



PROGRAM LEADER

Being elected Program Leader of your 4-H Club is indeed an honor and an important job in any organization, but it will take time and effort to fulfill your responsibility.

The success of any meeting depends upon three important things—1) Leadership; 2) Organization; 3) Content.

Well organized meetings offering planned, educational, and recreational activities under strong leadership can become the core around which the entire 4-H program can be developed. Moreover, this type of meeting will win new members, increase school and community support and uphold interests on the part of those enrolled.



Your Opportunities

Duties:

1. Plan a program for each monthly meeting. This must be educational.
2. You are responsible for getting club members to present a show and tell, give demonstration, present a skit or play a short educational game. You can also invite guest speakers to your meeting.
3. Check arrangements for program before hand.
4. Keep the program within the time allotted. Begin on time.
5. Have your program planned and ready for presentation before the meeting day.
6. Use a variety of educational activities.
7. Select only those activities that are in keeping with the size of your group and the place in which the meeting is to be conducted.
8. Do not try to do it all by yourself. Involve other 4-H members in your programs.

Suggestions for Special Programs

- Project Book Activities
- Demonstrations in a Bag
- Guest Speakers
- Skits—Plays
- Upcoming Event Program
 - Healthy Thanksgiving Side Dishes
 - Valentine Day Cards for Elderly
 - Parade Safety



Where to Get Additional Help

- Speak to other officers in your club.
- Visit with 4-H Leaders of your club and other clubs in your parish.
- Talk to teachers in your school.
- Get ideas from your Parish 4-H Agents and/or your Parish Extension Agents.
- Books or pamphlets you can use:
 - ◇ Ideas for Your 4-H Club Meeting, available at the Parish 4-H Office.
 - ◇ Books of Skits and Plays, available at the Parish 4-H Office
 - ◇ Check the State 4-H website - www.louisiana4h.org.

Demonstration Ideas

Wash Your Face Props: Soap, Water (Sink), Washcloth and Towel	Tie a Shoe Prop: Shoe with Strings	Make a Paper Airplane Prop: Sheet of Paper
Brush Your Teeth Props: Toothbrush and Toothpaste	Braid Hair or Rope Props: Volunteer with Long Hair or 3 Pieces of Rope	Wrap a Gift Props: Box, Wrapping Paper, Tape and Scissors
Make a Peanut Butter & Jelly Sandwich Props: Peanut Butter, Jelly, Bread, Knife and Plate	Set a Table Props: Plate, Fork, Knife, Spoon, Napkin and Cup	Place a Photo in a Frame Props: Photo and Frame
Make a Glass of Chocolate Milk Props; Milk, Cup, Spoon and Chocolate Syrup or Mix	Put on a Coat Props: Coat or Jacket	Make a Paper Fan Prop: Sheet of Paper
How to Hula Hoop Prop: Hula Hoop	Blow Bubbles Prop: Bubble Soap and Wand	Shuffle a Deck of Cards Prop: Deck of Cards
Crack an Egg for Cooking Prop: Egg, Bowl and Paper Towel	Curl Ribbon Prop: Gift Wrapping Ribbon and Scissors	Paint Fingernails Prop: Nail Polish, Polish Remover and a Volunteer

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www.louisiana4h.org

Program Leader reminders

- Do your ice breaker activity, then hand out the books and go through them with the kids. Let them know that their leaders will have an electronic copy by the end of the week that they can send them to use.
- Club of the Month Area of Concentration – Special Program – As program leaders, you don't always have to be the only ones doing the special program. You can involve other club members to be a part of it. You can bring in a guest speaker. You can work the vice president on a service project program. ** If your program is only a game like a word search with no educational component, you will not receive the 20 points for the special program.
- Your officer training book is filled with ideas as well as the 4th and 5th grade record books. If you are having trouble coming up with program ideas after talking with your leader, please contact Mrs. Victoria at the 4-H Office.
- At Achievement Day, each club can turn in 1 program leader report. This is a collection of all the programs your club has done for the year. More information is found inside your officer training packet.
- Club of the Month Scores
 - o 100 points total
 - o 100 out of 100 points – Winning clubs
 - o 75 – 99 out of 100 points – Honorable Mention clubs
- If you need a time filler – brainstorm as a group what are program ideas, play when someone claps their hand activity



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LAFAYETTE PARISH 4-H ACHIEVEMENT DAY CLUB CONTEST RULES

One entry per club for each officer position

President's Report

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a completed President's Report booklet.
3. Judging will be based on neatness on how thoroughly the report is completed.

Vice-President's Notebook

1. Each club is eligible to enter this contest.
2. To enter this contest a club should submit one Vice-President's record book at Achievement Day.
3. Judging will be based on neatness and how thoroughly the report is completed.

Secretary's Minutes

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit the Secretary's Minutes Book.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

Treasurer's Report

1. Each club is eligible to enter this contest. It is required that each club turn in a financial statement at the end of the year. This report can serve as the requirement.
2. To enter this contest, each club should submit a completed Treasurer's Report Summary booklet.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

Reporter

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a club scrapbook.
3. Judging will be based on the neatness of the scrapbook, amount of coverage, variety of coverage, and general appearance of the scrapbook.

Program Leader's Report

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit one completed Program Leader booklet.
3. Judging will be based on neatness and how thoroughly the report is completed.

TIPS FOR 4-H PROGRAM LEADERS

- The correct name of this office is Program Leader. Many clubs elect two so that the work can be shared.
- The Program Leader is responsible for seeing that there is some sort of special program at each meeting. The Program Leaders do not have to actually do the special program, but see that it gets done.
- Project reports are some of the best programs for a 4-H meeting. Have two or three 4-H'ers give a prepared report of what they have completed in a project.
- An excellent special program could be based on one of the Character Counts! Pillars of character. Other good ideas are guest speakers, demonstrations, a show and tell, or an appropriate skit.
- A good reminder is to give a copy of your program plans to your leader a few days before your meeting. If for some reason, you are absent the day of your 4-H Meeting, someone else can take over.
- Games, unless very educational, are not considered appropriate and will not be given full credit.
- Remember – a well planned Special Program is worth 20 points that includes project reports, guest speakers, skits, plays, demonstrations and show-and-tells. Readings and poems are worth 15 points and games are worth 0 points toward the Club-of-the-Month Award.
- Complete the “Annual 4-H Program Leader’s Report Form” and enter it at Achievement Day.