

Robertson County 4-H

4-H Officer Manual



Name _____

Club _____

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.
UT Extension provides equal opportunities in programs and employment.

Dear 4-H Officer,

You have been selected to be a leader in your 4-H club! This manual will help you serve your club. Read ALL of the pages carefully. Underline or *highlight* important parts that you will use at each club meeting. Participate in the 4-H meetings by being prepared AHEAD of time. Encourage all of the members of your club to be involved! Please keep in touch with us.

Mrs. Sam
Sam Teets
Extension Agent

Mr. Timmy
Timmy Mann
Extension Agent



Contact Us:

Robertson County Extension Office
408 N. Main Street
Springfield, TN 37172
615-384-7936, Ext. 101 or 105
Fax: 615-384-2941
E-Mail: samjknig@utk.edu
tmann1@utk.edu

4-H Websites

www.uttextension.utk.edu/4h

<http://robertson.tennessee.edu>

Office Hours

Monday—Friday

7:30 a.m.—4:30 p.m.

615-384-7936

(Voice Mail After Hours)



Robertson County 4-H

4-H Officers for _____ 4-H Club.

President _____ Phone: _____

Vice President _____ Phone: _____

Secretary _____ Phone: _____

Service Learning Leader _____ Phone: _____

Service Learning Leader _____ Phone: _____

Song or Recreation Leader _____ Phone: _____



Being an club officer means:

- ♦ Serving as an officer between meetings & during meetings.
- ♦ Keeping members informed of meeting dates and times. *(One idea: promote 4-H and recognize club members by planning a 4-H bulletin board in your class.)*
- ♦ Setting a good example by participating, respecting others, and being helpful.
- ♦ Speaking loud and clear when on the program—stands in front.
- ♦ Encouraging all members to participate in the monthly activity.
- ♦ Working to be a 100% member.
- ♦ Helping with the club service learning project.
- ♦ Helping everyone have a successful year.
- ♦ Communicating with the other 4-H officers.
- ♦ Learning how to use parliamentary procedure (see the next page).

Parliamentary Procedure

(*the rules for keeping order in a business meeting*)



The purpose of parliamentary procedure is to provide rules for conducting an orderly meeting. It is a fair way to give everyone an opportunity to participate.

Word List

parliamentary procedure
motion
second
vote

gavel
minutes
roll call
adjourn

Let's look at some basic rules of parliamentary procedure...



The president (presiding officer) calls the meeting to order. Rap the gavel twice to call the meeting to order. The president recognizes the person who has raised their hand to speak. Members don't speak out of turn. Each person should address the presiding officer as "Madam or Mr. Chairperson."



Making a motion....the word "motion" means "movement." To bring up business in a meeting or to approve business that is taking place, a club member must "MOVE" to make a motion. To conduct business, such as approving the minutes, adjourning the meeting, or voting on a community service project, a member must make a *motion*. To bring the motion to a vote, another member must second (*or agree*) to the first motion. The president will recognize a club member to make the motion and then a second club member to second the motion. The vote of the majority decides.

To make a motion, say "I move...." To second a motion, say " I second the motion."



The president may ask for discussion. The discussion is a time for the group to talk about what is being proposed. Then all members vote, either "yes" or "no." "Aye" is another word for yes and is pronounced "I". The membership may vote by secret ballot, show of hands or by saying "aye." The president decides how the vote will be taken.



The president will announce the results and rap the gavel one time for closure.

General Rules for Club Meetings

Officers: *At each club meeting, the officers will preside using the Club Meeting Outline. The Vice President needs to be prepared with a list of participants for each club meeting and assigned parts on the program (lead pledges, give Thought for the Day). The Secretary should have minutes ready to read and take notes at each club meeting. The Service Leaders should have service project suggestions, or a report on service project progress ready to present. The Song Leader (4th –5th) or Recreation Leader (6th & up) should have a song selected or a recreation activity prepared.*

Each officer should stand and speak loudly and clearly when it is their turn. Set a good example for the other club members by participating in activities.

4-H Agents or Volunteer Leaders: *The adult club leader will supervise each meeting and explain the next month's activity.*

4-H Members: *Each 4-H member is encouraged to participate in each monthly activity. Stickers will be added to the participation chart for those who participate. Ribbons will be given to the winners of each activity.*

Monthly Activities are:

*Oct/Nov—Parliamentary Procedure, 4-H Enrollment, Officer Election,
Starting the 4-H project work*

Nov/Dec—Public Speaking

Jan/Feb—4-H Poster Art/Camp Promotion

Feb/Mar— Project Folder and Project Demonstration

Mar/Apr— Submit Virtually: Photo Search, Dairy Poster/Clover Bowl Practice

4-H Websites

www.utextension.utk.edu/4h

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**Club Meeting
Outline**

President: *(Rap the gavel two times quickly)*

The 4-H meeting will please come to order.

The Vice President will begin our program.

Vice President: Everyone please stand for the American Pledge of Allegiance led by _____. And the 4-H pledge will be led by _____.

Vice President: The Thought for the Day will be read by _____.

Vice President: *(Optional: Find out before the meeting if anyone wants to share something they are doing in their project. If so, then introduce them at this time.)*

President: All members answer as the secretary calls the roll *(if there is time)* and reads the minutes of the last meeting.

Secretary: *(Calls the roll. If a roll call response is planned, say..)*
Please answer the roll by saying_____.

Secretary: *(Reads the minutes written in Secretary's Record Book.)*

President: Are there any additions or corrections? (Pause)

Do I hear a motion that the minutes be approved?

4-H Member: I move that the minutes be approved.

President: Is there a second to the motion?

4-H Member: I second the motion.

President: The motion has been made to approve the minutes. All those in favor, say "Aye." All those opposed say "No." The motion passes and the minutes are approved. *(Rap the gavel once to make the motion official.)*

President: We will now hear a report from our Service Learning Leaders about our club service project.

Service Leaders: *(Give report or open discussion for ideas.)*

President: Thank you for your report. Now our Song Leader/ Recreation Leader will lead us in a song/activity.

Song/Recreation Leader: *(Leads song or activity planned.)*

President: I will now turn the meeting over to our 4-H leader for today's program. Our 4-H leader is _____.

4-H Leader: *(Conducts contest, gives educational lesson)*
* * * * *



President: This concludes our program. Do I hear a motion to adjourn?

4-H Member: I move that the meeting be adjourned.

President: Do I hear a second to the motion?

4-H Member: I second the motion.

President: The motion has been made and seconded to adjourn, all those in favor say "aye." *(Pause for response.)* Thank you. This meeting is adjourned. *(To make it official, rap the gavel one time.)*



Be A Successful Officer



The **4-H club president** should preside at the meetings in such a way that all members will feel free to take part. Notify the vice president ahead of time if he/she will not be at the meeting.

- Plan the meeting ahead of time with the other officers.
- Announce meeting to club members ahead of time.
- Preside over the meeting.
- Represent club, if necessary, with other groups.
- Be responsible for posting the club participation chart and updating it monthly.



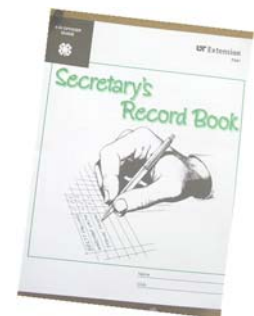
The **4-H club vice president** should:

- Complete the club meeting program outline BEFORE the meeting. Ask specific members to be on the program and be prepared to:
 - Lead the American pledge
 - Lead the 4-H pledge
 - Give the "thought for the day"
 - Optional: Share something they've done in their 4-H projectTry to use every club member throughout the year.
- Preside over the business meeting if the president is absent.
- Make a list of all who plan to enter the contest(s).



The **4-H club secretary** should keep a record of the club. Take notes during the meeting and then write an accurate story (called "minutes") in the Secretary Record Book. See 'sample minutes.' The minutes should include:

- Date
- Name of Leader present and what was on the program
- Who participated in contest
- Names of winners
- Service project information



Call the roll and keep attendance record in Secretary's Record Book. Note service project participants. Read the minutes of the previous meeting at each club meeting.

The **4-H club service leaders** should:

- Work together to plan a community service project for the club to do this year.
- To get started, use the resource information available on the UT Extension-Robertson County 4-H website. Check out the list of ideas, too.
- Have a report about the progress of the project ready to give at each meeting.
- Follow these steps of service learning:
 1. Plan a project that meets a community need.
 2. Set goals to learn new skills as you complete the project.
 3. Complete and report your project on the 4-H Service Project Report Form.
 4. Celebrate what you did and reflect on what you learned, how you felt, and who benefited from your project.

Recognition
Each club member participating in a service project will receive a special purple ribbon.

The **4-H club song leader** (*4th and 5th grade*) should be prepared to teach and lead singing in the 4-H club meeting. The song leader should:

- Plan the club meeting with the other officers
 - It may be determined there will not be enough time to sing, but the song leader should be prepared.
- Be prepared ahead of time with a song—know the words & tune.
- Be prepared with the words of the songs for the rest of the club.
 - write the words on the board or use the document reader.
- Be enthusiastic—enjoy your role—set a good example.

The **4-H club recreation leader** (*6th grade and up*) should be prepared to lead a short recreational activity for the club. Consider the following:

- Can everyone be involved? If it is a paper activity, do you have copies for all?
- Can it be explained and completed in 5-7 minutes?
- Is there enough space to play the game?

Suggestions for Thoughts for the Day

"Never give up on what you really want to do. The person with big dreams is more powerful than on with all the facts."

Albert Einstein

"When you talk, you are only repeating something you know. But if you listen, you may learn something new."

Dalai Lama

Don't make excuses,
make improvements.

Tyra Banks

"Believe that you can, and you are halfway there."

Theodore Roosevelt

Don't ruin a perfect today
by thinking about a bad
yesterday. Leave it where
it belongs....behind you.

It doesn't matter how slowly you
go, as long as you do not stop.

Confucius

If you
are not willing
to learn, no one
can help you. If
you are
determined to
learn, no one
can STOP
you.

The more you
read, the more
things you
know. The more
that you learn,
the more
places you'll go.

- Dr. Seuss

Useful Idea for the Vice-President:

Use these blanks to write in the names of members asked to be on the 4-H club program.

American Pledge

2nd Meeting _____

3rd Meeting _____

4th Meeting _____

5th Meeting _____

4-H Pledge

2nd Meeting _____

3rd Meeting _____

4th Meeting _____

5th Meeting _____

Thought for the Day

2nd Meeting _____

3rd Meeting _____

4th Meeting _____

5th Meeting _____

*You may have fewer or more club
meetings - use this as a guide to
keep up with who has participated on
the program.*

Sample Minutes for the First Meeting

Secretaries, use this fill-in-the-blank form to help you with the first meeting minutes.

The first meeting of _____ 4-H Club was held at _____
(name of club - teacher's name) (name of school)
on _____. Our 4-H Leader, _____, led the
(date of 1st club meeting) (name of 4-H leader)
meeting to organize our 4-H club.

Each student filled out a 4-H enrollment. _____ explained
(name of 4-H leader)
each part of the enrollment form to the class. Each member has a 4-H folder
or envelope.

Everyone received handouts of the next events and activities. We discussed
100% member award and how to get more information about 4-H. 4-H
members can participate in the first four activities to become 100% members.
All 100% members in the county will be in a drawing to win a trip to 4-H Sum-
mer Camp plus a prize.

For 4th Grade Only: We received a project envelope and "activity" pages.

For 5th grade and up: We were allowed to make 4-H project selections for this
year and learn how to find resources plus a project record worksheet.

For 6th grade and up: We discussed judging teams and marked our interest
on the enrollment form and how to access resources online.

_____ explained the communication activity for the next
(name of 4-H leader)
meeting - the public speaking contest. We learned tips on public speaking.
We talked about the importance of being a 4-H officer.

The club officers that were elected for this year are:

President _____

Vice President _____

Secretary _____

Service Leaders _____ and

_____ and Song Leader (or Recreation Leader) _____

Our next 4-H club meeting will be _____.

The meeting was adjourned.

(Re-write the minutes for your first meeting in the Secretary Record Book.)



Ideas for Service Projects

Always ask permission if you are planning a project on public property. Remember that the School Canned Food Drive does not count for your club project unless you plan and organize the project.



- Plant flowers or a tree on community property
- Present a program for a group of senior citizens.
- Set up a recycling aluminum can box and recycle!
- Pick up trash on school grounds or clean up at the local park.
- Make tray favors for the hospital or nursing home, such as, holiday cards, bookmarks, gift baskets, a flower, brightly wrapped candy favors, etc.



Invite a local agency to give a talk in your class, collect for their wish list.

Help a needy family by providing gifts, a warm coat for winter, food, clothing, etc.

Collect good, used, or new preschool books for Head Start or Home Safe.

Tutor or read to younger students.

Help with Habitat for Humanity—raising funds or working on a project.

Start a HUGS program—collecting Hats, Underwear, Gloves and Socks—that can be donated to Hope, HomeSafe, or United Ministries.

Start your own food drive for a specific charity, support local food banks.

Help with a local park project, raising funds or working on the project.

Raise fund by donating money students earn by doing chores at home or have a “walk-a-thon or bake sale and use the money to buy gifts for an Angel Tree or donate to disaster relief.

Decorate a Christmas tree for a shut-in or senior citizen.

Collect laundry detergent, dryer sheets, etc. for Laundry Love.

Collect grocery coupons to give to the food bank, HOPE Center, United Ministries, HomeSafe, Greater Faith Home, My Fathers House, or the commodity distribution center.

Make “Kid Kare Kits” by collecting small personal items, such as toothpaste, comb, toothbrush, pencils, candy, coloring book, cards, etc. in gallon zipper bags.

Cut the mailing labels off of magazines that can be donated to hospital waiting rooms.

Promote safety with posters or fliers in your school or community.

St. Jude's & Vanderbilt Children's Hospital has a “wish list” of items needed to cheer up patients.

Write letters or send cards to servicemen.

Help the homeless—contact Robertson Co. Health Council.

Collect items for Operation Christmas Child anytime during the year.

Be creative—come up with your own ideas!

Other _____



Community Resource List

<u>Agency</u>	<u>Phone#/Web Site</u>	
Animal Shelter	615-384-9289(Spfld)	615-643-1003(GB) 615-384-5611(Co.)
Backpack Attack	615-433-6286	
Camp Sycamore Creek	615-876-1615	gsemanchik@comcast.net
Anna's Clothes Closet, Cedar Hill\	615-696-8240	
COPE Thrift Store	615-384-1465	
The Waters NH	615-384-9565	
Little Guys Foundation (Food/Clothes)	615-767-3466 (White House)	www.littleguysfoundation.org
Greater Faith Community Action (homeless shelter/soup kitchen)	615-384-8682	
HomeSafe	615-667-0073	
HOPE Center—White House	615-672-0298	
McKendree Arbors Apts.	615-212-0700	
Morningside Assisted Living	615-384-7369	
Nashville Rescue Union	615-312-1534	
NHC Nursing Home	615-384-8453	
Open Door Pregnancy Center	615-384-4673	
TheMastersTable	615-384-4480	
MyFathersHouse	615-856-2065	
LaundryLove	615-957-0124	
Orlinda Sr. Citizens Center	615-654-3161	
Paradise Ranch	615-382-7256	
Ridgetop Haven Nursing	615-859-5895	
Robt. Co. History Museum	615-382-7173	
Salem Villages (adult homes)	615-238-5117	
Secure Haven Homeless Shelter	615-382-1592	
Special Olympics	615-329-1375	
Spfld. Heights Assisted Living	615-212-0300	
Springfield Sr. Citizens	615-384-2273	
Spfld. Parks & Recreation	615-382-1655	
Springfield Library	615-384-5123	
Toys for Tots-Fire Dept.	615-384-4381	
United Ministries (food,clothes)	615-384-8306	
United Way (supports many agencies)	615-384-8160	
Vanderbilt Children's Hospital	615-322-0357	
White House Parks	615-672-4350	
White House Library	615-672-0239	
White Haven Assisted Living	615-696-2461	
White House Senior Center	615-672-4350	

These numbers and the contacts change frequently. If you cannot reach someone for your service project, please get in touch with us.

List any additional contacts that you have made here:

Service Project Planning Worksheet

Optional resource

- Set a time to meet and plan with your other service learning leader and the other officers. You may also want to ask your teacher if you can have a brief 4-H meeting to discuss your ideas.
- Find out some community needs. Ask your teacher or parent for ideas or use the list of suggestions provided.
- List your ideas so far....

- Pick a project. You may want to ask the class to vote.
- Organize your project and make a list of what needs to be done, for example,



- Get permission
- Recruit an adult to help
- List expenses that will be involved—where will the money come from for the project?
- Plan for publicity—photos, posters, report for paper
- Get supplies, if needed.
- Other _____

- Make assignments to committee members/class:

- Set your deadline date for completing your project _____
- Complete your project.
- Send in a report to the 4-H Office and be sure and list all participants.

Service Report Form



Complete this form and submit it after EVERY service project.

4-H Club _____ School _____

Name of Service Project _____

Date Project Completed _____

Project Location _____

Number of Participants: Youth _____ Adults _____

**Attach a list of the names of ACTIVE participants in this project.
4-H'ers will receive a service ribbon and credit for participating based
on your report.**

Hours (multiply #hours worked by #volunteers) _____

Number of people benefiting from service _____

Describe what you did, including how much, how often, how many, etc.:

Ask the participants to share what they learned from helping with this project.

What did they learn? _____

Please return this form to the 4-H Office at 408 N. Main Street, Springfield, or fax to 615-384-2941, or e-mail the information to kfinley@utk.edu or tmann1@utk.edu.

Who submitted this report? _____

Songs for the Song Leader

Song leaders may choose to use one of these songs, or lead one of your own. Make sure you know the tune and the words are available for you are ready to lead your club.



Songs

Make New Friends (A Round)

Make new friends, but keep the old,
One is silver and the other gold.

America (A Round)

America, America, shall we tell you how we feel.
You have given us your riches. We love you so.

Row, Row, Row Your Boat

(This is fun to do as a round, but you can also sing it over and over, leaving a word off each time. The last time you sing it you sing, "Row.")

Row, row, row your boat. Gently down the stream.
Merrily, merrily, merrily, merrily—
Life is but a dream.

Alice the Camel

Alice the camel has 5 humps, Alice the camel
has 5 humps
Alice the camel has 5 humps, so go, Alice, GO!!
1, 2, 3...
*(If you are standing you can bump your hips on
'go, Alice, go')*
[Continue with 5, 4, 3 . . humps, until . .]
Alice the camel has no humps, Alice the camel
has no humps, Alice the camel has no humps,
'cause Alice is a HORSE!!

Take me out to 4-H Camp

Take me out to 4-H camp.
Take me out to the crowd.
Swimming and crafts are so much fun. Cleaning our
cabins just never gets done.
So its root, root, root for your cabin,
If they don't win, it's a shame.
For it's one, two, three meals a day at the dining hall.

Camp is great in the summer, we have tons of fun
here!
There are campfires; we sing lots of songs;
tubing and swimming we're out all day long.
So it's spray, spray, spray with repellent, if you
don't you will pay!
Cause it's one, two, three skeeter bites at the 4-H
camp!

Yogi Bear

I know someone you don't know—Yogi Yogi
I know someone you don't know- Yogi Yogi
Bear

Yogi Yogi Bear, Yogi Yogi Bear
I know someone you don't know—
Yogi Yogi Bear

Yogi has a little friend -
Boo Boo, Boo Boo
Yogi has a little friend—
Boo Boo, Boo Boo Bear

Boo Boo, Boo Boo Bear
Boo Boo, Boo Boo Bear
Yogi has a little friend
Boo Boo, Boo Bo Bear

Yogi has a girlfriend too -
Cindy, Cindy
Yogi has a girlfriend too
Cindy, Cindy Bear

Cindy, Cindy Bear
Cindy, Cindy Bear
Yogi has a girlfriend too—Cindy, Cindy Bear

They all have an enemy - Ranger, Ranger
They all have an enemy—Ranger, Ranger
(yuk!)

Ranger, Ranger (yuk!) Ranger, Ranger
(yuk!)
They all have an enemy - Ranger, Ranger
(yuk!)

They all live in Jellystone - Jelly, Jelly
They all live in Jellystone - Jelly, Jellystone

Jelly, Jellystone - Jelly, Jellystone
They all live in Jellystone - Jelly, Jellystone



More Songs

Boom Chicka Boom

I said a boom chicka boom (echo)
I said a boom chicka boom (echo)
Isaid a booma chicka Rocka chicka Rocka chicka
boom (echo)
Oh yeah (echo)
Uh huh (echo)
One more time (echo)
(Last time, say "no more times")
_____ style (echo)

Different styles: Loud, Whisper, Southern, Valley Girl, Opera, Attitude, British, Rocket, Harley, Janitorial, Teacher.

Herman the Worm

Chorus: *(say a line let them repeat the line)*
As I was sittin', on my fence post chewin' my
bubble gum (Chomp! Chomp! Chomp! Chomp!)
Playin' my yo-yo, (Do Whop! Do Whop!)
Along came Herman the worm
And he was this big
So I said: "Herman, what happened?!?"
And he said:
Duh, I ate a bug ...(Chorus)
Duh, I ate a snake ...(Chorus)
Duh, I ate a rabbit ...(Chorus)
Duh, I ate a dog ...(Chorus)
Duh, I ate a cow...(Chorus)
Duh, I burped

Bingo

There was a farmer who had a dog
And Bingo was his name-o.
B-I-N-G-O
B-I-N-G-O
B-I-N-G-O
And Bingo was his name-o
*Repeat -each time you sing the next verse substitute
a letter with a clap.*

Do Your Ears Hang Low?

Do your ears hang low?
Do they wobble to and fro?
Can you tie them in a knot?
Can you tie them in a bow?
Can you throw them o'er your shoulder like a
Continental soldier?
Do your ears hang low?

John Jacob Jingleheimer-Schmidt

John Jacob Jingle Heimer Schmidt,
His name is my name, too!
Whenever we go out, the people al-
ways shout,
"There goes John Jacob Jingle Heimer
Schmidt!"
La-la-la-la-la-la-la-la!
Repeat getting quieter each time



Pink Pajamas

Tune: Battle Hymn of the Republic
I wear my pink pajamas in the summer when
it's hot.
I wear my flannel nighties in the winter when
it's not.
And sometimes in the springtime, and some
times in the fall,
I jump between the sheets with nothing on at
all.

Glory, glory, Hallelujah;
Glory, glory, what's it to ya.
Balmy breezes blowing through ya,
With nothing on at all.

If You're Happy

If you're happy and you know it
Clap your hands
If you're happy and you know it Clap your
hands
If you're happy and you know it
And you really want to show it
If you're happy and you know it
Clap your hands

Continue in a similar manner
If you're happy and you know it
Stomp your feet.
If you're happy and you know it
Shout "Hooray!"
If you're happy and you know it
Do all three

I'm A Nut

I'm an acorn, small and round
Lying on the cold, cold ground
Everyone walks over me
That is why I'm cracked you see

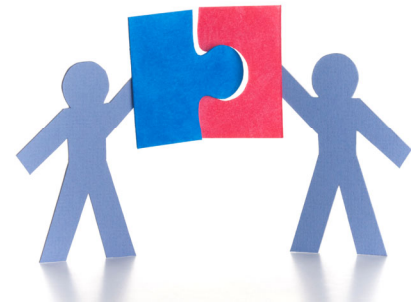
I'm a nut! *(click, click)* [with tongue]
I'm a nut! *(click, click)*
I'm a nut! *(click, click)*

Called myself on the telephone
Just to hear my golden tone
Asked me out for a little date
Picked me up about half past eight
(Repeat Chorus)

Took myself to the movie show,
Stayed too late and said "Let's go"
Took my hand and led me out
Drove me home and gave a shout!
(Repeat Chorus)



Good Ideas for the Recreation Leader



We all like to have fun with people, but it seems that some have more fun than others. WHY? Some people have better social and recreation skills than others. They participate in more activities, do them better, and as a result, have more fun!!

As a Recreation Leader, it is your responsibility to help everyone participate and have fun during recreation time at your local 4-H Club meeting. Be prepared. Your activity should not be longer than 5 minutes.

Here are some helpful hints:

Use the activities in this guide as suggestions. You may find ideas in other books. Select "paper and pencil" activities so that everyone can participate. Crossword puzzles, word search games, and other "brain teasers" are suggestions for the kind of activities you could use. In some settings, you can do more active team games.

Ask your teacher to help you make copies of your activity several days before your 4-H Club meeting.

Get everyone's attention before starting the activity. Tell the group the name of the activity; speak loud and clear, (but not too fast!) when giving necessary instructions. Be patient when members do not understand and have questions.

Always be prepared to lead an activity at a moment's notice! Recreation will usually be the last item at the meeting, but the 4-H leaders may ask you to lead your activity at another time during the meeting.

Have two activities selected in case one is not successful.

Radiate enthusiasm and sense of humor! Act as if you're having lots of fun!
Develop the spirit of play!

Brain Teasers

1. What starts with the letter "T," is filled with "T," and ends in "T?"
2. Why are ghosts bad liars?
3. What two things can you never eat for breakfast?
4. Does England have a Fourth of July?
5. Some months have 30 days, some have 31. How many have 28?
6. A farmer had 17 sheep, all but nine died. How many did he have left?
7. Two people played five games of checkers and each player won the same number of games. How is this possible?
8. If you take two apples from three apples how many do you have?

The Name Game —Everyone is given a post it, or paper and tape to put on their forehead where they cannot see it. ON the post-it is a the name of a famous person/character. Each person will be going around the room asking only yes or no questions to try and figure out who they are. Or you can bring people up one at a time and the whole class can participate, a yes or no question might be—"Am I a real person or a fictional person/character?") You can do this a variety of ways, and you can limit how many questions they can ask.

Prepare ahead of time: Sticky notes with names of persons or character—write large enough that other people can see it.



Word Puzzles

iii

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1

BAN ANA

ALL MYSELF

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BOARD

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C
H

CYCLE
CYCLE
CYCLE

CHAIR

TURN

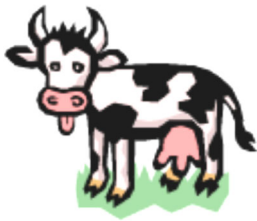
THE LIGHT

P
O
U
R

This page and the previous puzzle page can be copied for each student, but it is easier to just put it on the overhead/document reader and let the club work on it together or individually at their seats.

What Do These Things Have in Common?

1.



cow

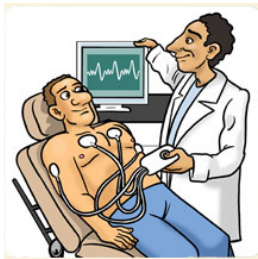


baby



shoe

2.



doctor's office



post office



music

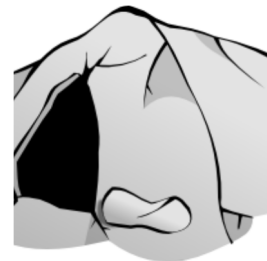
3.



river



person

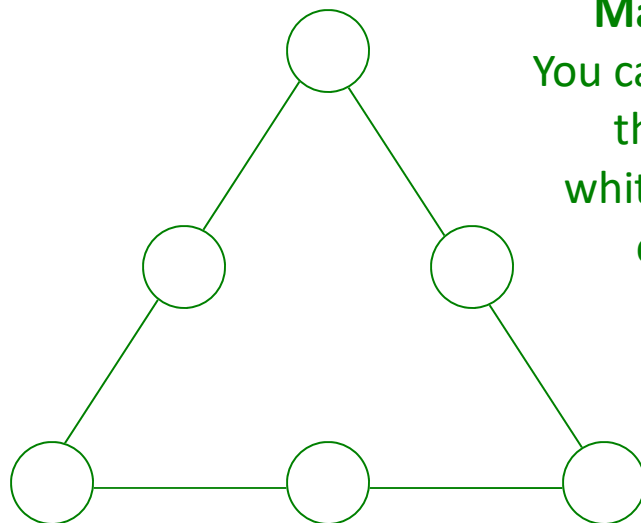


cave

Who's the Chief? Designate one student to go out of the room. Everyone else gets in a circle and a second person is designated as the "chief". Everyone will copy the actions of the "chief." For example, tugging on your ear, swinging your arms, crossing your arms, standing on one foot, scratching your head, etc., until they change actions—then everyone continues to follow along. As the actions change, the person outside has come in and tries to guess who is the "chief." Try to keep the "chief" under wraps.

Use this space to write a new game or recreation idea that you can use in the club meeting.

Directions: Place the numbers, 1, 2, 3, 4, 5, and 6 in the circles. Use each number only once and we you are finished each side's three numbers must equal the same number.



Magic Pyramid
You can actually draw this diagram on the whiteboard. Students can copy on paper to complete the puzzle.

Fun Games That Don't Need Prep Time

Tell Me A Story—Everyone gets in a large circle. The first person will start a story by just saying a phrase or a few words. The next person will add to that line by saying a few more words or phrase. Everyone should get a chance to add to the story before it gets to the last person in the story who will end it.

The Line-Up Game—Divide the room into two groups. When you say go, each group must line up in a certain order, for example, earliest birthday to latest birthday in the year, by height, by hand size, by shoe size, who can jump the highest, etc. First group to complete their line-up successfully wins.

Don't Smile—Start with a circle and one person designated as "It". "It" walks around the circle one at a time and tries to get someone to smile. When someone smiles, they become "It".

Human Knot—teambuilding activity

Divide up into groups of 8-10. Everyone crowds together and reaches across with their right hand to hold the left hand of someone else. Everyone is also reaching out with their left hand to hold someone's right hand. Now unravel. You can't let go!

"Quick Change Artist" - *Leaders need to be observant - pay attention to details - in order to do the best job.* Ask someone to stand up in front of the room - this is "IT." "IT" is asked to go outside the room and make a very slight change in their appearance. When they come back, see if anyone can observe what has changed. (Examples: unbutton a button, hair behind the ears, turn up collar, roll sleeve up or down, tuck shirt in or out, tie shoes differently - but don't share these ideas with the rest of the class, only with "IT." Whoever guesses can be "IT" next. Play the game two or three times.

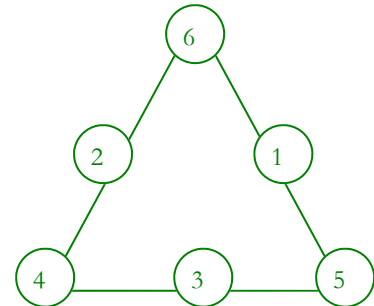
Word Puzzles:

Circles Under the Eyes, Split Level, Hole in One, Banana Split, All by Myself, Heads Up, Man Overboard, Touch Down, Tricycle, High Chair, Turn on the Light, Down Pour

Brain Teasers:

1. Teapot
2. You can see right through them
3. Lunch and Dinner
4. Yes, every country has a 4th of July
5. All of them
6. 9
7. They are playing other people
8. YOU have 2 apples

Magic Pyramid



What do these things have in common?

They all have tongues
They all have scales
They all have a mouth

