

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


- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Book submitted with all paperwork secured in a 3 ring binder with no loose papers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and Club must be visible on front of binder/folder |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and Club must be written in INK in front of the record book. |
| <input type="checkbox"/> | <input type="checkbox"/> | Must provide a meeting agenda page for every meeting |
| <input type="checkbox"/> | <input type="checkbox"/> | Compiled list of all members with their date and title of health and safety talks |
| <input type="checkbox"/> | <input type="checkbox"/> | An <u>organized</u> collection of all health and safety talk scripts. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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) |
| <input type="checkbox"/> | <input type="checkbox"/> | Neatness, including grammar and spelling |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete this submission page and include it at the FRONT of your binder. |
| --- | <input type="checkbox"/> | 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 provide evidence of officer goals achieved on pg 4 of the record book. Evidence can be photos. | 5 points |
| ★ Completed list of healthy snack suggestions and sign up sheet for each meeting | 5 points |
| ★ Attractive presentation and extra effort shown | 5 points |
| TOTAL | ____/20 |



Ohio 4-H

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



Authors

Theresa Ferrari, Extension Specialist, 4-H Youth Development, Ohio State University Extension

Heather Gottke, Extension Educator, 4-H Youth Development, Ohio State University Extension

Laryssa Hook, Extension Educator, 4-H Youth Development, Ohio State University Extension

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Reviewers

Audrey Dimmerling, Extension Educator, 4-H Youth Development, Ohio State University Extension

Connie Veatch, Program Assistant, 4-H Youth Development, Ohio State University Extension

Travis West, Extension Educator, 4-H Youth Development, Ohio State University Extension

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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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?

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

1. 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
2. In this case, any resulting motion is debatable.
3. 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 it 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.