4-H Emblem
The emblem is a green four-leaf clover with a white letter “H” on each leaf. Each “H” represents one of the four-fold developments of Head, Hands, Heart and Health.

4-H Colors: Green and White
Green = Nature’s most common color and emblematic of springtime, life, and youth
White = Symbolizes purity and high ideals

4-H Motto: To Make the Best Better

4-H Pledge
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.
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<tr>
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<th>Location</th>
<th>Meeting Date</th>
<th>Time</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lomira Clover Leaves</td>
<td>LeRoy Town Hall</td>
<td>1st Monday</td>
<td>6:30 PM</td>
<td>Vicky Fink (920)387-5224 Anne Rinzel (920)583-4162 Brenda Wenzel (262)224-2927</td>
</tr>
<tr>
<td>Mayville Lucky Clovers</td>
<td>Members' Homes</td>
<td>3rd Sunday</td>
<td>1:30 PM</td>
<td>Steven &amp; Nancy Grulke (920)583-6959</td>
</tr>
<tr>
<td>Neosho Utopians</td>
<td>Neosho Elementary</td>
<td>1st Thursday</td>
<td>7:00 PM</td>
<td>Jason Beck (920)296-5300 Angie James (920)625-3619</td>
</tr>
<tr>
<td>Oak Grove Owls</td>
<td>Juneau Community Center</td>
<td>1st Monday</td>
<td>7:00 PM</td>
<td>Vonda Nehls (920)386-4427 Karen Schwan (920)386-5587</td>
</tr>
<tr>
<td>Portland Boosters</td>
<td>St. Joseph's School, Waterloo</td>
<td>2nd Monday</td>
<td>6:30 PM</td>
<td>Charles Crave (920)478-2473</td>
</tr>
<tr>
<td>Richwood Rangers</td>
<td>Emmet Town Hall</td>
<td>2nd Saturday</td>
<td>10:00 AM</td>
<td>Jessica Rowoldt (920)253-7135</td>
</tr>
<tr>
<td>River Oaks</td>
<td>Lowell VFW</td>
<td>1st Sunday</td>
<td>3:00 PM</td>
<td>Susan Caine (920)210-3601</td>
</tr>
<tr>
<td>Rock River Royals</td>
<td>United Methodist Church, Horicon</td>
<td>2nd Sunday</td>
<td>6:00 PM</td>
<td>Eric &amp; Emily Zillmer (920)643-7072</td>
</tr>
<tr>
<td>Sinissippi</td>
<td>Hustisford Jr/Sr. High School</td>
<td>1st Wednesday</td>
<td>6:30 PM</td>
<td>Sylvia Hinrichs (920)349-3937</td>
</tr>
<tr>
<td>Trenton Highlights</td>
<td>SAGES School, Fox Lake</td>
<td>1st Saturday</td>
<td>7:30 PM</td>
<td>Sherry Helmer (920)928-2478</td>
</tr>
<tr>
<td>Tri-County Twisters</td>
<td>Portland Town Hall</td>
<td>2nd Saturday</td>
<td>2:00 PM</td>
<td>Karen Weihert (920)988-8008</td>
</tr>
<tr>
<td>Watertown Badgers</td>
<td>Watertown City Hall</td>
<td>1st Monday</td>
<td>6:15 PM</td>
<td>Deb Rynearson (920)925-3738</td>
</tr>
<tr>
<td>Watertown Boosters</td>
<td>Members' Homes</td>
<td>2nd Sunday</td>
<td>3:00 PM</td>
<td>Cindy Pillsbury (920)261-1621</td>
</tr>
</tbody>
</table>

Revised 9/19/2014
### Dodge County 4-H Clubs

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Meeting Location</th>
<th>Meeting Date</th>
<th>Meeting Time</th>
<th>General Leader Name(s) &amp; Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievers</td>
<td>Chester Town Hall</td>
<td>1st Saturday</td>
<td>10:00 AM</td>
<td>Lorna O'Donovan (920)324-9488</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Kim Pokorny (920)324-4319</td>
</tr>
<tr>
<td>A-O-K</td>
<td>Zum Kriplein Christ, Iron</td>
<td>1st Thursday</td>
<td>6:30 PM</td>
<td>Courtney &amp; Amy Meyer (920)387-2717</td>
</tr>
<tr>
<td>Astico Perseverance</td>
<td>Town of Elba Town Hall</td>
<td>1st Monday</td>
<td>7:00 PM</td>
<td>Kristine Kehl (920)623-4042</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Anna Schultz (920)623-9983</td>
</tr>
<tr>
<td>Burnett, Inc.</td>
<td>Burnett Town Hall</td>
<td>1st Tuesday</td>
<td>6:30 PM</td>
<td>Rich Gruke (920)960-4658</td>
</tr>
<tr>
<td>County Line</td>
<td>Ashippun Town Hall</td>
<td>2nd Monday</td>
<td>6:30 PM</td>
<td>Kelly Rux (920)474-7304</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Heidi Kartman (262)670-6555</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sarah Wendorf (920)342-3446</td>
</tr>
<tr>
<td>Herman Hornets</td>
<td>Herman Consolidated School</td>
<td>2nd Tuesday</td>
<td>7:00 PM</td>
<td>Tim Reine (920)918-1487</td>
</tr>
<tr>
<td>Hyland Prairie</td>
<td>Prairie View Elementary School</td>
<td>2nd Thursday</td>
<td>7:00 PM</td>
<td>Leanne Gensch (920)927-3349</td>
</tr>
<tr>
<td>Juneau Victorians</td>
<td>varies (please call UW-Extension Office)</td>
<td>2nd Friday</td>
<td>6:30 PM</td>
<td>Janelle Wiebelhaus Finger (920)253-7099</td>
</tr>
<tr>
<td>Lakeside</td>
<td>Reeseville Municipal Building</td>
<td>2nd Sunday</td>
<td>6:30 PM</td>
<td>Eric &amp; Sandy Salmi (920)988-1817</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(920)988-5295</td>
</tr>
<tr>
<td>Lebanon Luckies</td>
<td>Lebanon Fire Station</td>
<td>2nd Monday</td>
<td>6:00 PM</td>
<td>Debbie Behl (920)925-3846</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Karen Boyd (920)925-3459</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Kim Budewitz (920)925-3776</td>
</tr>
<tr>
<td>Leipsic</td>
<td>Calamus Town Hall</td>
<td>2nd Thursday</td>
<td>7:00 PM</td>
<td>Mary Pat Boschert (920)885-2341</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Kris Schaalma (920)887-7097</td>
</tr>
</tbody>
</table>

### CONTACT INFORMATION

Dodge County  
University of Wisconsin Extension  
127 E. Oak Street – Room 108  
Juneau, WI 53039  
Phone (920) 386-3790  
Fax (920) 386-3928  
Website: http://dodge.uwex.edu/  
4-H Youth Development Educator: Marie Witzel  
marie.witzel@ces.uwex.edu  
4-H Youth Program Assistant: Deb Wiebelhaus  
dwiebelhaus@co.dodge.wi.us

Your Name: ________________________________  
Club Name: ________________________________  
General Leader Contact Information  
Name: __________________________________  
Phone Number: ___________________________  

Club Officer forms are available at:  
http://dodge.uwex.edu/4-h-youth-development/formsguidesapplications/
4-H Leaders Association Executive Board

Kim Pokorny, President
Tracie Luedtke, President-Elect
Noreen Dogs, Vice President
Helen Weisensel, Treasurer
Amy Meyer, Secretary
Sylvia Hinrichs, Reporter
Eric Zillmer, Past President
Diane Neff, Fall Forum
Delegates At Large:
   Carolyn Dehler
   Courtney Meyer
   Kim Thrane
   Karen Schmidt
Youth Representatives:
   Laura James
   Katrina Pokorny
   Emma Whitlock
   Solomon Vana

New Business:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Announcements:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

NEXT MEETING:
DATE:_________  TIME: _______  PLACE: _________________________________
We will ________________________________ Bring __________________________________________

Adjournment:
Motion by: _____________________________________________________________
Seconded by:___________________________________________________________
Meeting Adjourned at ________ (a.m.) (p.m.)

4-H Flag Pledge led by: ______________________________________________________________
Demonstrations by: __________________________________________________________________
Program: ____________________________________________________________________________
Recreation __________________________________________________________________________
Refreshments ________________________________________________________________________

Signed ___________________________________________
(Secretary)
Name of 4-H Club _____________________________________________

Date: _______  Time: _______  Place: __________________________________________

PRESENT:  Boys ______  Girls ______  Leaders ______  Visitors ______ TOTAL: ________

Meeting called to order by: ____________________________________________ at _________(a.m.) (p.m.)
(Officer) (Name)

American Flag Pledge led by: ____________________________________________

Guest Names:
__________________________
__________________________
__________________________

Roll Call: __________________________________________________________

Secretary's Report _____________________________________________
(Minutes read and correspondence)

Treasurer's Report _____________________________________________  Balance is $__________

Committee Reports (list reports given and about what):
__________________________
__________________________
__________________________
__________________________
__________________________

Unfinished Business:
__________________________
__________________________
__________________________
__________________________
__________________________

Important 4-H Contacts

Name: _____________________________________________________
Club: ______________________________________________________
Phone Number: ____________________________________________
E-mail: ___________________________________________________

Name: _____________________________________________________
Club: ______________________________________________________
Phone Number: ____________________________________________
E-mail: ___________________________________________________

Name: _____________________________________________________
Club: ______________________________________________________
Phone Number: ____________________________________________
E-mail: ___________________________________________________

Name: _____________________________________________________
Club: ______________________________________________________
Phone Number: ____________________________________________
E-mail: ___________________________________________________
4-H Business Meeting Agenda Sample

I. Call the Meeting to Order
II. American Flag Pledge (could also include a song)
III. Roll Call and Introduction of Guests
IV. Reading of the Minutes of the Previous Meeting
V. Approval of the Minutes
VI. Correspondence
VII. Treasurer’s Report
VIII. Committee Reports
IX. Unfinished Business
X. New Business
XI. Announcements
XII. Educational Program
XIII. 4-H Pledge
XIV. Adjourn
XV. Recreation
XVI. Refreshments

Other Officers

Historian
◊ Collect memorabilia from 4-H’ers about activities of the club
◊ Take pictures at club events and complete a scrapbook

The Historian of my club is:
Name: ___________________________
Phone Number: ___________________
E-mail: _________________________

Recreation Leader
◊ Plan recreation for the meeting when needed.

The Recreation Leader of my club is:
Name: ___________________________
Phone Number: ___________________
E-mail: _________________________

Sergeant-at-Arms
◊ Assist with room setup, flags, banners and watch for potential risks in the room.
◊ Arrange for pledges for each club meeting.
◊ Keep order and peace.

The Sergeant-at-Arms of my club is:
Name: ___________________________
Phone Number: ___________________
E-mail: _________________________

ALL OFFICERS: Keep in contact with your club leaders and county UW-Extension agents.
**Reporter Duties**

- Spread good news about your club.
- Write a report following each 4-H meeting for the local newspaper.
- Write articles and take photographs of special 4-H events for your local newspaper.
- Keep in contact with your club leaders and county UW-Extension agents.

**Suggestions for a Good News Story:**

- Type your story (double space with wide margins).
- Include your name, address and phone number at the top of the page.
- Keep sentences short.
- Leave out personal opinions, write in third person (he, she, they).
- Be sure all names are spelled correctly.
- State the most important or most interesting facts in the first paragraph. In the following paragraphs, give the information in the order of importance.
- Submit good pictures with your stories.
- Visit or call local newspaper offices to find out what information they will publish.
- Recognize your story may be cut or changed.
- Be Accurate! Be Brief! Be Concise!

**What is Parliamentary Procedure?**

- A quorum = The number of members necessary to carry on business
- Majority vote = The vote of more than half the members.
- Minutes = The record or report of each meeting’s work
- Out of order = Not following the approved rules of order
- Parliamentary Procedure = A method for conducting a business meeting in an efficient, fair, and friendly manner
- Pro tem = “For the time being”
- Roll call = A methodical way of taking attendance
- Special or Ad Hoc Committee = A committee appointed to one job or complete a special task
- Standing committee = Committee that functions throughout the year
- The agenda = A listing of things to be done at a meeting and the order in which they will be discussed
- The chair = The presiding officer
- The house = The club or organization
- To address the chair = To rise and say “Mr. President”
- To adjourn = To end the meeting
- To amend = To change or modify
- To ballot = To vote by casting ballots
- To make a motion = To suggest that a certain thing be done by the club
- To obtain the floor = To receive from the president the right to speak
- To table = To put aside a motion for discussion at another meeting
- Vote = A democratic method of allowing every member to have input into the final decision
President Duties

- Plan the business part of meeting with other leaders before meetings are held, including the agenda.
- Know parliamentary procedure.
- Start and stop the meeting on time.
- Preside and call the meeting to order and direct the business.
- Keep order. Be courteous but firm.
- Encourage all members to participate.
- Cast the deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- Appoint committees when directed by the club, and define responsibilities of the committees.
- Work closely with your club to plan the year.
- Work with your elected officer team to plan, carry out and evaluate successful meetings.
- Check on progress of committees and ask for reports at meetings.
- Delegate responsibilities so every 4-H’er has a meaningful role.
- Arrange to have another person preside if you cannot attend a meeting, appoint an acting secretary if the secretary cannot attend.
- Keep in contact with your club leaders and county UW-Extension agents.

Helpful Hints for Treasurers

Deposits (Money Received)
- Make all deposits promptly.
- Record deposits in checkbook register BEFORE going to bank.
- Endorse (sign) checks on back side.

Writing Checks (Money Paid Out)
- Only write checks authorized (approved) by your club.
- Never write a check ahead — use current date!
- Always use a pen to write checks.
- Compare written dollar amount with amount written in numbers.
- Sign check as your name appears on the Bank Signature Card that you signed at your bank.
- Record checks written into checkbook register.
- Write check number and date paid on any printed bills your club receives.
- Reconcile Bank Statement Monthly — ask for assistance if needed.

Required Treasurer forms are located in the Treasurer’s Binder.
Treasurer Duties

◊ Take charge of all the money taken in by the club.
◊ Keep an accurate record of all money received and all money paid out.
◊ Deposit money into checking account as soon as it is received.
◊ Never use club money to pay personal bills.
◊ Give a report of money received, bills paid and amount on hand at each meeting.
◊ Be prepared to give an itemized report at any time if requested by members or leaders.
◊ You are responsible for the club's funds until your successor is elected. An auditing committee should check your records before they are turned over to your successor.
◊ Serve as chairman of the finance committee (fundraising).
◊ Give complete and accurate records to your successor.
◊ Check the Dodge County 4-H Website for sample reports.
◊ Keep in contact with your club leaders and county UW-Extension agents.

The Treasurer of my club is:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>___________________</td>
</tr>
</tbody>
</table>

E-mail: ___________________

Fundraising Ideas:
- Food/Bake Sale
- Car Washes
- Refreshment Stand
- Window Washing
- Ice Cream Social

Conducting A Good Business Meeting

I. Call the Meeting to Order – The President rises and says, “The meeting will please come to order.”
II. American Flag Pledge (could also include a song)
III. Roll Call and Introduction of Guests – The President rises and says, “The secretary will please call the roll.”
IV. Reading of the Minutes of the Previous Meeting – The President rises and says, “The secretary will read the minutes of the last meeting.”
V. Approval of the Minutes – The President asks, “Are there any additions or corrections to these minutes? If not, they stand approved as read.” “If there are corrections, the corrections are made and the President says, “Are there any further corrections to the minutes? There being no further corrections, the minutes will stand approved as corrected.”

VI. Treasurer’s Report – The President asks, “May we please have the treasurer’s report?” After the treasurer’s report the President asks, if there are any questions, if none the report is filed for audit.

VII. Committee Reports – The President asks, “Will the chair of the ______ committee please report.”

VIII. Unfinished Business – The President asks, “Is there any unfinished business?” If the answer is “yes” then that business is brought before the 4-H’ers.

IX. New Business – The President states, “We are now ready for any new business.”

X. Announcements – The President asks, “Are there any announcements?”

XI. 4-H Pledge

XII. Adjourn – The President asks, “Is there a motion for adjournment?”
Secretary Duties

◊ Sit with the president in the front of the room.
◊ Record the activities and decisions of the club (minutes).
◊ Call the roll and record the attendance.
◊ Stand and read the minutes of the last meeting.
◊ Read correspondence to the club.
◊ Assist the president during the meeting by writing each motion as stated.
◊ Maintain a record of all officers and committees.
◊ Inform the president if you will be absent. The president will appoint an acting secretary.
◊ Submit monthly minutes to the UW-Extension Office by the 10th or as soon as your club meeting is over to have your “Club Happenings” published into the monthly “Focus on 4-H” newsletter. E-mail your minutes to Deb Wiebelhaus at: dwiebelhaus@co.dodge.wi.us.
◊ At the end of the year turn over your records to the club leader. Follow the format distributed to you at Officer Training.
◊ Check the Dodge County 4-H website for sample minutes.
◊ Keep in contact with your club leaders and county UW-Extension agents.

Vice President Duties

◊ Preside when the president is absent.
◊ Know parliamentary procedure so you can assist in conducting an orderly meeting.
◊ Know the duties of the president.
◊ Work closely with the president, leaders and other officers.
◊ Consult with the president on plans or special work to be done.
◊ Sit near the front of the room or at the table with the president and secretary.
◊ Introduce guest speakers.
◊ Have recreation ideas ready should you need them as a meeting.
◊ Keep in contact with your club leaders and county UW-Extension agents.

The Vice President of my club is:
Name: ___________________________
Phone Number: ___________________
E-mail: __________________________

The Secretary of my club is:
Name: ___________________________
Phone Number: ___________________
E-mail: __________________________