

SO YOU'RE THE

CLUB RECREATION LEADER



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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 recreation leader, 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 RECREATION LEADER, I AM ENCOURAGED TO:

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

- Make recreation part of every 4-H meeting. Refer to our publication 4H 4004 Vibrant Clubs at <https://store.extension.iastate.edu/product/12893>.
- Be enthusiastic about recreation and gather member input to find activities that are a good fit for my club.
- Motivate members to work together, be active, and try new things during recreational activities.
- Work with other 4-H officers in planning the club program and calendar.
- Help plan celebrations and events with other club members and volunteers.

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

GUIDELINES FOR CONDUCTING BUSINESS MEETINGS

A well-planned and vibrant 4-H club meeting includes:

- 1. Welcome Activities (15-20 minutes)** Have fun and get to know your members through games, icebreakers, music, and other social activities.
- 2. Educational Activities (20-30 minutes)** A way to bring learning to your club meetings through member educational presentations, a guest speaker, or even a field trip.
- 3. Recreational Activities (20-30 minutes)** Create excitement in your club through games, songs, or parties to encourage members to work together, be active, and try new things.
- 4. Business Meetings (20-30 minutes)** Conducting the business meeting allows youth to have a voice in decision making and is an important skill.

These four portions may be arranged in any order to accommodate club and club member needs.

For more information about building a vibrant club, see our publication 4H 4004 Vibrant Clubs at <https://store.extension.iastate.edu/product/12893>.

LEADERSHIP TIP

Set up your meeting space so that the chairs are in a circle or rectangle facing each other. Avoid rows when possible. This will encourage more participation among members and will help keep them engaged.

LEADERSHIP IN ACTION: CURRENT CLUB PRESIDENT

“As the President of my club, I faced low involvement from the members and officers. To motivate members to be more involved I encouraged them to start projects that they feel passionate about. This motivated them to take more initiative and become more involved in our club and community.”

-Logan | Club President, State 4-H Council Member

HOW CAN YOU HELP MEMBERS FIND WHAT THEIR INTERESTS ARE AND WHAT THEY ARE PASSIONATE ABOUT?

GETTING STARTED

Recreational activities (20-30 minutes) are a great way to encourage members to work together, be creative and try new things. Group recreation helps a 4-H meeting run smoothly and helps members feel included in the club.

A leader is the key to successful group recreation. You have an opportunity to serve and to make the 4-H club experience more fun and engaging for members.

Recreation plays a very important part in our lives. It provides us with some rewards we may not get in other ways. Your favorite recreation activities can help others to:

- Have fun.
- Gain new friends.
- Relax.
- Have a new experience.
- Enjoy the opportunity to work with others in a fun activity.

STEPS FOR LEADING RECREATION ACTIVITIES

1. Describe the activity
2. Demonstrate if necessary
3. Ask members if they have any questions
4. Do the activity
5. Reflect on the activity and make adjustments to improve for next time.

TIPS FOR RECREATION LEADERS

- Plan ahead to be prepared and gather necessary supplies and equipment.
- Know your group (dress, age of members, number of participants) and prepare activities in which all members can participate safely.
- Find out about the place where you will be leading recreation—inside or outside, online, space availability, if there are chairs, etc.
- Be sure to have the attention of everyone before explaining the activity.
- Speak clearly and stand where everyone can see you when you are giving directions.
- Show a positive sense of humor and be enthusiastic!
- Accept ideas from other people and use if appropriate.
- Try to get everyone in the group involved.
- Stop an activity before 4-H members feel bored; then they will want to participate next time.

IDEAS FOR RECREATION ACTIVITIES

The choices for Recreation activities are endless! Just be sure to choose activities that fit your club's needs, resources, and interests. Check out our Vibrant Clubs recreation activities at <https://store.extension.iastate.edu/Topic/Volunteer-Resources/Vibrant-Clubs-Series>.

WELCOME ACTIVITIES

Welcome Activities are a fun way to engage members as soon as they arrive at the meeting and help members get to know each other. These activities can include:

- Scavenger hunts
- Name games
- Making thank you cards
- Guessing games
- Get-to-know-you games

For a list of more activities, you can lead before your meeting starts, see our publication, Premeeting Activities here: <https://www.extension.iastate.edu/4h/files/page/files/Pre-Meeting%20Activities.pdf>

OUTDOOR ACTIVITIES

- Volleyball
- Kickball
- Four square
- Relay races
- Soccer

INDOOR ACTIVITIES

- Dancing
- Magic tricks
- Card games
- Bingo
- Crafts

LEADERSHIP TIP

Sportsmanship is when opponents treat each other with respect. Sportsmanship plays an important role in your club's recreation activities and makes competitive activities fun and enjoyable. Encourage club members to have good sportsmanship by giving their best effort, playing fair, and having a positive attitude.

TWO METHODS TO USE FOR DECISION MAKING

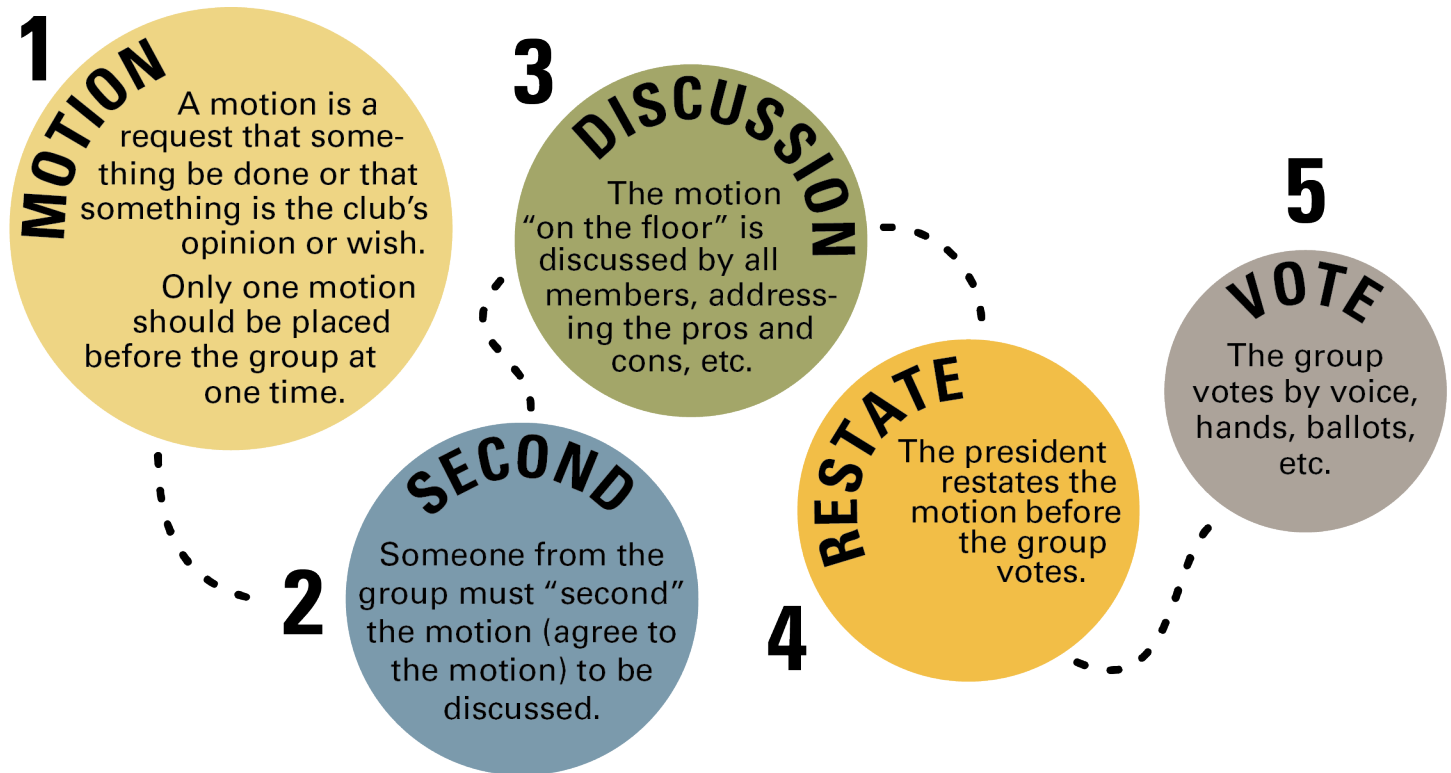
METHOD 1: PARLIAMENTARY PROCEDURE

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>.

STEPS FOR DECISION-MAKING WITH PARLIAMENTARY PROCEDURE

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

THIS GUIDE BOOK BELONGS TO:

RECREATION LEADER

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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