Pennsylvania 4-H State Council
A Pennsylvania 4-H Legacy Since 2004

Handbook

18 USC 707
Our Mission

TO PROMOTE AND REPRESENT THE PENNSYLVANIA 4-H PROGRAM WITH INTEGRITY, POSITIVE TEAMWORK, AND PRIDE

Our Vision

TO STRIVE FOR ACTIVE PARTICIPATION IN ALL ASPECTS OF THE PENNSYLVANIA 4-H PROGRAM AND BECOME RECOGNIZED FOR LEADERSHIP AND DEDICATION
YOU’VE BEEN SELECTED TO BE ON STATE COUNCIL

NOW WHAT

Take a Deep Breath
You have just taken the first steps toward an office that will present many great opportunities throughout an amazing year! During the Training and Orientation Weekend, you will receive many of the tools you need to be successful.

Read this manual CAREFULLY
Your duties are outlined and you will develop a deeper understanding of what is expected of you. This information may be overwhelming at first. ALWAYS remember your passion for 4-H! You were selected because you have the skills you need, so it’s time to put them to work! Get ready for an exciting and action packed year!

We Are...Making the Best Better
Holding an office implies that people have put a great deal of trust in you. In accepting your State Council position, you are obligated to do the best job possible. You must be receptive to suggestions for improving your performance, be willing to learn more about the 4-H program and be aware that the welfare of the 4-H organization and State Council should, and will, be put ahead of your own.

Teamwork
As a member of a very special team, you will soon learn that each individual’s contribution will decide if this is an “Outstanding” team of which everyone wants to be a part, or a “ho-hum” team that people will care less about. Your attitude and actions decide which type of team this will become. Your contributions determine the success or failure of this team in the endeavors you undertake.

Get ready for a great ride
You have been given this opportunity to serve your fellow 4-H members and the 4-H organization while also developing new skills and enhancing those with which you came. Prepare thoroughly, act wisely, and serve diligently.
Families are the unsung heroes in the 4-H program. Being a State 4-H Council member is a family commitment. The support that Council members receive from their families is critical to the success they will achieve in their positions. Transportation and words of encouragement are just a few ways that your family can support you during your term. Council members have many requirements in order to fulfill their obligations of membership. Training and event attendance, as outlined in this handbook, are just the beginning of those requirements. Please make yourself familiar with these requirements. Young people who do not fulfill requirements, or for other reasons do not complete their Council terms will forfeit all rights and benefits that come from serving in a Council position and are required to return all Council attire and materials to the State 4-H office.

Parents, siblings, friends, etc do not attend State Council meetings. They are welcome to accompany the member on the drive to meetings but should plan other activities for themselves during the event.
The most important task of the State Council is to be the “face” of the PA 4-H Program. Throughout their terms, these young people will represent over 100,000 4-H’ers across the Commonwealth in a variety of capacities including at 4-H events, with government officials, community organizations, and programmatic stakeholders. As role models, advocates, and leaders, these young people serve tirelessly to ensure the advancement of the 4-H Program.

- A leader who serves the 4-H program in an effort to achieve the mission of the program.
- A role model to encourage and motivate 4-H members to participate in 4-H programs at all levels; lead by example for all members of the 4-H community.
- An advocate for our program and a representative for the 100,000 4-H members across the Commonwealth.
- A 4-H member who maintains positive relationships with all members of the 4-H community.
- A leader who projects a positive image, representing the high ideals and moral standards of the 4-H program.
- A role model to all. Your behavior will always reflect positively upon the 4-H program.
- Council members involve others when making decisions, and allow everyone a chance to participate. They do things accurately the first time, they anticipate the needs of others, are proud of the job that they do and always do their best.
- Council members represent the 4-H program. They are living, breathing advertisements for 4-H. Their skills and abilities, standards and ideals, grooming and speech represent the very best in Pennsylvania 4-H. It is a responsibility that continues every hour that they are in office, not just when they are “in uniform”. There is never a second chance to make a first impression, so they are always ready to give their best performance.
- People know who Council members are and will expect a higher standard. Critically evaluate performances and ask: Am I doing my best to represent 4-H?
- An attitude of service is essential to being successful. Always be prepared. A State Council member must have consistent performances and build constituency.
- Facilitate the statewide service-learning project, Shoebox Recycling. [http://extension.psu.edu/4-h/state-council/statewide-service-project](http://extension.psu.edu/4-h/state-council/statewide-service-project)
- Respect: the position you’ve been given, your advisors, the facilities used, materials provided, the limited financial resources given to Council
- Finally, Council members must always be enthusiastic! Council members wear smiles and draw from their passion for the organization.
As the official spokespeople for the Pennsylvania 4-H program, you will be seen and recognized by people all over the state. Because we want you to be successful and happy in your positions, it is important for you to know up front that we expect quite a bit more from you than we would other 4-H members.

Behavior

- Follow the Pennsylvania 4-H Code of Conduct to the letter. Avoid places or activities that in any way would raise questions as to one’s moral character or conduct.
- Accept challenges with enthusiasm, perform to a degree higher than what is expected, and put responsibilities into action without being told.
- Keep a positive attitude in all that you do. You may be the only contact someone ever has with the 4-H program.
- Willingly and graciously accept all of the duties, responsibilities & honors which result from being selected to serve this group. Take and follow instructions directed by those responsible for the 4-H program.
- Maintain proper dress and good grooming for all occasions, even when not at a State Council function; use wholesome and appropriate language in all speeches and informal conversations.
- Use professionalism in written communication to advisors and other 4-H professionals / volunteers / members (ex. Do not start an email with “Hey”, “u” for “you”, etc)
- Learn and use proper etiquette in all situations, particularly meal times and when meeting new people

Team Player

- Work in harmony with fellow Council members and advisors, serve as a member of the team, always maintain a cooperative attitude, & do not engage in conversations detrimental to others.
- Always be on time, keep track of your own schedule, take the initiative on projects, & follow through on things you say you will do.
- Continually strive to improve communication and leadership skills, develop into an effective public speaker and project a desirable image of 4-H at all times.
• Help others fulfill their officer-specific assignments (ex. Submitting articles and detailed monthly reports to the Reporter)
• Take the time to get to know your teammates beyond their name, county, etc. This provides a solid foundation for positive working relationships and lifelong friendships

**Time Management**

• Be dedicated & committed to the entire 4-H program, make Council responsibilities one of your top priorities during your year in office. Family, Academics, Council.
• Always be on time, keep track of your schedule, take initiative on projects, and follow through on things you say you will do.
• Commit the time, travel & financial commitments necessary to attend meetings, accomplish goals, and thoroughly prepare & participate in events.
• Read & respond to emails, newsletters, correspondence, & calls in a timely fashion. Responses should be made within 2 days (unless otherwise noted).
• If you are running late for a meeting, notify your advisors so they know you are okay but be prepared for consequences. Those who were on time will start without you.

![Image](https://via.placeholder.com/150)

**Technology**

• Copy ad39Ag@psu.edu on all emails that include the advisors or any other adults
• First impressions go beyond physical appearance—email addresses and social media profiles can be judged, too. Council members will create a Gmail email address to be used for all Council business, including what will be listed on the member’s business card.
• Social media etiquette and expectations will be discussed in further detail at Training and Orientation Weekend
• Interact on all of Pennsylvania 4-H’s social media accounts as appropriate at all times of the year.
Assignments

- Become knowledgeable of youth development, 4-H, Penn State University, the College of Agricultural Sciences information and issues.

- All final-version assignments will be submitted via the Council's BOX folder. Information for how to access this will be given at Training and Orientation Weekend. This folder will also house any forms you might need.

- No excuse will be accepted for assigned work that is not completed by a State Council member by the initial due date.

- Each Council member will attend minimum 5 club / county / regional events during their term while in Council uniform. Presenting to your own 4-H club is encouraged, but will not count for the 5-appearance requirement.

- Complete all 12 monthly reports – late reports are missed reports

- Prepare for state events by completing assigned tasks well before the event, including but not limited to:

<table>
<thead>
<tr>
<th>SLC</th>
<th>• Choose theme</th>
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<tbody>
<tr>
<td></td>
<td>• Determine decorations &amp; make / build</td>
</tr>
<tr>
<td></td>
<td>• Design a program cover</td>
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<tr>
<td></td>
<td>• Opening ceremonies &amp; social time</td>
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<tr>
<td></td>
<td>• Write thank you cards</td>
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<tr>
<td></td>
<td>• Invite guests</td>
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<tr>
<td></td>
<td>• Promote</td>
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<tr>
<td></td>
<td>• Others as assigned</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Days</th>
<th>• Choose the bill</th>
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<tbody>
<tr>
<td></td>
<td>• Study Parli Pro</td>
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<tr>
<td></td>
<td>• Create talking points</td>
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<td></td>
<td>• Research legislator &amp; invite them</td>
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<tr>
<td></td>
<td>• Submit &amp; practice icebreakers</td>
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<td></td>
<td>• Choose party names</td>
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<td></td>
<td>• Promote</td>
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<tr>
<td></td>
<td>• Others as assigned</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>State Days</th>
<th>• Opening ceremonies</th>
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<tr>
<td></td>
<td>• Closing ceremonies</td>
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<tr>
<td></td>
<td>• Promote</td>
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<tr>
<td></td>
<td>• Prepare fishbowl questions</td>
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<td></td>
<td>• Others as assigned</td>
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<table>
<thead>
<tr>
<th>State Animal Science Camp</th>
<th>• Prepare icebreakers</th>
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<tbody>
<tr>
<td></td>
<td>• Others as assigned</td>
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</tbody>
</table>
Council members can expect to commit up to 5 hours per week on Council duties. Commitment is higher in the month leading up to a state level event. Take note of the events and dates below and add them to your calendar immediately.

### Requirements

Attend these events in their entirety:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Achievement Days as an incoming Council member – registered</td>
<td>August 1-3, 2017</td>
</tr>
<tr>
<td>for an event</td>
<td></td>
</tr>
<tr>
<td>Training &amp; Orientation Weekend</td>
<td>August 25-27, 2017</td>
</tr>
<tr>
<td>PA Farm Show – PA Preferred Reception &amp; Opening Ceremonies</td>
<td>Required events January 5 &amp; 6 Help</td>
</tr>
<tr>
<td></td>
<td>needed January 4-13, 2018</td>
</tr>
<tr>
<td>State Leadership Conference</td>
<td>January 26-28, 2018</td>
</tr>
<tr>
<td>Capital Days (+ one preparation day)</td>
<td>TENTATIVE April 20-23</td>
</tr>
<tr>
<td>State Achievement Days as an outgoing Council member – not</td>
<td>TBA</td>
</tr>
<tr>
<td>registered for an event (+ one preparation day)</td>
<td></td>
</tr>
</tbody>
</table>

- Council Reports – due the 15th of each month – the form will close at midnight
- 5 club / county / regional appearances
- Council meetings are held every month. They rotate between Face to Face and Conference Calls. Meeting dates will be determined as a group at Training and Orientation Weekend and will only be changed in extreme circumstances. Meeting dates **will not** be changed to suit a Council member’s change in schedule. If the Council member knows that they will be missing a meeting and would like to petition to have that absence excused by the advisors, they must fill out an [Excused Absence Form](link) up to two weeks in advance of the absence. Excusal from only 2 meetings is allowed. After two absences, there may be a conversation between the Council member and advisors.

Your attendance is important because much of what Council does is accomplished through discussion and activities. If you miss a meeting, you are responsible for getting up to speed. Your absence is a personal choice and consequences are a result of your own priorities. To be "present", you must be at a meeting at the official "beginning time" and remain until dismissed by the advisors. In addition, requesting to participate in the meeting in another form (example: conference call) when the meeting is "face-to-face" is unacceptable. It is crucial that the team have personal interaction to work effectively during the program year.
### Other events as requested (including but not limited to):

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag Progress Days</td>
<td>August 15-17, 2017</td>
</tr>
<tr>
<td>All American Dairy Show</td>
<td>September 16-18, 2017</td>
</tr>
<tr>
<td>Keystone BBQ Championship</td>
<td>October 6-7, 2017</td>
</tr>
<tr>
<td>Farm Bureau Annual Conference</td>
<td>November 13-15, 2017</td>
</tr>
<tr>
<td>KILE</td>
<td>September 29 – October 8, 2017</td>
</tr>
<tr>
<td>Celebrate Ag Day- Penn State Football Game</td>
<td>September 30, 2017</td>
</tr>
</tbody>
</table>

- Club meetings, county officer trainings, regional events, leader’s forums, meetings with PSU administrators, members of the PA Department of Agriculture and/or Governor's Cabinet, and any other special requests for PA 4-H representation
- As requested
Each Council member should complete a State Council Scheduling Request Form when contacted to make an appearance. This form collects the information to fulfill the request, and keeps the advisor team informed of your official duties. The form should be completed up to a week in advance of the event for which you were requested. 4-H Educators also have access to this form, and will be how your advisors notify you of event requests.

If you attend events in an official Council role, you should either be invited or contact the event chair in advance to let them know you will attend—**do not just show up**. When speaking with the event organizer, be specific about when you will arrive and how long you will stay. If you want to help or be on the program, let them know up front. Look for opportunities to help, and don't wait to be asked.

There may be expenses related to appearances that you are asked to make (registration, meal, etc.) If unsure about expenses ask, “Who do I need to send my registration to and by when?” This opens the door to let you know for what you are financially responsible. Any expenses related to an event that you are attending as a Council member should be discussed with the Council advisors prior to making the arrangements.
Though as advisors we are continually working to secure donors and sponsors to help defray costs, there is a financial commitment to becoming a State Council member. The following are some approximate costs for uniforms, events and supplies throughout the term.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>Mileage reimbursement for travel to Council events may be available depending on State 4-H Office budget. Members will need to submit a reimbursement request (found in BOX).</td>
</tr>
<tr>
<td>Uniforms &amp; Accessories</td>
<td>Members pay $50; PA 4-H pays in excess of $300 for blazer, 2 polos, messenger bag, nametags, and business cards. Members provide their own:</td>
</tr>
<tr>
<td></td>
<td>• White shirts – at least 2 recommended</td>
</tr>
<tr>
<td></td>
<td>• Black and brown shoes</td>
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<tr>
<td></td>
<td>• Kahki pants</td>
</tr>
<tr>
<td></td>
<td>• Black dress pants</td>
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<tr>
<td></td>
<td>• For men- tie</td>
</tr>
<tr>
<td></td>
<td>• For ladies- nylons, skirt</td>
</tr>
<tr>
<td></td>
<td>See full uniform description in Dress for Success</td>
</tr>
<tr>
<td>Meetings &amp; Trainings</td>
<td>PA 4-H pays for lodging, meals and materials</td>
</tr>
<tr>
<td>Conference Call</td>
<td>Members pay long distance; PA 4-H pays set up fees When able, these are done via video conference, which is free and only requires internet connection.</td>
</tr>
<tr>
<td>Event Registration</td>
<td>PA 4-H pays all registration costs for required state events AFTER induction (Leadership Conference, Capital Days, and the 2nd State Days)</td>
</tr>
</tbody>
</table>
Uniform

Your formal uniform will be worn at all major functions. All parts of the uniforms should be cleaned and pressed regularly. Dry cleaning is highly recommended for the blazer after extended wear—we do not recommend washing them in a washing machine.

**Formal Uniform—Men**
- Official green jacket
- White shirt, with sleeves, worn with an undershirt
- An appropriate tie, knotted in a Windsor knot—all men on the team will coordinate matching ties
- Black slacks of appropriate length
- Black dress shoes, polished and free of visible wear with socks to match the slacks

**Formal Uniform—Women**
- Official green jacket
- White shirt with sleeves
- Black A-Line or pencil skirt, below the knee to mid-calf
- Black closed toed dress shoes, clean, polished and free of visible wear – NO HEELS for events
- Nylons in a natural color

The informal uniform will be worn at events where participants are dressed casually or when weather deems the blazers too warm for comfort. *Informal uniforms are also worn at all Council meetings.*

**Business Casual Uniform**
- Blue polo with khaki pants, brown shoes and brown belt
- Green polo with black pants, black shoes and black belt
  *Closed toe shoes that are clean and free of visible wear*

Polos will be available before or at Ag Progress Days to be worn for the event. The remainder of the uniform will be ready at Training & Orientation Weekend.
The following dress code is expected for state events:

<table>
<thead>
<tr>
<th>Event</th>
<th>Attire Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Days (induction)</td>
<td>Khaki pants and brown shoes – a polo will be provided at the event</td>
</tr>
<tr>
<td>SLC</td>
<td>Blazers are worn Friday, Saturday, Sunday</td>
</tr>
<tr>
<td>Capital Days</td>
<td>Polo for prep-day arrival, Saturday; Blazers for legislative visits, Sunday &amp; Monday</td>
</tr>
<tr>
<td>State Days</td>
<td>Blazers for opening &amp; closing ceremonies; Polo for contest day</td>
</tr>
<tr>
<td>All face-to-face meetings</td>
<td>Polo</td>
</tr>
</tbody>
</table>

**Polo color is decided by the group as a whole prior to the event. All Council members will be matching.**

Please notify the advisors if part of the uniform has been damaged and needs replaced. However, replacement cost will be at the Council member’s expense. The uniform is to be respected at all times.

**General Grooming**

Be aware of your general grooming and hygiene. Shoes cleaned and polished. Uniform neat and pressed if necessary. Ladies will also wear their hair in similar styles (either all up or all down) for events attended by multiple Council ladies.

Holding a Council position brings with it a high level of professionalism. Free expression is encouraged in 4-H, but keep this in mind when choosing make up colors, hair dyes, nail polish, tattoos, piercings, etc. When in doubt, ask your advisors.
President - VPO - VPE - VPIA - Secretary - Sentinel - Reporter - Historian - Representative

State Council

One way to make your team more successful is to know not only your responsibilities, but those of the rest of the team.
President

- Work with advisors to prepare agendas for every Council meeting—call for any items of business from fellow Council members and advisors 1 week prior to the meeting, and send a final copy to members and advisors 3 days in advance of the meeting
- Preside at all Council meetings using Parliamentary Procedure, preserving order at all times
- Tell advisors and VPO well in advance if you are not going to be at a meeting
- Serve as the 4-H Commodity Representative at the PA Farm Show
- Help other members carry out their jobs and give them credit for the work they do
- Encourage everyone to participate in all meetings and activities
- Delegate responsibilities

**Makings of a Meeting**

Here are some of the general parts of a meeting. Following this template will help your meetings run smoothly. Plan the agenda ahead of time with input from other officers and advisors. Know what business you need to discuss, so that you do not have to rely on the advisors to make explanations during the meeting.

**Opening**
- Sets the mood for the rest of the meeting
- Could include a teambuilding activity, Pledge of Allegiance and 4-H Pledge, roll call

**Business**
- Uses proper Parliamentary Procedure
- Includes minutes of last meeting, officer reports, unfinished business, new business, adjournment

**Program**
- Training and development to help you be successful as Council members

**Refreshments**
- May be provided by Council members and Advisors
- Lunch is provided

**Parliamentary Procedure**

**Four Basic Principles**
- Focus on one item at a time
- Extend courtesy to everyone
- Observe the rule of majority
- Protect the rights of the minority

**Basic Motions**
- President- Is there a motion?
- Member 1- I move that...
- President- Is there a second?
- Member 2- I second
- President- It has been moved and seconded to... (restate motion). Is there any discussion?
- Members discuss
- President- We will now vote. All in favor say “aye”. All opposed, same sign.
- President- Motion (passes / fails) and taps gavel

**Gavel Taps**
- 1 – complete business (motion pass/ fail), members need to sit, meeting is adjourned
- 2- call a meeting to order
- 3- signals members to stand
- Several sharp taps restores order
Vice President of Operations

- Discuss plans or work to be done for meetings with the president
- Serve in the President's absence – prepare the agenda in this case
- Assist in matters of parliamentary procedure.
- Send reminders to team for monthly reports, appearances, and other events.
- Make sure no one's ideas are left unnoticed or that everyone is contributing
- Remind your team regularly about ELMARs and team goals
- Work with Advisors to deliver Council evaluation and impact projects
- Confirm with the Sentinel that everything is in order for the presenter and introduce them
- Thank program participants following the program and ask the secretary to send a thank you note
- ALWAYS know where the gavel is. The gavel is not only a symbol of the voice of youth within your team, but the means of maintaining order, sophistication, and efficiency in your Council. Respect it and protect it.
- Bring the gavel to all events and place it on the podium as appropriate.

Helping to Plan Meetings

One of your main roles as a Vice President is to help the Council plan meetings and goals. If you involve the entire team in the planning, you will find that more members will be actively involved in making the programs work. This will make everyone more enthusiastic about coming to meetings.

Goal Setting

To do this, your group must first agree on some things you would like to accomplish.

In identifying group goals, you must incorporate individual members’ goals. Members, advisors and State Office staff all have ideas about what they would like to accomplish during the year, and they need a chance to express them. Determine the best way to gain input from the team with help from them and officers.

Your team will select goals at Training & Orientation Weekend.

Our State Council Team Goals

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________
Vice President of Events

- Serve as chairperson of SLC, Capital Days, and State Days, being the liaison between Council and advisors
- Facilitate choosing the state theme- the theme should be one the entire Council is excited about and will be relatable to all delegates
- Communicate with advisors about the team’s efforts relating to decorating, speakers, and other event logistics
- Distribute assignments evenly amongst the team and track progression with deadlines
- Facilitate discussion about how all aspects of the conference could be related to the theme and determine which projects will be appropriate, memorable, and doable.
- Utilize Council alumni with set up tasks
- Work with the Sentinel to initiate a social media presence during the event
- Is familiar with the schedule of each event and has a copy on hand
- Keeper of the master script binder at each event and place on the podium as appropriate
- Responsible for seeing that the 4-H flag is brought to the stage prior to each event start
- Sends reminders related to event planning to the team
- Has a general knowledge of the event venue’s layout

<table>
<thead>
<tr>
<th>Past Themes</th>
<th>Theme Ideas</th>
</tr>
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<tbody>
<tr>
<td>PSU theme</td>
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<tr>
<td>Boat theme</td>
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<tr>
<td>Groovin’ into Leadership</td>
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<tr>
<td>Dive into Leadership</td>
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<tr>
<td>License to Lead</td>
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<tr>
<td>Leadership’s the Word</td>
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<tr>
<td>Wild for Leadership</td>
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<tr>
<td>Leadership: Your Golden Ticket</td>
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<tr>
<td>Leadership Makes You a Superhero</td>
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<tr>
<td>If you Can Dream It, You Can Do It</td>
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<tr>
<td>Rockin’ Out to Leadership</td>
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<tr>
<td>Lights, Camera, Leadership</td>
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</tbody>
</table>

See the “Assignments” subcategory of the “Expectations of a Council Member” section for specific needs of each event. The discussion and selection of these tasks will be facilitated largely by you.
Vice President of Internal Affairs

*will be combined with Sentinel in the case of fewer than 8 members*

- Team building extraordinaire: coordinate team building activities for each meeting—utilize activities to address any weak points amongst the team (advisors can assist)
- Coordinate informal times including meals, social times with guests, etc.
- Actively knows their Council members, strives to know them better, and keeps lines of communication flowing
- Readily has contact information for all Council members
- Assist advisors in coordinating event requests

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**Teambuilding Resources**

- Rope Games – by Jim Cain
- Book of Raccoon Circles – by Jim Cain
- Unity, Community, & Connection – by Jim Cain
- A Teachable Moment: A Facilitator’s Guide to Activities for Processing, Debriefing, Reviewing, and Reflection – by Jim Cain
- [http://www.ventureteambuilding.co.uk/team-building-activities-for-teens/](http://www.ventureteambuilding.co.uk/team-building-activities-for-teens/)
- Pinterest
- Council Binder
Secretary

- Record minutes of all meetings. Type and send them electronically within one week of the meeting to members and advisors. Minutes should be clear and concise
- Conduct the official correspondence of the Council (ex. Sending follow up thank you notes as needed)
- Asks advisors for any correspondence received and relays it to the team
- Understand how to transcribe the details of a motion, amendments, etc in Parliamentary Procedure for your role at Capital Days' mock session
- Identify someone else to take minutes if you cannot attend a meeting

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>The meeting minutes are the Secretary’s most important job. By keeping accurate minutes, anyone can find out what is currently going on at Council meetings. If members are absent, they should be immediately caught up by reading the minutes.</td>
<td></td>
</tr>
<tr>
<td><strong>Guidelines</strong></td>
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</tr>
<tr>
<td>Before the meeting –</td>
<td></td>
</tr>
<tr>
<td>• Gather all correspondence received since last meeting</td>
<td></td>
</tr>
<tr>
<td>• Have roll call ready for attendance taking</td>
<td></td>
</tr>
<tr>
<td>• Check the minutes of the last meeting to bring any unfinished business to bring to the President’s attention</td>
<td></td>
</tr>
<tr>
<td>• If you will not be attending, ensure someone else will cover your duties in your place</td>
<td></td>
</tr>
<tr>
<td>During the meeting –</td>
<td></td>
</tr>
<tr>
<td>• Seated next to the President</td>
<td></td>
</tr>
<tr>
<td>• Call roll (can do so by asking members to answer a fun question in response) – (seated)</td>
<td></td>
</tr>
<tr>
<td>• Read minutes of previous meeting and make necessary corrections– (stand)</td>
<td></td>
</tr>
<tr>
<td>• Take accurate notes, write motions as stated and restate them if necessary</td>
<td></td>
</tr>
<tr>
<td>• Read correspondence sent to Council</td>
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<tr>
<td>After the meeting –</td>
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<tr>
<td>• Send minutes to all members and advisors</td>
<td></td>
</tr>
<tr>
<td>• Sign the minutes. The President will also sign them at the next meeting once approved.</td>
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<tr>
<td>After the final Council meeting –</td>
<td></td>
</tr>
<tr>
<td>• Turn over notebook containing minutes, roll, and any communications over to the advisors</td>
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</tbody>
</table>

Remember the following points to include:
- Type of meeting
- Name of group
- Meeting place and date
- Who presided
- Start time
- Number of members, advisors and guests present
- A statement that the minutes were approved as read or corrected
- Reports of other officers
- Complete motions, including: who made the motion, exact wording for a motion, who seconded, any discussion (if of value for future reference), whether it passed or failed
- Assignments
- Secretary signature
will be combined with Vice President of Internal Affairs in the case of fewer than 8 members

- Work with advisors to ensure all members receive necessary materials at meetings and that meeting facilities are properly prepared.
- Work with advisors to invite special guests to events
- Keep the meeting space comfortable
- Assist with refreshments
- Work to keep up Council morale
- Work with advisors to ensure all speaker materials and gifts are properly prepared at events
- Welcome guests and be sure to introduce them to the team
- Offer speaker or guest assistance off stage or prior to meeting (ex. Escort them to the buffet line or around the event, offer to get them drinks, orient them to the microphone, assist with any set up)
- Be the first to say thank you, applaud, and offer gifts to speakers and guests where appropriate.
- Operate the 4-H Snapchat at events
- Take into account how the general assembly is interacting and assist the president in maintaining order
- Reminds Council members to have business cards ready
- Coordinate practice of ceremonies with current and incoming Council as necessary

### How to Get to Know Your Guests

No one said that meeting and getting to know people would be easy, but there are some steps to take, tips to know, and things to avoid in your role as the official "Walmart greeter" for State Council.

- Ask questions that require more than one-word answers
- Keep conversations active by listening and responding physically (nodding, appropriate facial expressions) and verbally. This shows that you are interested in what they are saying.
- Smile – people are drawn to those who look like they are enjoying life
- Don’t ask extremely personal questions or reveal personal information about yourself that might make the other person uncomfortable

### Making Introductions & Saying Thank You

Introductions – include:
- The person’s name
- Title
- Why they are there / a little about their background

Thanking a Presenter / Guest:
- Listen to the presentation for worthwhile qualities and express thanks for – thought, preparation, useful information, special news to the team, a long journey to your meeting / giving up their time to come on a weekend
**Conversation Starters**

You've taken the first step to welcome someone by walking up and introducing yourself. But now what? Sometimes the next steps are the scariest—starting the conversation. Below are some tried and true conversation starters, depending on the situation in which you find yourself!

With a Presenter / Meeting Guest
- Where do you work? (county / department / etc)
- Have you worked there long?
- What do you do there? What are your major responsibilities?
- What do you like best about your job?
- Have you been to Council meetings before?
- (Presenters) Have you done other presentations like this before? Where? With what groups?
- (Presenters) What do you like best about presenting to groups like this?
- Can I get you a cup of coffee / tea?

With a Donor / Sponsor
- How long have you worked for (company name)?
- Were you in 4-H? Where? What were your projects / activities?
- (Event specific) Have you been here before?

General
- Weather – Beautiful day isn't it? Can you believe all this rain we've been having?
- Do you know any of our Council members or advisors?
- Are you enjoying yourself?
Reporter

*will be combined with Historian in the case of fewer than 8 members*

- Will receive copies of all Council members' monthly reports to put into short news blurbs that are due on the 22nd of each month for use in the Council column of the monthly county 4-H Educator and volunteer/alumni newsletters, and Penn State Extension website
- Work with advisors and Lancaster Farming staff to fulfill our monthly column with stories – deadline schedule available from advisors
- Ensure copies of the Lancaster Farming column and any other published stories are being kept. Share clippings/photos with the Historian to be included in the Council scrapbook.
- Take or collect photos during Council interactions to be used in media
- Ask for input on article ideas from the Council team
- Strive to represent all areas on PA 4-H in articles submitted
- Obtains permission to use photographs

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**What’s News?**

A story becomes news only when someone else reads or hears it.

What makes something news? You’ll hate this answer—it depends. What’s news to your friends may not be for your family. What’s news in your county may not be in another. When in doubt, talk over ideas with an advisor!

- **New is NOT personal**
  Don’t write about *I, me, mine, we* or talk to the reader saying *you*. Even when writing about the Council, use names first and then refer to individuals as *he* or *she*, or say *State Council* to encompass all members.

- **News is true**
  Do not make up anything. Include everything to make the story clear and fair. Make sure everything is correct (names, times, dates, etc). To get all the facts use the 5 W’s and 1H

  - **Who** is the story about?
  - **What** is it about?
  - **When** will (did) it take place?
  - **Where** will (did) it take place
  - **Why** will (did) it happen?
  - **How** will (did) it happen?

- **News is NOT opinion**
  You may think a game is fun, but your brother may not. Use words such as “fun” in news if you are quoting someone
  Ex.
  Direct quote- His brother said, “That game is boring.”
  Indirect quote- Tracy said that it’s a waste of time.

- **News is what the reader (or listener) needs to know**
  Nothing more, nothing less.
<table>
<thead>
<tr>
<th><strong>Kinds of Stories to Write</strong></th>
<th><strong>Keeping a Record</strong></th>
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<tbody>
<tr>
<td>Advance – to raise interest so people will want to attend or</td>
<td>Find out if the Council has any traditions – past Reporters</td>
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<tr>
<td>take part</td>
<td>might have kept notes and photos</td>
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<tr>
<td>Follow-Up – after an event to tell what people learned,</td>
<td>Go over ideas – talk about the kinds of ways you might</td>
</tr>
<tr>
<td>which honors were awarded, what's planned</td>
<td>spread the news about Council</td>
</tr>
<tr>
<td>How-To – to explain what readers need to do or understand,</td>
<td>Plan to ask for story ideas at every meeting—about</td>
</tr>
<tr>
<td>for example, to groom a sheep, find an insect, join 4-H</td>
<td>something that has happened to a Council member or someone in their county.</td>
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<tr>
<td>Feature – to go more in-depth about a new project,</td>
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<tr>
<td>someone's experience, etc.</td>
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Historian

will be combined with Reporter in the case of fewer than 8 members

- Work with Council to maintain a written record of Council history
- Create a scrapbook and turn it over to advisors at the conclusion of the term. Electronic scrapbooking sites (like Shutterfly, etc) are acceptable.
- Take or collect photos during Council interactions to be used in media- upload to the BOX folder using the following file name template: month.date.year - description of event and people in photo (ex.5.20.2017- Fox Chase event-Jeanette leads activity)
- Obtains permission to use photographs

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<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Finding Council History</th>
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<tbody>
<tr>
<td>The cover of your book should be durable so it will last for several years. Pages and items entered in the book need to be in good condition and securely fastened.</td>
<td>Past scrapbooks are kept in the State Office and available to view at any time</td>
</tr>
<tr>
<td>The Historian’s record tells the story of the Council for that year. The following will help tell that story. Be sure to include additional items your Council feels are important</td>
<td>Ask former members for stories, photos, etc</td>
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<tr>
<td>- Title page</td>
<td>Contact local newspapers of formal Council members. Most newspapers keep archives you can search.</td>
</tr>
<tr>
<td>- Year</td>
<td>Ask county 4-H Educators or former Educators if they have any information. This is especially helpful if there were other members from your county or area.</td>
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<tr>
<td>- Historian’s name</td>
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<tr>
<td>- Team members - officers and advisors</td>
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<tr>
<td>- News clippings (or photos of)</td>
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<tr>
<td>- Pictures</td>
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<tr>
<td>- Goal setting</td>
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<tr>
<td>- Any awards or recognition</td>
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<tr>
<td>- Special correspondences</td>
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<tr>
<td>- Secretary’s minutes</td>
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<tr>
<td>- Stories or short anecdotes</td>
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<tr>
<td>Which would you include?</td>
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<tr>
<td>- Photo of your Council at SLC</td>
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<tr>
<td>- An invitation to Farm Show</td>
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<tr>
<td>- A news article mentioning Council</td>
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<tr>
<td>- The program Council designed for SLC</td>
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<tr>
<td>- A thank you from a County Council you visited</td>
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</table>

The answer is ALL of them. All would be helpful in telling your Council’s story.

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Getting Started

Choosing an album, gathering supplies, and getting your photos are just the beginning. This will help get you started:

- Sort photos into themes or topics
- Select paper colors that compliment photos
- Crop if needed
- Add journaling- the pictures only tell half the story. Without the narrative to go with them, their meaning may become lost over the years. Incorporate feelings, thoughts, and memories that these pictures bring to you.
- Add extras (stickers, etc)
Representative

- Fill in for officer position if necessary
- Assist the Vice President of Events in planning duties for each event
- Maintain a positive, helpful attitude to assist fellow officers with any tasks as necessary

Advisor

- Organization and facilitate State Council programs
- Keep State Council motivated and focused on tasks.
- Advise State Council in promotion and marketing.
- Assist in establishing communication within counties and regions.
- Provide direction in programming offered by State Council
- Provide leadership training.
- Attends all meetings, trainings, and conferences while intermittently maintaining communication via phone and email.
As mentioned previously in this handbook, being selected to the State Council is a great accomplishment and honor. The application process to become a member of the Council is vigorous and includes explicit descriptions of the expectations of State Council members. In the majority of cases, State Council members fulfill their requirements and meet the expectations of appropriate conduct; however, there are times when, for various reasons, Council members do not meet these performance expectations. For those who do not fulfill requirements, violate the Pennsylvania 4-H Code of Conduct, resign from office, or for other reasons do not complete their Council terms will forfeit all rights, privileges and benefits gained from serving in a Council position and are required to return all Council attire and materials to the State 4-H office.

In instances in which Council members are not meeting expectations, depending on the severity of the infraction, coaching and/or disciplinary action, up to and including immediate termination, may occur.

**In most cases, a progressive disciplinary process will be followed:**

- **First infraction =** a phone call or in-person conversation discussing the matter, possible solutions and expectations going forward. A written letter summarizing the infraction discussion will be sent to the Council member’s home, where a parent/guardian will acknowledge the receipt of the letter with his/her signature. The County Educator will also be notified of the situation.

- **Second and final infraction =** a letter dismissing the Council member from office and requiring the return of any Council property (including uniform).

**Situations which may warrant immediate termination include:**

- An egregious or severe violation of the Pennsylvania 4-H Code of Conduct or Council Member’s Pledge of Office

- Not attending a required event (unless it is due to a bonafide emergency situation)
Dear Council:
As you embark on your State Council journey realize that though your office will only last but a brief year, you will leave a legacy that will guide youth for years to come. You are a member of the most prestigious 4-H organization in the State of Pennsylvania. You are role models, leaders, guides, mentors and friends. You are now part of a larger purpose; one to serve and provide opportunity for the youth of Pennsylvania.

May you take with you all of your experiences and training and succeed in all you set your mind to. May you rely on the resources you have been given and the 4-H support system that surrounds you. Embrace the challenges of your office and the relationships with your team. Always move forward with confidence and grace. You are your county’s pride, your region’s best and your state’s finest.

Go forth with determination, mindfulness and strength!

Your State Council Advisors

Pennsylvania 4-H
115 Ag Sciences and Industries Building
University Park, PA 16802
The Council Member’s Pledge of Office

Please have all necessary individuals read and sign the pledge and bring with you to Training & Orientation Weekend. Once all signatures are received, the original will be on file with the State 4-H Office.

I _______________________, agree to perform the duties and uphold the position for which I have been selected and agree to the following:

- Live up to the high expectations and values of the Pennsylvania 4-H program and follow the Pennsylvania 4-H Code of Conduct
- Serve as a liaison for all youth involved in the 4-H program and county / state staff
- Be available for workshops and programs at the local, county, multi-county or state level
- Seek opportunities to expand the diversity of 4-H
- Take the initiative to do more than what is expected of you; success requires more than the minimum effort
- Attend State Achievement Days as an incoming and outgoing (NOT in competition) Council member
- Attend Training & Orientation Weekend
- Attend the Farm Show PA Preferred Reception & Opening Ceremonies
- Be active in planning SLC and attend the event
- Attend Capital Days
- Attend a minimum of 5 club / county / regional events during the term
- Attend Council meetings (maximum 2 excused—attendance at all preferred)
- Complete 12 monthly reports
- Other events as we are requested (as outlined in the Council Handbook)

I agree to accept my responsibilities as a 4-H State Council member and will abide by the Pledge of Office as previously stated. I have read the Council Handbook and understand that if I do not fulfill my obligations or conduct myself in a manner inappropriate to the position, I will face the consequences of my actions and could be removed from office.

Council Member Signature__________________________________________________   Date __________

I have read the Council Handbook and understand the responsibilities my child has accepted. I will support the Pennsylvania 4-H program and my child in fulfilling these duties and responsibilities.

Parent / Guardian Signature________________________________________________   Date __________

I have read the Council Handbook and understand the responsibilities this member has accepted. I will support the Pennsylvania 4-H program and this member in fulfilling these duties and responsibilities.

4-H Extension Educator Signature______________________________________________   Date __________

As the Council Advisor, I will provide guidance, support, and direction to the State Council team. I will encourage and teach critical thinking, creativity and professionalism to Council members.

Council Advisor(s) Signature_________________________________________________   Date __________
The Pennsylvania State University encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Jeanette Blank in advance of your participation or visit.

The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University’s educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action, Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Email: kfl2@psu.edu; Tel 814-863-0471.

Revised for 2018 State Council team