



San Diego County

**4-H**  
Youth  
DEVELOPMENT  
PROGRAM

CITIZENSHIP  
LEADERSHIP  
LIFE SKILLS



**San Diego County  
4-H Leaders' Council**

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# 4-H Memos



California 4-H State Leadership Conference  
UC Davis August 2-5, 2007

**San Diego County Leaders Council offers to pay for travel to SLC and back up to \$150.00 for the first 50 members to sign up!!!**

The 4-H State Leadership Conference brings together high school youth from across California in a four-day leadership training, networking, and learning experience. The Planning Committee encourages county delegations to bring their county spirit. Many delegations have county shirts, hats, or other symbols representing their county. Come prepared to lead a cheer for your county!

**2007 Conference: August 2 - 5, 2007 at UC Davis**

94th Annual 4-H State Leadership Conference!

Purpose of the 4-H State Leadership Conference

Provide advanced leadership training for high school 4-H youth

Stepping stone for county and sectional leadership activities

Provide an opportunity for statewide networking and idea sharing

Provide input into statewide 4-H activities

**Important Dates**

May 25, 2007 - Financial Aid Deadline

June 4, 2007 - Financial Aid Notification

June 22, 2007 - Registration Deadline

July 7, 2007 - Last Day for a Refund & Paperwork from Counties Due

**JUNE, 2007**

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## BECOME A CLUB OFFICER

### Good Club Officers Are ...

Enthusiastic, tactful, loyal, honest, friendly -- that's one way to describe good 4-H officers. They let the members of the club help decide what the club will do and give everyone a fair chance.

Officers of 4-H clubs are representatives of the local club and of the entire 4-H program of the state.

Start your own personal development programs now. Be sure you can answer yes to each of these questions:

\_\_\_ Do I know the duties of my office?

\_\_\_ Am I willing to improve myself so I can be a better officer?

\_\_\_ Am I friendly? Do I work well with other members of the club and they with me?

\_\_\_ Do I willingly accept responsibilities assigned to me?

\_\_\_ Do I enjoy doing more than just what is required of me?

\_\_\_ Am I willing to give credit to others for work well done?

\_\_\_ Am I prompt in arriving at meetings?

\_\_\_ Does my appearance inspire confidence and respect?

\_\_\_ Am I kind, tactful and courteous?

\_\_\_ Do I use "please" and "thank you" when I should?

\_\_\_ Am I always fair in my decisions?

\_\_\_ Do I appreciate my parents and 4-H volunteers for their time, effort and devotion to club work?

\_\_\_ Will I attend a 4-H officers' workshop if it is offered for our club or county?

### About Your Responsibilities as a Club Officer

#### President

As president, your job is to help everyone in the club work together. You do all you can to make each member feel comfortable with the group. Group discussions are important to the club's working together. You want everyone to participate. You will hesitate to put in your own ideas. You will watch, listen, and toss back to the group questions put to you. Ask questions and make the group think.

When you feel the group is fairly well agreed on a plan, you will ask, "Are we agreed that we should do . . . ?" Any member may say, "I think we ought to talk about it more," or, "I like this part, but not that." As president you will let the group talk more and then ask again, "Are we agreed on this new plan?"

You will eventually have a plan on which everyone or nearly everyone agrees. No one will feel overruled.

As president you will . . .

#### Before the meeting

- Plan business of the meeting with other officers and your volunteer club advisor.
- Arrange to have the vice-president (or other person if necessary) preside if you cannot attend.
- See that the meeting room is ready. Check the temperature for comfort. Arrange chairs in a circle if possible.
- Know parliamentary procedure to conduct an orderly meeting
- Delegate responsibilities so that every member has some job in the club at one time or another.

(cont. pg. 3)

## BECOME A CLUB OFFICER (cont. from pg. 2)

### During the meeting

- Preside at meetings. Call the meeting to order on time and direct the business meeting.
- Appoint a temporary secretary if the elected one is absent.
- Appoint committees, unless otherwise decided by club action.
- Decide points of order fairly.
- Cast deciding vote in case of tie vote. Vote when voting by ballot or roll call.
- Plan with members and your volunteer 4-H club advisor the program for the year. Use "Planning with a Group," Publication 910.
- Be courteous to guests. Introduce them to the club.
- Check frequently on progress of committees. Ask for a report from each chairman.
- Approve payment of bills after action by the club.
- Sign minutes after approval by the club.
- Represent your club in the County 4-H Council.

### Vice-President

You are the president's assistant. You preside when the president is absent. As chairman of the program committee, you work with the president and club advisor to involve the members in planning the program. Remind the 4-H'er responsible for the program before regular meeting.

### As Vice-President

- Learn the rules of parliamentary procedure
- Learn the duties of the president
- Preside at meetings when the president is absent.
- Act as chairman of the program committee.
- Follow through with each regular program.
- Represent your club in the County 4-H Council.

### Secretary

You keep a record of what the club does and handle its correspondence. As part of your job, you will do the following:

- Record the club's plan for the year in the 4-H Secretary's Record Book.
- Keep an accurate record of proceedings of all meetings, a record of what is done, not what is said. Include date and place of meeting, number of members and visitors present, approval of previous minutes, all reports and what was done about them, all motions, with the name of the person who made them, and whether the motion were carried or lost, the time the meeting was adjourned. (See the Secretary's Record Book for an example.)
- Keep a list of members. Call the roll at the request of the presiding officer.
- Read the minutes of the previous meeting when the president calls for them.
- Read letters to the club at meetings.
- Write letters as directed by the club.
- Collect and record reports of all committees.
- Assist the president during the meeting by writing the motions as stated; restate the motions when requested.
- Help other officers and club advisor plan business to be handled at club meetings.
- Complete applications for 4-H Charter (first year only) in Secretary's Record Book.

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## **BECOME A CLUB OFFICER** (cont. from pg. 3)

- Keep a record of all officers and committees.
- Represent the club in the County 4-H Council.

### Treasurer

You are responsible for handling the club's money. You will do the following:

- Receive all money.
- Pay out money only when approved by the club.
- Keep an accurate record of all money received and its source and all money paid out, showing who received the money and for what purpose.
- Put the money in a special club bank account or keep it in another safe place.
- Make regular reports to the club on money received and paid out and the amount on hand.

### Reporter

You are responsible for letting others know about your club -- the fun you are having, work you are doing, and the help you are giving.

Talk to your 4-H youth agent to learn the correct procedure to prepare and present club stories to the local newspapers and radio and television stations.

Promptness is important. To be news, a 4-H event or activity must be recent, important, close to the place of publication or to the readers, listeners or viewers, unusual, interesting, and seasonable.

Use these pointers and put your club "in the news!"

- Write in the third person. Use Jim Smart or Dot Good or club members instead of I or we.
- Spell names and addresses correctly.
  - Keep sentences short (no more than 17 to 20 words). Make each paragraph a complete thought with two or three sentences.
- The important part of a news story are the five "w's": who, what, where, when and why. Use your club's activities to explain each "w," and you have your story.
- Be prompt -- get the story to the editor before his deadline.
- Keep trying; look for unusual and out-of-the-ordinary items.
- Prepare news stories easy to use:
- Write or type clearly, leaving space between lines.
- Write "more" at the bottom of the page if the story continues to a second page.
- Write your name, address, phone number and the date at the top of the paper.

As your club reporter:

- Write announcements of meetings and special events for the newspapers and radio stations.
- Serve as chairman of the publicity committee.
- Collect news items concerning your club and make a notebook for a permanent record if your club does not have a historian.

## BECOME A CLUB OFFICER (cont. from pg. 4)

### Historian

You are responsible for keeping a record of the activities of your club. You will work closely with the reporter and the secretary. Your duties include the following:

- Collecting news items concerning your club.
- Making pictures of the club meetings and activities of the club showing members in action. Using these materials to prepare the club's record for competition in the Mississippi 4-H Awards Programs. Refer to the suggested outline in the 4-H Club Secretary's Record and the 4-H Contest Handbook for instructions.

### Song Leader

Group singing helps 4-H members feel more at ease and centers interest on the programs. As a song leader, you may stimulate enthusiasm or quiet a noisy group, depending on your selection of songs. Learn fun songs and action songs to help your group put more life in its meetings!

#### Before the meeting

- Choose the songs you plan to sing and learn well.
- Get a copy for each member.
- At the meeting
- Be sure you have the attention of the group before you give a definite movement to start the song.
- Begin with a familiar song, then teach a new one.
- Encourage everyone to sing.

### Recreation Leader

You are important to your club. Recreation activities such as games, parties and picnics help accomplish the following:

- Members learn to know and appreciate one another.
- Create interest in your club.
- Promote cooperation and sense of fair play.
- Put visitors and shy people at ease.
- Provide recreation.
- Develop talents.
- Give members a chance to be creative.
- These tips will help you do the following:
- Show enthusiasm.
- Plan your program.
- Know your games -- have equipment ready.
- Explain briefly -- demonstrate.
- Speak clearly -- stand where everyone can see you. Use definite signals for starting and stopping.
- Overlook mistakes -- games are for fun.
- Stop while all are still enjoying the activity.
- Let other members help conduct recreation.

## SAN DIEGO COUNTY LEADERS MEETING 5/7/07

### Board Member Present:

President: Drew Middleton

Vice President: Charla Cranor

Treasurer: Kevin Fletcher

Vice President: Charlie Knust Secretary: Cathy Mitchell

### Board Member Absent:

Corresponding Secretary: Taelor Robertson

The meeting of the San Diego County Leaders Meeting was called to order at 7:03 pm at the San Diego County 4-H Office by President Drew Middleton. The Pledge of Allegiance and the 4-H Pledge was lead by Lisa Hillebrecht

### Business Meeting:

The secretaries minutes of the April 2, 2007 Leaders Council Meeting were accepted via voice vote. Motion made by Charlie and second by Debbie Torres.

### The Treasures Report :

The beginning balance of April 2007 was \$25,0741.13 and ending balance was \$24,762.08. Individual transactions are listed on back of reports. There is also a CD of \$10,000.00. Debbie Torres moved to accept the treasurer's report. Charley seconded the motion. Motion passed with a verbal vote.

### Old Business:

#### Advisory Committee reports:

Drew stated that advisory committees are to report to the San Diego Council at the quarterly meetings. Meetings are held in September, November, February, and May. They need to report on their scheduled activities and how the events.

Dog advisory: Report was provided by Debbie Parker- Olivenhain Valley Club. They had a general meeting Sept. 06 where the youth elected officers. At this meeting they plan the dates for their dog shows. They have three shows to date including Poway and Bonsall. They will have shows at the East Co. Fair, Del Mar, and Ramona Fair. Participation has been down a little.

Horse Advisory: Charla reported that a team of riders participated in a Horse Bowl in Orange County. They were double eliminated but all other riders commented on how "crisp" they looked. It was their first Horse Bowl and they want to continue to participate in these. They will attend a Judging Clinic in Apple Valley so they can be preparing for an event in Oklahoma. There are riders who are pursuing scholarships that want to improve their judging skills. They are also preparing for Del Mar.

Fund Raising: Charlie: The Sustaining Committee met April 17, 2007 at the county office to further define their role as a third party Coalition of Boosters for 4-H. They are working to develop by-laws and a constitution to help fund raise.

This group is expected to take on long term funding objectives. There is discussion of a Golf Tournament fund raiser. People from the community will be asked to Board Members. The next meeting is 5/22/07 at 6:30 pm at the County Office. Hogan stated that there is now a policy in place that 4-H members can be present at fundraising events (which are not part of the 4-H program) that do serve alcohol.

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## SAN DIEGO COUNTY LEADERS MEETING 5/7/07 (cont. from pg. 6)

This group will be a separate group from the 4-H program and from the San Diego County Leaders Council. Everyone is welcome to attend. The group is called the San Diego 4-H Coalition. There will be legal evaluation to see that this is properly set-up.

Small Animal Advisory: No report.

Teen Council: Cathy Mitchell: No meeting next Monday but the Teen Council will have a Fun Event next Fri. pm 9:30 to 12:30 at Poway Bowl. Announcements were made regarding State Leadership Conference and encouraged all the attend.

All-Stars: Kevin Fletcher and Emily Whitecotton : They have discussed how to work together as a group and had some games.

Large Animal Advisory: Debbie Torres: The Fallbrook group had a mini –grooming and showmanship clinic. She is planning a letter in the 4-H newsletter to generate more interest in Advisory Group participation.

Programs: Tonight there will be a program on Fair Ethics and a report from Emily Whitecotton from Western Regional Forum and her participation.

Sectional: No report

Nominations: Charla: Nominations were taken and the slate presented as follows for San Diego County Leaders Council Officers for 2007-2008:

President: Drew Middleton  
Vice-President Programming: Debbie McAdams  
Vice-President Fund-Raising: Robbie Cranor  
Treasurer: Kevin Fletcher  
Recording Secretary: Debbie Parker  
Corresponding Secretary: Emily Whitecotton  
Elections will be held at the July, 2007 meeting.

Old Business:

Leaders Brunch: Kevin: This event was under budget and leaders felt it was very nice. He would like to suggest a dinner next year.

State Leadership Conference: Hogan: Applications for Financial Assistance are Due May 25, 2007. All those delegates wishing to attend need to complete this process. This year they are planning to do an Outdoors dance. Four of San Diego Leaders are presenting sessions.

County Presentation Day: Mike Hillebrecht: The event was well attended and there was good participation. The talent show was a nice addition. Many winners are going on to sectional.

Arts and Design Day: Hogan: They would like to have the talent show at their event to help fill in time.

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## SAN DIEGO COUNTY LEADERS MEETING 5/7/07 (cont. from pg. 7)

Marketing: The DVD by Morgan Mitchell is waiting on Hogan to add more information. However, due to current needs the board suggested ordering 50 copies to be made for now. Cathy Mitchell will proceed with this. : Hogan will make labels.

Program Rep: Hogan: The second check is due at the state office for insurance. San Diego County has the largest enrollment numbers for the Southern California. We currently have 1100 members enrolled, which is down 100 from last year. We also have the largest number of adult volunteers in Southern California at 300-350 each year. Hogan has received a presentation from the "Horsemanship for the Handicapped" program which he played for the group in attendance. There was discussion that other parts of the 4-H program want to make DVD presentations also and he will consolidate this information.

New Business:

Larry Gasnar from Warner Springs Club made a presentation to explain the grant he received from the National Rifle Association for a Shooting Sports Team. The grant monies were sent to the University of California Cooperative Extension and a copy of the check was given to our treasurer. The UC Coop Extension has requested that the San Diego County Council write a check for the itemized purchase orders that Mr. Gasnar presented tonight and request a reimbursement check from the UC Coop Extension. There was further discussion and Kevin, Treasurer stated that he would rather write one check to the Warner Springs club and the individuals purchase orders be paid for through their club.

Charla moved that the San Diego County Leaders Council write a check to the Warner Springs 4-H club for the 4-H Shooting Sports Team project for the amount of the grant which is \$6813.40.

Charlie requested to amend the motion to read that the San Diego Council will request to be reimbursed by the UC Coop. Extension for the total amount of the grant monies they have received from the National Rifle Association.

Kevin seconded the amendment and Charla accepted the amendment as a friendly amendment.

Discussion followed. There was a call for the vote which passed with a hand vote.

Lisa Hillebrecht moved that the San Diego County Council pay for transportation cost for all delegates going to State Leadership Conference at UC. Davis August. 2007. She stated that the State Leadership Conference provides many opportunities for growth for San Diego County teens and the benefits to the county have strengthen the program and increased participation in the 4-H program.

Motion seconded by Emily Whitecotton.

Discussion followed.

Charlie moved to amend the motion to include that the San Diego County Council provide transportation funds to the State Leadership Conference not to exceed \$7500. These funds would be limited to the first 50 delegates that have their State Leadership Conference applications in to the County Office by the deadline date of June 22, 2007. The first 50 delegates would receive \$150.00 each.

The amendment was seconded by Kevin. Lisa accepted the amendment as a friendly amendment.

The motion and amendment was passed with a hand vote.

Drew reminded the participants that when monies are provided by the County Council they are expected to return to a meeting to report what they learned.

The Program followed with a report from Western Regional Forum by Emily Whitecotton and a game of Ethics Jeopardy by Hogan.

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## **SAN DIEGO COUNTY LEADERS MEETING 5/7/07** (cont. from pg.8)

Kevin moved to adjourn the meeting and Debbie Torres seconded the motion. Motion passed with a voice vote.

Meeting adjourned at 8:57 pm.

There will be no June meeting  
Next meeting will be July 9, 2007. There will be election of officers and a Fair Review.

Submitted by Cathy Mitchell, Secretary

Motion was made and seconded to adjourn the meeting. Passed with a voice vote. Meeting adjourned at 8:45 pm

## **COUNTY COUNCIL ELECTIONS**

County Council Elections will occur on July 9 during the County Council Fair Review meeting. Currently the slate of officers is;

President: Drew Middleton  
Vice-President Programming: Debbie McAdams  
Vice-President Fund-Raising: Robbie Cranor  
Treasurer: Kevin Fletcher  
Recording Secretary: Debbie Parker  
Corresponding Secretary: Emily Whitecotton

Nominations from the floor will be accepted the night of the meeting.

## **HORSE ADVISORY SCHOLARSHIP APPLICATIONS**

Horse Advisory Scholarship Applications for the educational events at Classic will be available April 25<sup>th</sup> from Carmen Rodriguez. All applications are due in the County Office by June 1<sup>st</sup> at 5 PM. Scholarships will be awarded at the June 4<sup>th</sup> Horse Advisory meeting at 7 PM, County Office.

The next Horse show is May 12<sup>th</sup> located in Valley Center and will only involve Gymkhana events. Buckles will be awarded for High Point of the day.

## **STATEWIDE ADVISORY COMMITTEES**

The California 4-H Youth Development Program is seeking 4-H members, volunteer leaders, and staff who are interested in applying for 2007-2008 State-wide Advisory Committees.

The committees include: **Program Advisory Committee, Policy Advisory Committee, Incentives and Recognition Advisory Committee, Equine Education Advisory Committee, Citizenship Service-Learning Advisory Council, International Exchange Advisory Committee, and the Cultural Awareness, Statewide Education Task Force.**

The information and application packet is available at [http://ca4h.org/council/4-HYDPStatewideCommittees\(2007\).pdf](http://ca4h.org/council/4-HYDPStatewideCommittees(2007).pdf).

**Applications are due June 30, 2007.**

## **CAPTAIN PLANET FOUNDATION**



**The Captain Planet Foundation** funds hands-on environmental projects involving children and young adults in communities across the United States.

All projects must promote understanding of environmental issues, focus on hands-on involvement, involve children and young adults between the ages of 6 and 18, promote interaction and cooperation within the group, help young people develop planning and problem solving skills, include adult supervision, and commit to follow-up communication with the foundation. Generally, grant amounts will range between \$250 and \$2,500.

For complete program information and an online application form, visit:

<http://fconline.foundationcenter.org/pnd/10006611/captainplanetfdn>. The deadlines for submitting grant applications are **June 30, September 30, and December 31.**

## +SAN DIEGO COUNTY 4-H CALENDAR

DATE	EVENT	LOCATION	PHONE or CODE
<b>June</b>			
2	Area 4 Field Day	Ramona Fair Grounds	Cindi 760-788-0622
4	Teen Council	4-H Office Gate Code 9317#	Cathy Mitchell
4	County Council	4-H Office Gate Code 9317#	Drew 858-756-2004
8	SDCF Begins	Del Mar	
9	South Section Council	Mt. SAC	Gail Raser
<b>July</b>			
9	Fair Review Meeting	4-H Office Gate Code 6523#	Drew 858-756-2004
9	Teen Council	4-H Office Gate Code 6523#	Cathy Mitchell
9	Horse Advisory	4-H Office Gate Code 6523#	Carmen 760-966-0307
14	SLC Kickoff Meeting	4-H Office Gate Code 6523#	Kevin 619-669-1057
<b>August</b>			
2-5	Ramona Fair	Ramona	Hogan 858-495-5190
2-5	SLC	UC Davis	Kevin 619-669-1057
6	County Council Exec.	4-H Office Gate Code 6523#	Kevin 619-669-1057
13	Teen Council	4-H Office Gate Code 6523#	Drew 858-756-2004
14	Horse Advisory	4-H Office Gate Code 6523#	Carmen 760-966-0307
17	Record Books Due	4-H Office Gate Code 6523#	Robey 760-749-0294
20-24	Record Book Sorting	4-H Office Gate Code 6523#	Robey 760-749-0294
20	Area 5. 6. 7. 8	Lakeside Community Center	Hogan 858-694-5190
23	Area 2	Valley Center Elementary Lower	Hogan 858-694-5190
27	Area 3	Olivenhain Meeting Hall	Hogan 858-694-5190
27-31	Record Book Judging	4-H Office Gate Code 6523#	Robey 760-749-0294
30	Area 4	Ramona Elementary School	Hogan 858-694-5190
31	Officer Books Due	4-H Office Gate Code 6523#	Robey 760-749-0294
<b>September</b>			
1	Beginning of 4-H year!!!!		

### Lost 4-H Hat

Jon Fowler was wondering if any one has turned up a 4-H hat. Someone took his hat by mistake at the Leader's Brunch March 17th. It has a 4th year pick ribbon, 4 dog metals, and a woodworking metal and at least 4 year strips. I really need it back! Whoever has it can call me and I can go and pick it up. 619-445-2488.

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**CHECK OUT THE COUNTY 4-H WEB CALENDAR! VISIT IT AT:**

<http://jamul4h.org/CountyCal/month.php>

For more information visit our website at <http://cesandiego.ucdavis.edu>

For assistance  
please contact  
our office.

