RECREATION OFFICER'S RECORD BOOK REQUIREMENT FOR SUBMISSION

NAME:		CLUB	_
# OF A	лемве	RS ENROLLED # OF CLOVERBUD MEMBERS	
require Compe	ements	Turn in completed record book by September 15 to the Extension Office. Minimum to must be completed for the book to be accepted for Banner Club or Officer Book to be accepted for Banner Club or Officer Book to be accepted for Banner Club or Officer Book these minimum requirements - please check these before turning in years.	ok
Officer	Judee		
		Complete this submission page and include it at the FRONT of your binder.	
(300) 1000 1000		Book submitted with all paperwork secured in a 3 ring binder with <u>no loose page</u>	apers.
1		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	
		Submit a completed Recreation Leader Planning Sheet for at least 3 meetings	
		Include a list of all club recreation activities for each meeting using the Club Recreation Plan from your record book.	
		List of all scheduled club meetings	
		If this written work was not done by the club member due to special needs, proceeds submit a signed statement from your guardian explaining they filled it out.	olease
		Judges Comments:	
	_	t all information submitted is my work unless documented otherwise	
If the	above	items are included and sufficient, then scores below compete for outstanding	book award
4	r <u>Cu</u>	rrent signed By-laws and Constitution of your Club	5 points
7	r Pic	tures of any special events or activities led by the recreation officer(s)	5 points
,	of p	and <u>provide evidence</u> of officer goals achieved in the 'on your own' section g 4 of the record book. <u>Evidence</u> can be photos or photocopied proof of k. Provide evidence for at least 2 goals achieved.	5 points
7	k Al	tractive presentation, neatness, proper grammar & showing extra effort.	5 points
		TOTAL	/20

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OHIO STATE UNIVERSITY EXTENSION

Ohio 4-H Recreation Leader'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 original author of the previous version of this publication, Barbara Carder.

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References

So You Are Recreation Leader of Your Club... (2005), adapted from Kansas State University, Agricultural Experiment Station and Cooperative Extension Service.

Recreation Leader, Ohio 4-H Club Officer's Guide.

Huron County 4-H Recreation Leader Manual, Bonnie Malone, Extension Educator. How to Lead Games, Dr. Bill Michaelis.

Is this your first year serving as recreation leader? More information is in the Recreation Leader's Resource Guide available at ohio4h.org/officerresources.

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Recreation Leader

Welcome

Congratulations on your new role as your 4-H club's recreation leader! Your club members have bestowed upon you both an honor and a responsibility, and an interesting and fun job! You are being given the opportunity to raise awareness about the 4-H program in your county—the fun your club members are having, the work your members are doing, and the help your members are giving to the community. And, as a 4-H club officer, you represent your club, your county, and the 4-H program throughout Ohio. Good luck!

What is Recreation?

Recreation is doing activities that are fun. They may be active games (moving games) or passive games (sitting games). A good recreation leader uses a variety of active and passive games. Sometimes recreation has a specific purpose, like getting acquainted. Other times recreation can simply provide an opportunity to have fun. Recreation is also a very effective educational tool and gives members a chance to be creative.

What Does Recreation Provide?

- · FUN in a club program
- · Interest in club meetings
- A chance to learn cooperation
- · A healthy outlet for competition

- Mental stimulation
- Opportunities for physical development
- A chance to practice leadership and social skills

Your Role as Recreation Leader

As the club recreation leader, you will:

- Make recreation an important part of your club's meetings.
- Serve as chairperson of the recreation committee, if your club has one. If not, and your club has enough members, it is a good idea to talk to your advisor about organizing one at the beginning of the 4-H year.
- Based on the interests of club members, prepare games or activities for each meeting and lead those games or activities.
- Practice each game or activity before using it at a meeting.
- Teach your fellow club members how to learn from teamwork activities.
- · Make sure to have all "equipment" needed.
- Teach the rules of a game or activity.
- · Encourage everyone to participate.
- Be sure that all members have FUN!
- Make sure that all facilities are cleaned up following a recreation game or activity.

My Officer Goals

After reviewing this record book and the resource guide, develop a plan for what you will do as recreation leader 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
Plan a recreation activity for each meeting.			(A Commoo s
Understand the games you are playing and practice giving the directions to others.			ALE HALF STREET
Plan for a variety of recreational activities, including icebreakers, mixers, active games, or quiet games.	JED	COASILE	TSELV
Plan activities that everyone can do in the space available.	-rest		N-10-Specific
Discuss with your advisor/officer team the importance of recreation at club meetings to ensure there is enough time allotted before or after the meeting for planned activities.	#1 mtoc	DESCRIPTION OF THE STATE OF THE	er guerra
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Plan to Do (√)	Plan to Complete By	Date Completed
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	to Do	to Do Complete

Recreation Leader Activity Planning Sheet

To make leading activities easier, use this planning sheet for every activity at every meeting. Copy this page as needed. Be sure to practice leading the activity with your parent/guardian or club leader.

Activity leader(s):	D	ate:	
Step 1. Decide on and describe an activity.			
Step 2. If necessary, figure out teams or groups.		инары изг	п попрыме и 5 кг
Number of members: * Number of members per team:	-	of eded:	
Step 3. Identify and gather necessary equipment.			
0			
Step 4. Write down the instructions.			
	- N		
	***	112	
Step 5. Practice giving directions and doing the game	o/activity		
	eractivity.		
Step 6. Lead the game/ activity.			
Step 7. Evaluate response.			
Did members enjoy the game?			
Did members understand your instructions?			
If I could change anything to make it easier, what	would it be?		

Recreation Leader Activity Planning Sheet

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Activity leader(s):	Date:	TINE - 31-5
Step 1. Decide on and describe an activity.		
Step 2. If necessary, figure out teams or groups.		
Number of Number of members: * Number of members per team:	= Number of teams needed:	
Step 3. Identify and gather necessary equipment.		
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Step 4. Write down the instructions.		
Step 5. Practice giving directions and doing the game	e/activity.	
Step 6. Lead the game/ activity.		
Step 7. Evaluate response.		
Did members enjoy the game?	11.1105.1751111 11	MINIMIZE
Did members understand your instructions?		allianoles as
If I could change anything to make it easier, what	would it be?	- Paints

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Number of Number of members: * members per team:	= Number of teams needed:	
and games needed, oquipment		
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Step 6. Lead the game/ activity.		
Step 7. Evaluate response.		
Did members enjoy the game?		
Did members understand your instructions?		
If I could change anything to make it easier, what w	vould it be?	

Recr	eation	n Plan
~~~~		

Re	ecreatio	n Plan			
(Insert year)					
Use this form to develop your recre	ation plan for the	entire year.			
Name		Club			
Meeting Date or Special Event Typ	e and Date:	VII.			The second second
Games or Activities Planned	Active/ Passive	Equipment Needed	Time Needed	Space Needed	Date Used
Meeting Date or Special Event Typ	the The second named about the second second second				
Games or Activities Planned	Active/ Passive	Equipment Needed	Time Needed	Space Needed	Date Used
Meeting Date or Special Event Typ	pe and Date:				
Games or Activities Planned	Active/ Passive	Equipment Needed	Time Needed	Space Needed	Date Used
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Meeting Date or Special Event Typ	pe and Date:				Was Jud
Games or Activities Planned	Active/ Passive	Equipment Needed	Time Needed	Space Needed	Date Used

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and Date:				
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e and Date:				
Active/ Passive	Equipment Needed	Time Needed	Space Needed	Date Used
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	Active/ Passive  and Date:  Active/ Passive  Active/ Active/ Active/	Active/ Equipment Needed  and Date:  Active/ Equipment Needed  Active/ Equipment Needed  Active/ Equipment Needed	Active/ Passive Reded Needed  and Date:  Active/ Equipment Time Needed  Active/ Equipment Needed  Active/ Needed Needed  Active/ Equipment Time Needed  Active/ Equipment Time Needed  Active/ Equipment Time Needed	Active/ Passive Needed

# 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 consid- "I move we table it." eration 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	Debatable	Amendable	Majority vote
Have something studied further	"I move we refer this "matter to a commitee."	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
		D1			611	

## Notes

These motions or points are listed in established order of precedence. When any 2.
 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

- 6. Then majority vote is required. 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). 4.
- f 5. But division must be called for before another motion is started.



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.

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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.