

***SO YOU'RE THE***

**CLUB PHOTOGRAPHER**



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**IOWA STATE UNIVERSITY**  
Extension and Outreach

# WELCOME

**Congratulations!** Iowa 4-H is proud of you for stepping into this club leadership position! As 4-H club photographer, you represent the 4-H Program—both in and out of your 4-H activities. Your fellow 4-H members will look up to you as you use your skills and abilities to lead with dedication, professionalism, and enthusiasm. Make the 4-H pledge your priority as you pledge your head, heart, hands, and health to make the best better for your club, community, country, and world.

**“Leadership begins with selfless leaders dedicated to the needs of the group. A leader motivates those around them and builds other people up. They are willing to listen and are open to learning more about themselves and how to work well with others. Most importantly, a great leader encourages others to take on leadership roles.”**

– **Madison** | *Club President and State 4-H Council Member*

## USING THE FOUR H'S TO BE AN EFFECTIVE LEADER

### HEAD

- Be open-minded.
- Begin with a goal in mind.
- Think critically.
- Be a good communicator.

### HANDS

- Help others.
- Be a good representative for your organization.
- Be service-minded.

### HEART

- Be friendly to everyone.
- Be respectful of every person's opinions.
- Be honest with yourself and others.
- Help members feel like they belong in your club.

### HEALTH

- Encourage your members through positive messages.
- Participate in activities that promote health among you and your community.
- Learn to make choices for the good of all involved.

*Adapted with permission from Tennessee 4-H.*

### LEADERSHIP TIP

**“Don't be afraid to use your unique leadership style to create new things in your club. You have different talents and ideas than other people, so use what makes you unique to make the best better.”**

– **Holly** | *Club Vice President and State 4-H Council Member*

## LEADERSHIP IN ACTION: GOOGLE

Google is a large worldwide technology company that is best known for their search engine. In the U.S. alone, they have created over \$426 billion of economic activity. That's a lot of money! One of the ways Google is able to be successful is by investing in the people who work for them. With over 93,000 employees, Google works to make sure each employee feels like they belong and are valued. Employees who feel welcome in their companies accomplish more and are likely to continue working for that company. Nancy Lee, Google's Vice President of People Operations, says one of the ways Google makes employees feel valued is by hosting meetings every Friday where any employee can ask questions to senior management. This has helped increase employee happiness, leading to the success of the company. Creating a sense of belonging is not only important in the workforce, but also in your club! The members of your club may have a variety of ages and backgrounds.

Referenced from: <https://www.inc.com/tess-townsend/how-more-inclusive-work.html>

**AS CLUB PRESIDENT, HOW CAN YOU CREATE A SENSE OF BELONGING WITHIN YOUR CLUB?**

## LEADERSHIP TIP

To create a sense of belonging in your club, consider having the 4-H pledge on a poster or printed on the back of your agenda for guests and new members to follow along with!

## AS PHOTOGRAPHER, I AM ENCOURAGED TO:

*Youth Choice! Select which responsibilities you will carry out during your term.*

- Practice and learn how to use my camera and its settings.
- Know how to download, transfer, share, or upload photographs from my camera.
- Practice editing and printing photographs you have created.
- Collaborate with the club reporter and historian to provide photos for articles, social media, and the historian's book.
- Stay organized and make a plan for each photo opportunity ahead of time.

## LEADERSHIP TIP

**“Don’t be afraid to ask older members or leaders questions about your duties and attend officer training to feel more confident.”**

**– Nehemiah | Club Treasurer and State 4-H Council Member**

## SHOW 4-H MEMBERS IN ACTION

Look at pictures that other 4-H photographers have created in their clubs. Ask your club leaders for suggestions on photo opportunities in your club. Take note of your 4-H club's monthly program for the year. Your program might include group events, club meetings, presentations by club members, guest speakers, recreational and service activities, or tours that offer chances for photos.

## PHOTO IDEAS

- New officer installation.
- New members of your 4-H club as they are welcomed by others.
- Presentations, working exhibits, or Share-the-Fun activities by group members.
- 4-H club tours.
- 4-H members as they accept awards at your 4-H club's award night.
- Members of your 4-H club working during a community service project.
- Conference judging between the judge and 4-H member at the county fair.
- Leaders working with 4-H members at project workshops.
- Guest speaker presentations.
- 4-H members preparing for their presentations.
- 4-H members putting finishing touches on their exhibits.
- Parents and 4-H members working together on club projects or activities.
- 4-H members, parents, and leaders working together on 4-H record books.
- 4-H club social events and parties.



## TAKE TOP-NOTCH PHOTOS

Most of your photos will have other 4-H members, 4-H leaders, parents, or guests at your club's events in them. One way to compose all of these people is to have them stand in rows and look at the camera. Your club may want these group photos for the historian book or as a record of attendance at an event. If you must include every member of the club in one photo, be sure you can see their faces. The group line-up shows how. You can vary the length of the rows and pose some of the members kneeling (in front), others sitting (perhaps in rows two and three), and others standing (as rows four and five). Such a photo doesn't tell a story, but does create a visual record of club and documents its membership.

You also can take photos while the subject(s) of your photo are in action, like the focus on function photo at right. Your subjects will look natural because they are paying attention to the activity, not your camera. This style photography is often called "candid" and does a better job telling the story. If you want a shot of your club's new officers, try setting up the photo with the new president using a gavel to call a meeting to order. If it's a club tour, arrange your subjects so they are focusing on an element of the tour, such as painting, garden plants, animals, or butterfly collection.

If your subject is just one person, include an item in the photo that says something about what the person did with your group. Perhaps your club had a presentation on cutting and sewing clothing or on farm safety. Your photo can show the person working with members of your club.

### THE GROUP LINE-UP



### FOCUS ON FUNCTION



## WRITE CUTLINES OR CAPTIONS TO GO WITH YOUR PHOTOS

A cutline or caption should give information to help readers understand more about the photo. Because photos capture a moment in time, the cutlines are usually written in the present tense. Media will be more likely to use your photos if your cutlines are easy to understand. Be sure to identify people in the photo from left to right as well as from front to back or clockwise (see Hilltop Hustlers) example below. Spell names correctly; it's a good idea to write the names people in your photo before you take the picture. Also note that not all people in a photo need to be identified, as in crowd shots (you do not need to identify onlookers if the caption you write for the photo below).

Note the complete cutline below the photo.



Members of Hilltop Hustlers 4-H Club learn about landscape methods while performing community service at the Green City recreation center. Clockwise from left front are Blake Johnson, Mike Green, Joe Washington, Hal Richards (landscape architect), and Jim Marks, all of Green City.

Write a cutline for the photo below.



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## LOOK FOR GREAT EXAMPLES

Look for news photos of people in magazines, newspapers, online, or on social media. How many show people staring straight at the camera? Clip several photos that are great examples of "people pictures." Look for people pictures that show a small group involved in an activity or one person doing something instead of looking at the camera. Think about these examples when you plan the photos of your 4-H club.

## HOW TO GET YOUR PHOTOS IN THE MEDIA

All of your efforts will be wasted if you miss media deadlines. Work with your 4-H club's reporter to submit your 4-H news and photos together and on time. Check with your local county extension office to find out 4-H news deadlines, what kinds of stories they want, and how they want stories and photos submitted. Find out whether they publish 4-H news in a monthly newsletter. If so, note the deadline to submit photos.

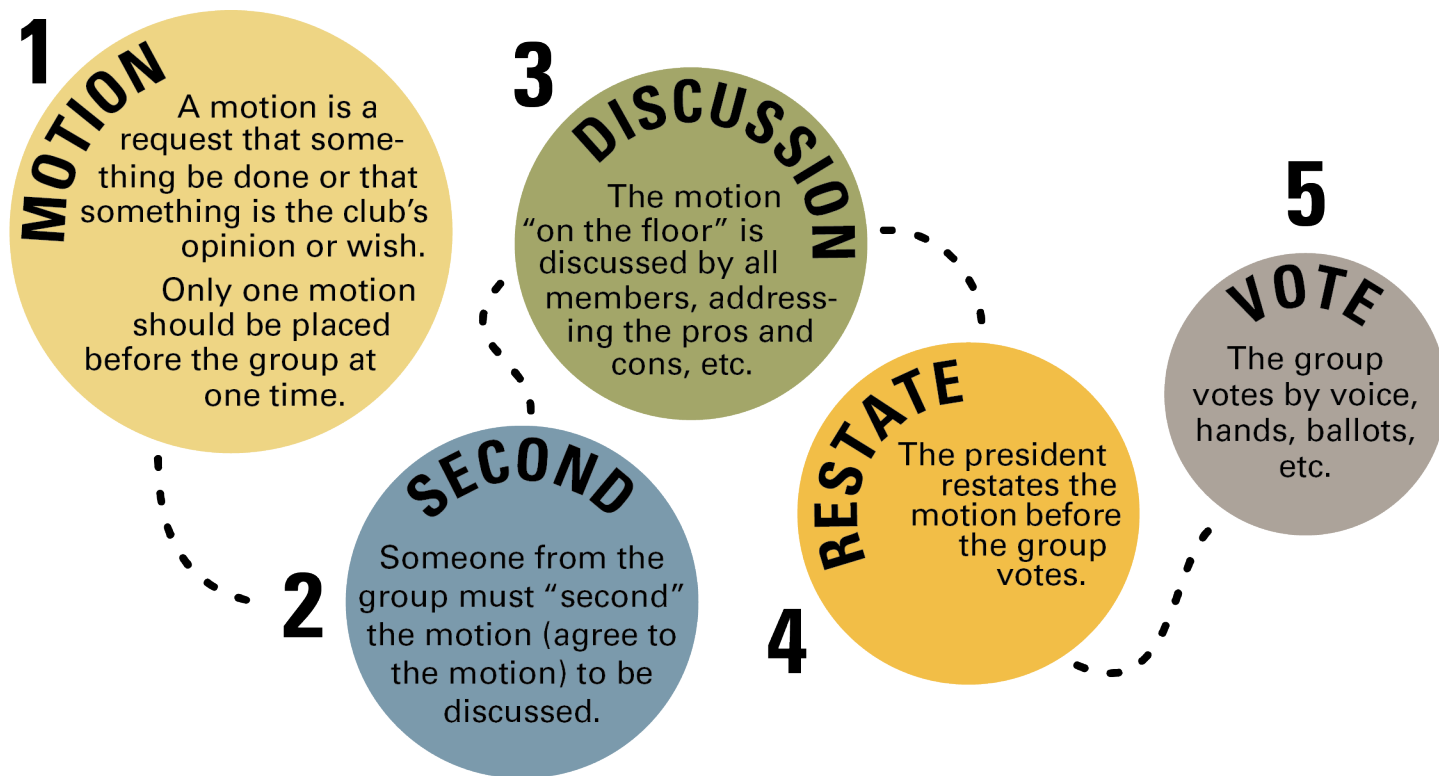
## TWO METHODS TO USE FOR DECISION MAKING

### METHOD 1: PARLIAMENTARY PROCEDURE

Parliamentary procedure can be an effective way for a 4-H club to conduct business. It helps keep order by introducing structure so that only one item is discussed at a time. It helps groups reach decisions through majority rule and ensures that everyone has a voice.

For an activity to help club members understand parliamentary procedure, reference 4H 3524 Trail Mix Parli Pro at <https://store.extension.iastate.edu/product/16325>.

*There are five steps to pass a motion using Parliamentary Procedure:*



### **A SAMPLE SCRIPT FOR USING PARLIAMENTARY PROCEDURE**

**Club member A:** "I move the club sell soup and cookies as our fundraiser this year."

**Club member B:** "I second that motion."

**President:** "There has been a motion and a second. Is there any discussion?"

The President calls on any members who would like to discuss.

**President:** "That was a good discussion. Let's vote. The motion stands that the club will sell soup and cookies as our fundraiser this year. All in favor say 'Aye', all opposed say 'Nay.'"

### **LEADERSHIP TIP**

**If a motion is made but not seconded, then the motion fails. If a motion is made and seconded, it can fail by not receiving a majority vote. If a motion is made and seconded, it can still be amended (changed or adapted).**

For additional information, ask for PM 1781, *Simplified Parliamentary Procedure*, at <https://store.extension.iastate.edu/product/5347>.

### **METHOD 2: OTHER GROUP DECISION-MAKING MODELS**

Sometimes groups encounter challenges when making decisions or solving problems with parliamentary procedure may not work. When this happens in your club, you can use other group decision-making models such as brainstorming, consensus, rapid response, a suggestion box, or a buzz group. These models provide opportunities for all club members to share their voices and help keep meetings interesting.

For more information, find our resource 4H 3507 *Group Decision-Making Models* at <https://store.extension.iastate.edu/product/16017>.

## STEPS FOR GROUP DECISION-MAKING

### Definition

- Define or explain the problem that needs a decision.
- It is helpful to be as specific as possible.

### Ideas

- Discuss the suggested ideas.
- These ideas can be changed or improved as they are discussed.

### Discussion

- Define or explain the problem that needs a decision.
- It is helpful to be as specific as possible.

### Selection

- Decide on the best way to solve the problem.
- Everyone may not agree, but everyone should accept the solution.

### Action

- Decide who will do what, by when, and how.
- It is helpful to have the secretary record this in the minutes.

### Reflect

- Evaluate the success of the solution after trying it.
- Make changes, if necessary.

## CLOSING

Let the fun begin! It is time to lead your club. Don't hesitate to ask your club leader for assistance at any time throughout your term. If you would like additional resources related to your position, please see below for helpful tips and activities that will help you succeed in your role. Remember, the business meeting is just one component of a club meeting. As an officer, be sure to incorporate welcome activities, educational activities, and recreational activities to make club meetings engaging for all 4-H members. Refer to our Vibrant Clubs 4H 4004 publication for guidance at <https://store.extension.iastate.edu/product/12893>.

## NOTES

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**THIS GUIDE BOOK BELONGS TO:**

**PHOTOGRAPHER**

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# ***I PLEDGE***

***MY HEAD TO CLEAR THINKING,  
MY HEART TO GREATER LOYALTY,  
MY HANDS TO LARGER SERVICE,  
MY HEALTH TO BETTER LIVING,  
FOR MY CLUB, MY COMMUNITY,  
MY COUNTRY, MY WORLD.***



***FOR ADDITIONAL RESOURCES, CHECK OUT  
THE CLUB OFFICER RESOURCE LANDING PAGE  
BY SCANNING THE QR CODE:***



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