

HEALTH & SAFETY OFFICER'S RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME: _____ CLUB _____

OF MEMBERS ENROLLED _____ # OF CLOVERBUD MEMBERS _____

DIRECTIONS: Turn in completed record book by September 15 to the Extension Office. Minimum requirements must be completed for the book to be accepted for Banner Club or Officer Book Competition.

***Must include these minimum requirements - please check these before turning in your book.**

Officer Judge

- ☐ ☐ Complete this submission page and include it at the FRONT of your binder.
- ☐ ☐ Book submitted with all paperwork secured in a 3 ring binder with no loose papers.
- ☐ ☐ Name and Club must be visible on front of binder/folder
- ☐ ☐ Name and Club must be written in INK in front of the record book.
- ☐ ☐ Must provide a meeting agenda page for every meeting and a list of all meetings
- ☐ ☐ Compiled list of all members with their date and title of health and safety talks
- ☐ ☐ An organized collection of all health and safety talk scripts.
- ☐ ☐ At least ONE completed Health or Safety Planning Sheet from record book (pg 5) covering a meeting that was led with a health or safety focus by the officer. (you)
- ☐ ☐ If this written work was not done by the club member due to special needs, please submit a signed statement from your guardian explaining they filled it out.

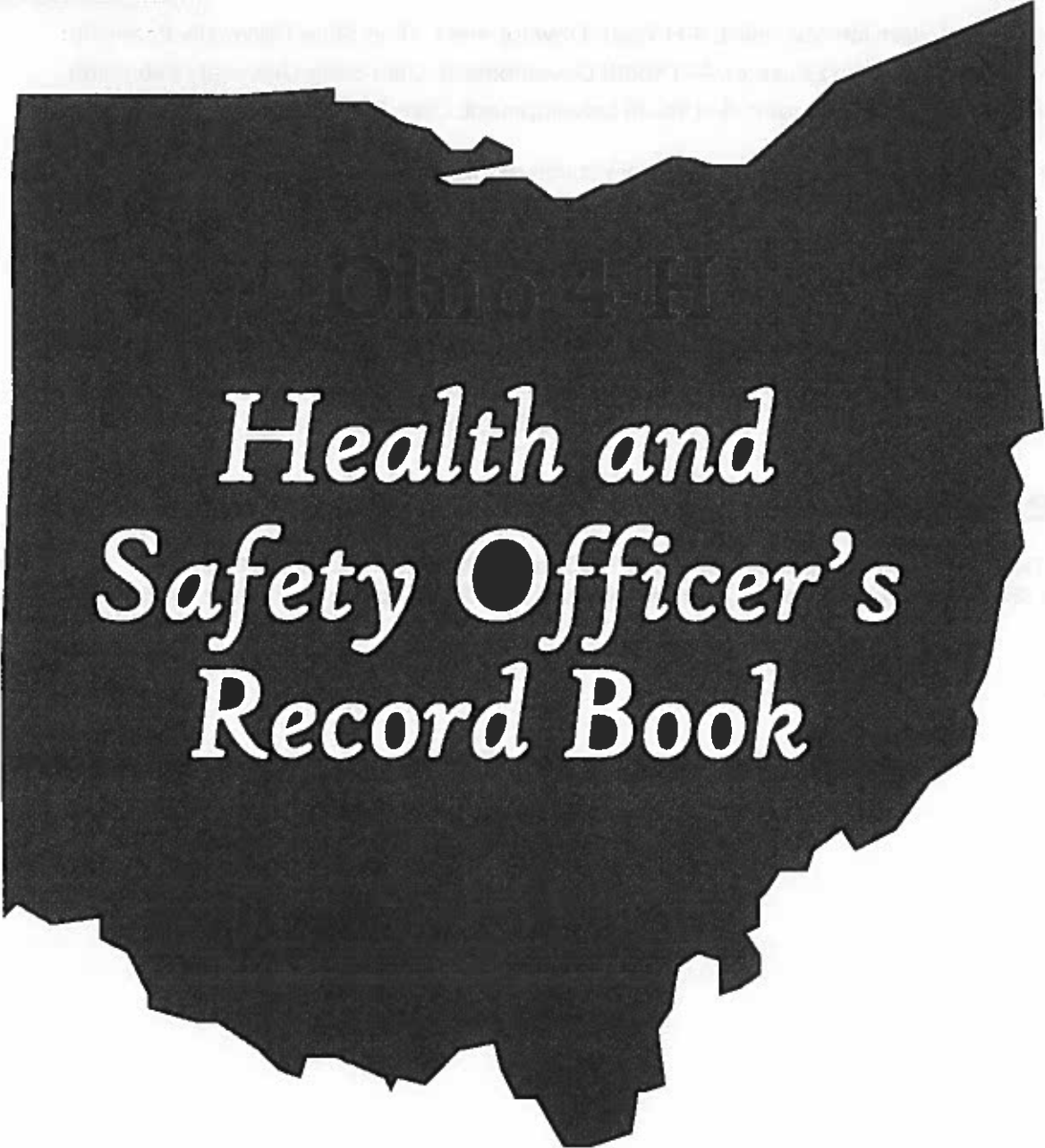
--- ☐ Judges Comments:

I verify that all information submitted is my work unless documented otherwise

Officer Signature: _____

If the above items are included and sufficient, then scores below compete for outstanding book award.

★ <u>Current</u> signed By-laws and Constitution of your Club	5 points
★ List and <u>provide evidence</u> of officer goals achieved in the 'on your own' section of pg 4 of the record book. <u>Evidence</u> can be photos or photocopied proof of work. Provide evidence for at least 2 goals achieved.	5 points
★ Type a complete list of healthy snack suggestions and a sign up sheet for each meeting.	5 points
★ Attractive presentation, neatness, proper grammar & showing extra effort.	5 points
TOTAL	____/20



Health and Safety Officer's Record Book

Name _____

Year _____ Age (as of January 1) _____

County _____

Club Name _____

4-H Advisor _____



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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We are indebted to the authors of the original version of this publication, **Jill Stechschulte** and **Joy Sharp**.

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References

Jepsen, Dee. *Live Smart: Health and Safety Activities for Youth Clubs, Bulletin 907*,
Ohio State University Extension, Department of Food, Agricultural and Biological Engineering.

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Healthy Living Officer

Welcome

Congratulations on your new role as your 4-H club's healthy living officer. Your club members have bestowed upon you both an honor and a responsibility. The fourth H in 4-H represents Health. Health is very important to the overall 4-H program. You have the opportunity to lead activities that will be both fun and educational for your 4-H club. In this record book, you will find the tools to plan and carry out these activities. You can find helpful resources in the healthy living officer resource guide. Good luck!

Your Role in the Club

Serving as a club officer means you are part of a team. The team's responsibility is to hold a club meeting that is both well run and fun. The officers should meet with their club advisor before the meeting so that they are prepared to run the meeting and to help the club make decisions.

Your Role as the Healthy Living Officer

Some clubs may want to have two members fill this role: one focused on health aspects and one focused on safety aspects. Other clubs may just have one member filling the role of Healthy Living Officer. Your responsibilities are similar no matter which way your club does it. The duties of your office are to:

- Use the Healthy Living Officer Resource Guide to find ideas and activities to carry out at each meeting.
- Develop a plan of activities that meet the interests and needs of your club members.
- Work with an advisor to be sure your topics are age and subject matter appropriate for your club.
- Encourage serving healthy snacks at your club meetings.
- Encourage serving water at your club meetings.
- Encourage physical activity at your club meetings.
- Keep an accurate record of the activities you plan.
- Evaluate your impact.

Planning Tools

In order to meet your goals, you will use a variety of ways to teach members about health and/or safety. Listed below are some of the methods you might try. The planning sheet will help guide you in planning each health or safety activity. As you plan, think about which method will work best for the topic and location of your activity. If you need help, ask a parent or club advisor to guide you.

My Officer Goals

After reviewing this record book and the resource guide, develop a plan for what you will do as a healthy living officer this year. Select activities from the items listed below. Feel free to be creative and add your own activities.

Activities	Plan to Do (✓)	Plan to Complete By	Date Completed
At Club Meetings			
Work with the secretary to plan an active way to include healthy living into the roll call.			
Make a display or exhibit.			
Give a presentation or demonstration.			
Show a video to encourage healthy living.			
Invite a resource person to give a presentation.			
Ask another club member to give a speech or demonstration.			
Ask an advisor to give a speech or demonstration.			
Plan a community service project.			

Things to Do on Your Own	Plan to Do (✓)	Plan to Complete By	Date Completed
Attend an officer training program.			
Make a poster or exhibit for the club booth.			
Give a speech at a county speaking contest.			
Give a demonstration at a county demonstration contest			
Attend a health day or health event.			
Put together a notebook or scrapbook about health or safety topics.			

Health or Safety Planning Form

Use this form to brainstorm ideas for demonstrations that you would give to your club members and advisors throughout the year on health and safety related topics. Answering these questions will help you plan a great health or safety demonstration for your 4-H club.

Topic: _____

Why is this an important topic? _____

How long will the demonstration last? _____

What information do you need to collect? _____

Where are you going to find information? _____

Do you need help from anyone else to get your demonstration completed? List them here:

What do you want members and advisors to remember/learn from your demonstration?

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Where are you going to find information? _____

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What do you want members and advisors to remember/ learn from your demonstration?

Parliamentary Procedures At A Glance

To Do This: (1)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Adjourn the meeting (before all business is complete)	"I move that we adjourn."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
Recess the meeting	"I move that we recess until..."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote
Complain about noise, room temperature, etc.	"Point of privilege."	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	None (3)
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote
End debate	"I move the previous question."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Have something studied further	"I move we refer this matter to a committee."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote

Notes

- These motions or points are listed in established order of precedence. When any one of them is pending, you may not introduce another that's listed below it. But you may introduce another that's listed above it.
- In this case, any resulting motion is debatable.
- Chair decides.

Parliamentary Procedures At A Glance (continued)

To Do This: (4)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Object to procedure or to a personal affront	"Point of order."	May interrupt the speaker	No second needed	Not debatable	Not amendable	None (3)
Request information	"Point of information."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	None
Ask for a vote by actual count to verify a voice count	"I call for a division of the house."	May not interrupt speaker (5)	No second needed	Not debatable	Not amendable	None unless someone objects (6)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Vote on a ruling by the chair	"I appeal the chair's decision."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's decision

Notes

4. The motions, points and proposals have no established order of precedence. Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).
5. But division must be called for before another motion is started.
6. Then majority vote is required.



I pledge
My **head** to clearer thinking,
My **heart** to greater loyalty,
My **hands** to larger service, and
My **health** to better living,
For my club, my community,
my country, and my world.

ohio4h.org

This publication and other officer resources can be found at **ohio4h.org/officerresources**. For other Ohio State University Extension, 4-H Youth Development publications, contact your local OSU Extension office or purchase online at **extensionpubs.osu.edu**. Ohio residents get the best price when they order and pick up their purchases through local Extension offices.