**Clue** Club Level Officer Training Lesson Plan

Objectives of Officer Training at Club Level:

1. Participants will learn the responsibilities of the office they are holding.
2. Participants will have a better understanding of what is expected of the officer team.

Supplies:

1. *4-H Officer Training made easy Facilitator’s Guide* [*https://www.bookstore.ksre.ksu.edu/pubs/4H930.pdf*](https://www.bookstore.ksre.ksu.edu/pubs/4H930.pdf)

 The 4-H Club Meeting – Discussion Guide, page 6

 Check Yourself as an Officer, page 9

* 1. Club Office Job Description (Check with club leaders if they have specific officer job descriptions for their club)
1. Officer Handouts:

 <https://www.kansas4-h.org/resources/4-h-library/4-h-clubs/officer-resources/index.html>

1. Fact or Fiction Questions
	1. Pencils
2. Coin
3. Prizes (optional)

Training Lesson Plan:

| Time | Supplies | What to Do |
| --- | --- | --- |
| 1-2 min. | None | INTRODUCTION:Training Coordinator: “Club Officers are an important part of our club’s leadership team. Each officer is necessary for our club to succeed. This training session will give us a chance to learn more about each club office and your role as an officer team member.” |
| 2 min. | None | CLUB OFFICERS ARE YOUTH LEADERS:Training Coordinator: “Club Officers are an important part of the leadership team in the local 4-H Club. It is important that each 4-H Officer learns what his/her officer duties are and perform them well.”“As an officer it is your responsibility to see that all members become involved in the club meeting. As officers you can help members to understand what the purpose of the 4-H meeting is. It is important that you take your role as an officer seriously. Be sure to read about your office and discuss your role as a 4-H Officer with your parents.”“Please read through the materials that you are given today, when you get home to learn more about your officer role.” |
| 10 min. | Clue CardsAnswers*4-H Officer Training made easy Facilitator’s Guide:* The 4-H Club Meeting – Discussion Guide, page 6 | 4-H CLUB MEETING CLUE:Training Coordinator: ”The 4-H meeting may seem like a mystery to some of you. Today we are going to decipher which part of the meeting did it in this game of “Club Meeting Clue.” As detectives, you will determine if Group Decisions, Program or Recreation and Social Time was responsible for the meeting action. Listen carefully to each clue to determine who did it.” (Your officers can be divided into smaller groups to encourage more participation. There is enough cards for four teams. Discuss the solutions after all groups have completed the activity.) |
| 15 min. | Slips of PaperPencil for Each PersonSmall containerOfficer HandoutsOfficer Job Descriptions (optional)\*\*Some clubs have job descriptions for their officers. If your club has these, this would be an appropriate time to share them. | OFFICER EXPECTATIONS IN THE CLUBTraining Coordinator: “Each officer’s job is important to helping our club have a successful year. It is important that each officer know what to expect when performing the officer role. Each officer will be asked to write three things that describes his or her office. These papers will all be placed in a container. We will mix them up and draw them out and guess which office is being described. You may choose a partner for this activity.” (Allow the officers to choose a partner. Pass out the paper slips. Allow them a few minutes to jot their ideas down. After slips have been collected, draw one out at a time. Have the kids guess which officer it is. After the office is guessed, have kids suggest other roles of that officer. You may also want to mention important roles that have not been mentioned.) |
| 5 min. | *4-H Officer Training made easy Facilitator’s Guide:* Check Yourself as an Officer, page 9Pencil for Each Person | CHECK YOURSELF AS AN OFFICER:Training Coordinator: “Serving as an officer means more than just doing your job. Being a good officer means being a team player. Take a look at the “Check yourself as an officer” handout. Check the ones that apply to you.”(Have the officers review the check sheet. Discuss the importance of the concepts with your officers.) |

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| 15 min. | CoinGame QuestionsLetters for Each TeamPrizes\*\*Small prizes such as candy, pencils, notepads, etc. are optional. Items can be purchased by the club to provide for the officers. | WORKING TOGETHER AS A TEAMTraining Coordinator: “Now you will have a chance to work together as an officer team as we play a game about what we have learned. This game will help you learn about parliamentary procedure, parts of a business meeting, officer duties and 4-H facts. These are all important things to know as an officer.”“You will be divided into two teams. A coin will be flipped to decide which team goes first . A question will be asked of the team. Team members will take turns answering the question, but may ask teammates for help. Each correct answer will permit the team to receive a letter. The letters will spell out a hint to becoming a successful officer.”(Participants can now be divided into two teams. Flip a coin to determine which team goes first. The first team to determine the phrase can announce it for the win. Small prizes can be provided for the game.) |
| 5 min. | None | SUMMARIZE THE TRAININGTraining Coordinator: “We have talked about the responsibilities of Officers in our club. Hopefully you have learned some helpful hints to guide you in your role as an officer this year.”“At this time I will answer any questions that you might have about your office.” (Previous officers are also good resources to use when new officers have questions.)“Please be sure to carefully read all of the handouts that you have been given today. These handouts will help you do your best while you are an officer for our club.” |

Adapted from University of Illinois Extension “Helping You Help Officers and Committees.” Author: Mary Lou Carlson, Extension Educator, Community Leadership and Volunteerism, East Peoria Extension Center

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4-H Club Meeting Clue

Divide your officers into groups. Distribute “Clue Cards” to each group. There are 4 sets of “Clue Cards.” Allow the groups to discuss the cards while looking at the “The 4-H Club Meeting Discussion Guide Handout.” Each group should record the meeting part (Group Decisions, Program, or Recreation and social time) on each “Clue Card.” After groups have worked through the cards, discuss the answers with the officer group.

|  |  |
| --- | --- |
| It is time for some get acquainted games. We will learn to listen and make decisions too. Which part of the meeting am I?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Business and planning is my game. Motions and discussion is how I got my name. Which part of the meeting am I?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Watch as I demonstrate or share a show-n-tell. Perhaps a guest will come for a visit. Which part of the meeting am I?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | It is time to evaluate and celebrate. We have time to get to know each other before the meeting begins. Which part of the meeting am I?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| It is time to take a tour. Maybe we could do some community service activities. Which part of the meeting am I?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | New business and old business are discussed here. A committee or two might also be appointed. Which part of the meeting am I?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| We could watch a DVD, see some slides or listen to a project talk. Let’s have a party to celebrate. Which part of the meeting am I?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | During this time we can do a club project. We can listen as a member tells us about a project. Which part of the meeting am I?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

4-H Club Meeting Clue

Divide your officers into groups. Distribute “Clue Cards” to each group. There are 4 sets of “Clue Cards.” Allow the groups to discuss the cards while looking at the “The 4-H Club Meeting Discussion Guide Handout.” Each group should record the meeting part (Group Decisions, Program, or Recreation and social time) on each “Clue Card.”

After groups have worked through the cards, discuss the answers with the officer group.

ANSWER KEY:

|  |  |
| --- | --- |
| It is time for some get acquainted games. We will learn to listen and make decisions too. Which part of the meeting am I?RECREATION AND SOCIAL TIME | Business and planning is my game. Motions and discussion is how I got my name. Which part of the meeting am I?GROUP DECISIONS |
| Watch as I demonstrate or share a show-n-tell. Perhaps a guest will come for a visit. Which part of the meeting am I?PROGRAM | It is time to evaluate and celebrate. We have time to get to know each other before the meeting begins. Which part of the meeting am I?GROUP BUILDING |
| It is time to take a tour. Maybe we could do some community service activities. Which part of the meeting am I?PROGRAM | New business and old business are discussed here. A committee or two might also be appointed. Which part of the meeting am I?GROUP DECISIONS |
| We could watch a DVD, see some slides or listen to a project talk. Let’s have a party to celebrate. Which part of the meeting am I?PROGRAM | During this time we can do a club project. We can listen as a member tells us about a project. Which part of the meeting am I?PROGRAM |

Officer Expectations

Please write 3 things that describe what your officer job is. Do not tell us which office it is, we will try to guess. After you have written your description, turn it in to your training leader.

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officer Expectations

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2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Putting It All Together

The officers should be divided into two teams. Flip a coin to determine which team will go first. After a team answers a question correctly, a letter will be given to the team. Teams should be told that they can guess the key word at any time. A clue to what the key word is can be read. Clue: “This word is one way for us to be a successful officer team this year.” If a team answers a question incorrectly, the other team can have a chance at answering the question. If both teams have attempted the question, and incorrectly answered, the question is not asked again. Even if Team A answers Team B’s question correctly, Team A will still be asked the next question, as it is Team A’s turn. The winning team is the team who can correctly guess the key word first.

**KEY WORD ANSWER: COMMUNICATE**

1. What is needed before a motion can be discussed and voted on?

 SECOND

1. What is a change to an original motion called?

 AMENDMENT

1. This action introduces business for the group to act on.

 MOTION

1. This is when names are suggested for an election to a certain office.

 NOMINATION

1. This stops action on a motion, and it is brought up at another meeting.

 TABLING A MOTION

1. When discussion of a motion stops and it is brought to a vote it is called.

 CALLING FOR THE QUESTION

1. Meetings begin by this action that the President does.

 CALL TO ORDER

1. This is the part of the meeting where past items are discussed.

 OLD BUSINESS

1. This is the part of the meeting where new items are brought up for discussion.

 NEW BUSINESS

1. This means that the meeting is over.

 ADJOURNMENT

1. This tells the 4-H members how much money the club has.

 TREASURER’S REPORT

1. These are read to tell everyone what happened at the last meeting.

 MINUTES

1. This officer plans games and activities for club meetings.

 RECREATION OFFICER

1. This person sends a write-up of the meeting to the local newspaper.

 REPORTER

1. When the President can not attend the meeting, this officer takes over.

 VICE PRESIDENT

1. This officer is in charge of conducting the business meeting.

 PRESIDENT

1. This officer is responsible for the club’s money.

 TREASURER

1. This officer calls roll and keeps a record of the meeting.

 SECRETARY

1. What are the 4 H’s?

 HEAD, HEART, HANDS and HEALTH

1. What is the symbol for 4-H

 CLOVER

1. This organization is the sponsor for Kansas 4-H.

 K-STATE RESEARCH AND EXTENSION

1. What is the motto of 4-H?

 “TO MAKE THE BEST BETTER.”

1. Where does our 4-H club have its monthly meetings?

 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supply the answer for your club.)

1. Who are the Leaders for our club?

 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supply the answer for your club.)

1. Name a favorite activity our club does during the year?

 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supply the answer for your club.)

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| C | O | M | M |
| U | N | I | C |
| A | T | E |  |

 **Clue** Club Level Officer Training Evaluation

**Please fill in blanks and circle all answers that apply to your club.**

1. Our club conducted the officer training on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Our club had \_\_\_\_\_\_\_\_\_\_\_\_ officers participate.
3. **The officer training material was presented by:**

Outgoing Officers

Parents’ Committee

Community Leader

Adult Volunteers

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **The training took approximately how long to complete:**

30 Minutes

1 Hour

1 ½ Hours

2 Hours

1. **The lesson plan format was:**

Easy to understand and use

Average to understand and use

Difficult to understand and use

Not helpful at all

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Prepared activities and games were:**

Helpful and easy to use

Difficult to use

Not necessary for the training

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Handouts for 4-H members were:**

Filled with helpful information

Not what 4-H officers need

A supplement to the training

Not enough for all of our club officers

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **For future years’ officer training, I recommend (Handouts, Activities etc.):**
2. **Other thoughts regarding officer training:**

***Please Complete and return by (insert date).***