

Officer Training Resources

2 CDs: the videos are on one DVD (Part 1) and other resources are on another CD (Part 2)
(most information has been taken from the [State 4-H website](#))

President

- President Introduction (video-Part 1)
- Appropriate Sample Mock Meeting (video-Part 1)
- Bad Sample Mock Meeting (video-Part 1)
- Planning the meeting agenda (word | pdf-Part 2)
- Sample Meeting Script (word | pdf-Part 2)
- President and Vice President Worksheet (pdf-Part 2)

Vice President

- Vice President Introduction (video-Part 1)
- Club Member list (word | pdf-Part 2)
- Club Yearly Calendar (word | pdf-Part 2)
- Committee Planning Sheet (word | pdf-Part 2)
- Committee Summary Sheet (word | pdf-Part 2)
- Guest Speaker Guidelines (word | pdf-Part 2)
- Planning the Meeting Agenda (word | pdf-Part 2)

Secretary

- Secretary Introduction (video-Part 1)
- Secretary Book Contest (Fairfield County Contest) (video-Part 1)
- Club Roll (word | pdf-Part 2)
- List of Advisors and Officers (word | pdf-Part 2)
- List of committees (word | pdf-Part 2)
- Meeting Notes Worksheet (word | pdf-Part 2)
- Official Meeting Minutes Form (word | pdf-Part 2)
- Secretary Responsibilities and Sample Minutes Worksheet (pdf-Part 2)

Treasurer

- Treasurer Information (video-Part 1)
- Budget form (excel | pdf-Part 2)
- Checking/Balancing Reconciliation Form (excel | pdf-Part 2)
- Record of Club Finances (excel | pdf-Part 2)
- Treasurer's Report (excel | pdf-Part 2)
- Yearly Summary (excel | pdf-Part 2)
- Responsibilities of Treasurer (pdf-Part 2)
- Recommended Audit Procedures (pdf-Part 2)

News Reporter

- News Reporter Information (video-Part 1)
- Meeting Report Form (word | pdf-Part 2)
- News Reporter Summary (word | pdf-Part 2)
- News Reporter Media Contacts (pdf-Part 2)
- Tips for Writing Press Releases (pdf-Part 2)

Health and Safety Officer

- Health Officer Information (video-Part 1)
- Safety Officer Information (video-Part 1)
- General Information for Health and Safety Officers (video-Part 1)
- Proper Hand washing-Sample Speech Topic (video-Part 1)
- Improper Hand washing-Sample Speech Topic (video-Part 1)
- Health Officer Handout (pdf-Part 2)
- Safety Officer Handout (pdf-Part 2)
- Live Smart Health and Safety Activities (pdf-Part 2)

Historian

- Historian Officer Information (video-Part 1)
- Historian Event Information Form (word | pdf-Part 2)
- Historian Worksheet (pdf-Part 2)

Recreation

- Recreation Officer Information (video-Part 1)
- Activity Planning Sheet (word | pdf-Part 2)
- Recreation Plan for the Year (word | pdf-Part 2)
- Blue Ribbon Games (pdf-Part 2)
- Alphabet Soup Games and Icebreakers (pdf-Part 2)

Community Service

- Community Service Ideas (word | pdf-Part 2)

Field Trip Resources (word | pdf-Part 2)