



ENHANCING THE CLUB EXPERIENCE.....

CLUB MANAGER CHECKLIST

September

Checklist

- Have new/old members and leaders complete enrollment forms and collect (OR assist families in getting enrolled on 4HOnline)
- Introduce new and old members
- Introduce club managers/leaders
- Discuss projects offered in club/county
- Review 4-H Club Bylaws/Budget and approve
- Pass out 4-H member County Handbook
- Distribute County 4-H Calendar
- Discuss National 4-H Week activities for October
- County Council Delegate give report from meeting
- Present the Club Charter
- Distribute record book resources and explain how they are used to keep records for their 4-H projects
- Promote Upcoming Fall County and District Events/Trainings
- Plan and implement Community Service Projects
- Show members 4HOnline and discuss the need for a profile

After Meeting

- Turn in all member/leader forms (if applicable)
- Turn in copy of Bylaws to CEA
- Turn in copy of Budget Proposals and Club Fund-Raiser Request Forms
- Turn in monthly attendance sheet & reports
- Determine new project interests

Cultivating Children of Character

What lies behind us and what lies before us are small matters compared to what lies within us.
Ralph Waldo Emerson, American essayist, philosopher and poet (1803-1882)



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CLUB MANAGER CHECKLIST

October

Checklist

- Have new members and leaders complete enrollment forms and collect (OR assist families in getting enrolled on 4HOnline)
- Introduce new members
- Celebrate National 4-H Week and Club promotion ideas (first full week in October)
- Remind 4-H club of the major show lamb and goat exhibitors county validation time/ location/date
- Distribute County Food Show Information
- Discuss upcoming contests (ie: 4-H Roundup, Quiz Bowls, Consumer Decision Making – these contests will vary by District)
- County Council Delegate give report from meeting
- Appoint new leaders for new project areas (Leader needs to be enrolled and approved by the County Extension Office)
- Plan and implement Community Service Projects

After Meeting

- Turn in all member/leader forms (if applicable)
- Turn in monthly attendance sheet & reports

Cultivating Children of Character

If you don't have enemies, you don't have character.

— Paul Newman, American actor (b. 1925)



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November

Checklist

- Have new members and leaders complete enrollment forms and collect (OR assist families in getting enrolled on 4HOnline)
- Introduce new members
- Discuss Club holiday gathering
- Prepare participants for County and/or District Food Show, Food Challenge or other Fall events
- Discuss upcoming contests (ie: 4-H Roundup, Quiz Bowls, Consumer Decision Making – these contests will vary by District)
- Announce District Gold Star and Outstanding Leader Recipients
- Remind participants of the Major Stock Show entry deadlines and/or entry nights
- Recognize participants/winners in recent County and District events
- County Council Delegate give report from meeting
- Plan and implement Community Service Projects

After Meeting

- Turn in all member/leader forms (if applicable)
- Turn in monthly attendance sheet & reports

Cultivating Children of Character

Character cannot be developed in ease and quiet. Only through experience of trial and suffering can the soul be strengthened, vision cleared, ambition inspired, and success achieved.

— Helen Keller, American social activist, public speaker and author (1880-1968)



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December

Checklist

- Have new members and leaders complete enrollment forms and collect (OR assist families in getting enrolled on 4HOnline)
- Introduce new members
- Remind members of Club holiday gathering
- Discuss County and/or District Food Show, Food Challenge or other Fall events
- Discuss upcoming contests (ie: 4-H Roundup, Quiz Bowls, Consumer Decision Making – these contests will vary by District)
- Distribute 4-H Opportunity Scholarship Application information to eligible senior members and announce any County or District Scholarship Training opportunities. Also encourage high school juniors to attend the training so that they can get a head start on scholarships for next year.
- Recognize participants/winners in recent County and District events
- County Council Delegate give report from meeting
- Plan and implement Community Service Projects

After Meeting

- Turn in all member/leader forms (if applicable)
- Turn in monthly attendance sheet & reports

Cultivating Children of Character

The proper time to influence the character of a child is about a hundred years before he's born.
William R. Inge, American playwright (1913-1973)



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January

Checklist

- Have new members and leaders complete enrollment forms and collect (OR assist families in getting enrolled on 4HOnline)
- Introduce new members
- Discuss upcoming contests (ie: 4-H Roundup, Quiz Bowls, Consumer Decision Making – these contests will vary by District)
- Discuss 4-H Record book Preparation. Do a M.A.P. (Member Achievement Plan) Check up with 4-H'ers and have them bring to the next meeting so that a review of recordkeeping can be done.
- Recognize participants/winners in recent County and District events and stock shows
- County Council Delegate give report from meeting
- Plan and implement Community Service Projects

After Meeting

- Turn in all member/leader forms (if applicable)
- Turn in monthly attendance sheet & reports

Cultivating Children of Character

Conviction is worthless unless it is converted into conduct.
— Thomas Carlyle, Scottish historian and author (1795-1881)

Looking for some ways to re-enforce character development? Consider using a Values Jar with 4-H members and reward them by placing a marble in a jar with one (or more) of them is spotted practicing good character. When the jar is filled, provide a special treat for the group!



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CLUB MANAGER CHECKLIST

February

Checklist

- Have new members and leaders complete enrollment forms and collect (OR assist families in getting enrolled on 4HOnline)
- Introduce new members
- Discuss County and District Contest Entry Deadlines (ie: 4-H Roundup, Quiz Bowls, Consumer Decision Making, Fashion Show, Fabric & Fashion Design – these contests will vary by District)
- Announce 4-H Camp opportunities (County Camp, Prime Time, SpecTra, etc.) from the 4-H Conference Center
- Recognize participants/winners in recent County and District events and stock shows
- County Council Delegate give report from meeting
- Plan and implement Community Service Projects
- Plan a “Spring Fling.” Organize a 4-H Fun Day for families to get together as the 4-H year draws near. Use this event as an opportunity to recruit new members for next year!

After Meeting

- Turn in all member/leader forms (if applicable)
- Turn in monthly attendance sheet & reports

Cultivating Children of Character

You can easily judge the character of a man by how he treats those who can do nothing for him.

Johann Wolfgang von Goethe, German poet, novelist, playwright, scientist and philosopher (1749-1832)

Sponsor a Poster Contest to promote Character. Recruit business leaders to judge the posters then display the posters in the businesses of the judges!



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March

Checklist

- Have new members and leaders complete enrollment forms and collect (OR assist families in getting enrolled on 4HOnline)
- Introduce new members
- Discuss County and District Contest Entry Deadlines (ie: 4-H Roundup, Quiz Bowls, Consumer Decision Making, Fashion Show, Fabric & Fashion Design – these contests will vary by District)
- Survey members on their 4-H Leadership interests (i.e. what offices would they be interested in serving for the coming year)
- Survey adults on their 4-H volunteer interests.
- Work with officers to appoint a Nominating Committee to develop a slate of officer candidates and leader positions
- Recognize participants/winners in recent County and District events and stock shows
- County Council Delegate give report from meeting
- Plan and implement Community Service Projects
- Work with officers to make a plan and/or appoint a committee to honor graduating seniors at the last club meeting

After Meeting

- Turn in all member/leader forms (if applicable)
- Turn in monthly attendance sheet & reports
- Work with officers to compile member and leader surveys with the Nominating Committee and develop a slate of officer and leader candidates. All candidates should be contacted before the next meeting to make sure they will agree to be nominated.

Cultivating Children of Character

The moment of victory is much too short to live for that and nothing else.
Martina Navratilova, tennis player



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April

Checklist

- Have new members and leaders complete enrollment forms and collect (OR assist families in getting enrolled on 4HOnline)
- Introduce new members
- Discuss County and District Contest Entry Deadlines (ie: 4-H Roundup, Quiz Bowls, Consumer Decision Making, Fashion Show, Fabric & Fashion Design – these contests will vary by District)
- Nominate 4-H Club Officers and Leaders
- Promote District Leadership Lab, District Horse Show and any other Summer events and activities such as Texas 4-H Congress, Tech Camp, etc. (these events will vary from year to year)
- Recognize participants/winners in recent County and District events and stock shows
- County Council Delegate give report from meeting
- Plan and implement Community Service Projects

After Meeting

- Turn in all member/leader forms (if applicable)
- Turn in monthly attendance sheet & reports
- Work with officers to compile member and leader surveys with the Nominating Committee and develop a slate of officer and leader candidates. All candidates should be contacted before the next meeting to make sure they will agree to be nominated.

Cultivating Children of Character

I've missed more than 9,000 shots in my career, lost almost 300 games, missed the game-winning shot 26 times. I've failed over and over again in my life. That is why I succeed.

Michael Jordan, basketball player



ENHANCING THE CLUB EXPERIENCE.....

CLUB MANAGER CHECKLIST

May

Checklist

- Have new members and leaders complete enrollment forms and collect (OR assist families in getting enrolled on 4HOnline)
- Introduce new members
- Hold elections for new officers and leaders
- Remind members about County Record book deadline
- Remind members about State 4-H Roundup registration deadline
- Remind members about registration deadlines for District Leadership Lab, District Horse Show, and any other Summer events and activities such as Texas 4-H Congress, Tech Camp, etc. (these events will vary from year to year)
- Recognize participants/winners in recent County and District events
- Remind members about the "Spring Fling" End of Year event
- County Council Delegate give report from meeting
- Plan and implement Community Service Projects

After Meeting

- Turn in all member/leader forms (if applicable)
- Turn in monthly attendance sheet & reports
- Send results of election results to County Extension Office
- Set date(s) with the new officers to meet and plan club meeting agendas for the coming year and conduct leadership training

Cultivating Children of Character

When the Great Scorer comes to mark against your name, He writes not that you won or lost, but how you played the Game.
Grantland Rice, sportswriter

Looking for some creative recognition ideas? Why not use the Six Pillars of Character and create special Character Awards to recognize 4-H'ers who have excelled as Children of Character! For example, Terrific Team Player Award (Teamwork). Champion of Caring Award (Caring), Model Citizen Award (Citizenship), Rockin' Responsibility Award (Responsibility), Ultimate Respect Award (Respect), Fabulous Fairness Award (Fairness).