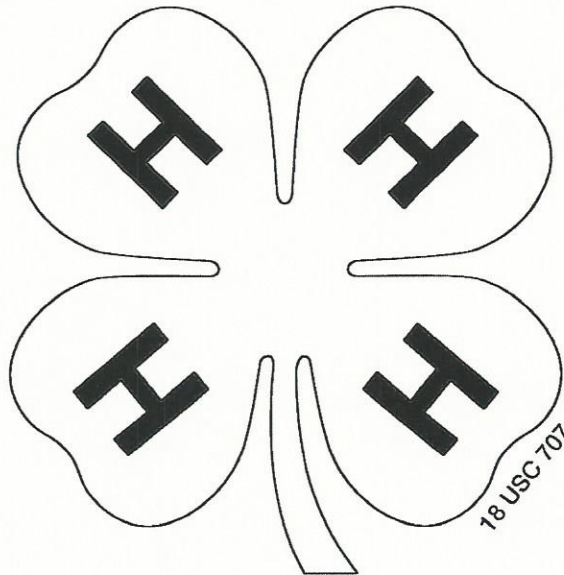


Inspirational Officer Handbook

Ohio 4-H



Name of Inspirational Officer _____

Year _____ Age as of January 1 _____

County _____

Name of Club _____

4-H Advisor Signature _____



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Congratulations! You have been elected to serve as an officer of your 4-H Club. By electing you to office, the members of your club have expressed their confidence in your ability to serve as a leader for their group. But being elected is only the beginning. You must now fulfill the expectations of the members by serving as a hard working and effective leader.

Good officers should:

- *give credit rather than take credit.
- *help guide the club rather than control it. *understand and carry out the duties of their office.
- *be respectful of the rights and opinions of others.
- *be prepared, organized, and enthusiastic.
- *serve as a representative of the 4-H organization to their family, school, community, state, and country.
- *promote the club's opinion and wishes instead of their own.

If you are prepared to do each of these things, chances are you are on the road to becoming a good officer.

Officers work as a team to move the club toward its goals. But remember, your club advisor is a member of that team, too. By working together with the advisor, the club can "map out" its program (what the club plans to do) a whole year in advance.

By taking time to learn a few simple skills, you can be an effective officer. As you perform your duties well, you will earn the respect of both your peers and advisors alike.

As the inspirational officer, your chief duty is to provide members with positive ideas that will inspire them. If you are an inspirational officer for a new club you might wish to visit with an inspirational officer from another club.

You also need to visit with your advisor to see if there is a judging activity at your county fair.

Club Theme _____

Meeting Date _____

Person Selected
to do Inspiration _____

Resource _____

Club Theme _____

Meeting Date _____

Person Selected
to do Inspiration _____

Resource _____

Club Theme _____

Meeting Date _____

Person Selected
to do Inspiration _____

Resource _____

Club Theme _____

Meeting Date _____

Person Selected
to do Inspiration _____

Resource _____

Club Theme _____

Meeting Date _____

Person Selected
to do Inspiration _____

Resource _____

PLANNING FOR INSPIRATIONAL PROGRAMS

1. You will need to check with your advisor(s) to see for which meetings you need to have something planned.
2. How much time? Most inspirational pieces may be a poem, a short story, or a thought for the day.
3. Does you club have a theme? If they don't, why not suggest one in which the inspirational messages could revolve?
4. Remember - inspirational material should be general to include all group members.
5. Take a look at the members in your club. Are they all the same age? Do they all speak Spanish? Is the club all girls or guys or is it a mixture? Keep the materials appropriate for your group!

PLANNING

Use this chart in planning for your clubs.

Club Theme _____
Meeting Date _____
Person Selected
to do Inspiration _____
Resource _____

Club Theme _____
Meeting Date _____
Person Selected
to do Inspiration _____
Resource _____

Club Theme _____
Meeting Date _____
Person Selected
to do Inspiration _____
Resource _____

RESOURCES

1. Check with your local Extension Office to see what might be available.
2. Visit the local library to see what materials they have available.
3. Ask your advisor to help you select what might be best for your club.
4. Visit with local ministers to see what ideas they might use.
5. Check newspapers or magazines which might have materials.
6. You might help new members learn the 4-H pledge, colors, motto, and what the 4-H's stand for.

INSPIRATIONAL OFFICER CHECK SHEET

- _____ 1. I know what meetings I have to have something to present.

_____	_____	_____
_____	_____	_____
_____	_____	_____

- _____ 2. I have gathered materials which I can use.

- _____ 3. I have selected a theme for each meeting by working with other officers and advisors.

- _____ 4. I have delegated my job to other club members, but I have checked to make sure they have completed their assignments.

- _____ 5. I have checked with my advisor to see if what I plan to use is okay for my club.

- _____ 6. I have tried to involve many of the members in my activities.

When delegating your duty make sure:

- _____ 1. The person can be heard by everyone and is comfortable doing the inspiration - help them practice if need be!

- _____ 2. The person knows when their turn is and what you expect them to do.

ACTIVITIES TO TRY

_____ Develop a club theme for the year.

_____ Volunteer to do inspiration for another group you belong to.

_____ Prepare a speech for 4-H Week to be given as an inspirational talk to a local civic, church, or community group.

_____ Keep track of what was presented to be passed on to next year's officer so it isn't repeated.

_____ Volunteer to teach the inspirational officer session at the county officer's training.

Put together a resource handbook of your favorites for the club.

_____ Your ideas

Written by: Rebecca J. Cropper
CEA, 4-H and CNRD
Brown County

Sharon Strouse
CEA 4-H
Holmes County

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Keith L. Smith, Ph.D., Associate Vice President for Agricultural Administration and Director, Ohio State University Extension TDD No. 800-589-8292