must have completed 2 years of 4-H work and attended at least 50% of the previous year's meetings. The Vice President must have completed 2 years of 4-H work. Candidates for Secretary, Treasurer and Reporter must have completed 1 year of 4-H work. Candidates for Recreation Leader can be any new member to 4-H. If there are no eligible candidates willing to take office other club members that do not meet the requirements may run for an open office.*

**2023-2024**



## **Wilson 4-H Club Officer Interview Questions**



---

**Below are questions that maybe asked during the officer interview.**

**Each Candidate will be asked 1 question from the list.**

1. What goals would you personally like to accomplish as a 4-H Club Officer this year?
2. What are the duties of the office that you are running?
3. What has been your most rewarding experiences in 4-H?
4. What do the 4 H's stand for in the 4-H Club?
5. 4-H activities can be fun and memorable, but how do they make you a better leader?
6. How do you describe 4-H to someone who does not know about 4-H?

2023-2024



# Wilson 4-H Club Officer Application Form



Name:

Grade (as of 9/1/2023):

Have you held a club office before?    Yes            No

Please list office(s) you held:

If elected, what do you want to see accomplished by the new officer team?

---

---

Indicate for which office(s) you are filing (May file for 3 offices).

President

Treasurer

Vice President

Reporter

Secretary

Recreation Leader

---

---

If elected to a club office, I agree to the following:

- Attend and help with all club activities and events.
- Carry out all the duties and responsibilities of the office.
- Conduct myself in a manner that will show pride and respect for my Club, Community, Country & World

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Eligibility for 4-H Officer Elections**

*ALL Candidates filing for office must be enrolled in 4-H by September 1, 2023. Candidates for President must have completed 2 years of 4-H work and attended at least 50% of the previous year's meetings. The Vice President must have completed 2 years of 4-H work. Candidates for Secretary, Treasurer and Reporter must have completed 1 year of 4-H work. Candidates for Recreation Leader can be any new member to 4-H. If there are no eligible candidates willing to take office other club members that do not meet the requirements may run for an open office.*



# **Keeping Records of 4-H Work**

Keeping track of your 4-H work is an important part of being a 4-H member. It's much easier to write things down as you go than to try to remember it all at the end of the year.

If you complete a 4-H Record Book, keeping records will help you organize the information so it can be summarized.

Keeping records is also an important life skill—something adults have to do each year to complete income taxes, reports at work and many other things. If you begin to keep good records as a 4-H member, you will probably always make recordkeeping a priority.

There are many ways to keep records. Some people write everything down on a calendar. Others keep a spiral notebook with a page for each month or each project... This booklet is another way to keep up with your 4-H activities. It doesn't really matter how you keep records—as long as you do it.

## **Setting Goals**

At the beginning of each 4-H year, it's a good idea to sit down with an adult and decide what you want to do for the year.

If you are planning with a 4-H Record Book in mind, be sure to get a copy of the Oklahoma 4-H Awards Handbook from your County Extension Office or download and print it yourself from <https://4h.okstate.edu/members/record-book-and-scholarship-information/record-book-and-scholarship-info.html>. Be sure to plan activities which help you show work toward each of the objectives for the project you have selected.

My Goals for this year:

# **Non-4-H Activities & Awards**

**School:**

**Church:**

**Community:**

# **4-H Awards:**

**Local:**

**County:**

**State:**

## **4-H Fair Exhibits:**

**County:**

**State:**

## **Other Fair Exhibits:**

**County:**

**State:**

## **August 2023:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**

## **September 2023:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**

## **October 2023:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**

# **November 2023:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**



# **December 2023:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**

# **January 2024:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**

# **February 2024:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**

## **March 2024:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**

## **April 2024:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**

## **May 2024:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**

## **June 2024:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**

## **July 2024:**

**Project Work done:**

**What I learned:**

**Activities where I led others:**

**Civic Engagement Activities:**

**Meetings Attended:**

**Participation in Events/Activities:**



# Notes

# Notes