



Sarasota County 4-H Council Delegate Record Book

Name: _____ Age: _____

Email: _____ Phone Number: _____

Name of 4-H Club: _____

Years in 4-H: _____ Current Year as Council Delegate: _____

Parent Signature: _____ Date: _____

Leader Signature: _____ Date: _____

The Council Delegate: You, the Council Delegate, were elected or appointed to this office through the faith and confidence of your club. It is an honor to be elected as Council Delegate, for you are just as important as the President of your club. The following passage was taken from the Sarasota County Council's constitution: "Each club will have two (2) delegates to the Council. The first Delegate is the president of the Club. The second delegate is an elected or appointed office. An alternate delegate may also be elected or appointed, who may attend the Council meetings. The alternate delegate will be a voting delegate only in the absence of the council delegate or the president." As with all honors, it carries certain responsibilities and duties which must be performed. Through your acceptance of this office, it is your task to carry them out. Refer to Florida 4-H Officers' Handbook <https://edis.ifas.ufl.edu/4h049>

Duties of the Council Delegate

- **Serve** the Council best during the year and not ride on the successes of others or the past successes.
- **Work** with all 4-H'ers and give everyone an opportunity to participate.
- **Share** leadership with many and thereby give others an opportunity to grow.
- **Represent** the best interests of the Council to others.
- **Be dependable**
- **Help** plan a program that the membership can support wholeheartedly.
- **Work** with the officers, executive committee members, and leaders.
- **Try their best** to make the meetings worthwhile and interesting.

A Well-Planned Meeting

A well-planned meeting consists of three main parts: business, program, and recreation. Every officer should know the accepted procedure. Refer to *Running a Smooth 4-H Business Meeting* - <https://edis.ifas.ufl.edu/4h344>

Business

- Call to Order
- Pledges
- Group singing (if held)
- Roll Call
- Reading and approval of minutes
- Reading of communications
- Reports of officers, executive committee, and/or leaders
- Reports of standing committees
- Reports of special committees
- Unfinished/old business
- Initiation or installation (if held)
- New business
- Announcements
- Adjournment

Education Program

This part should account for about 50% of your meeting time. It can be a time for club members to give demonstrations or talks. Community or project speakers are also an educational program. If in doubt about what is a quality educational program for the club, contact your 4-H agent.

Responsibilities of All Officers

The 4-H Club Officers working under the supervision of the leader perform many duties. Some of these important duties are:

- Arrange for a meeting place and take proper care of it.
- Attend the 4-H Officers Training Session.
- Conduct and take part in meetings.
- Help every 4-H member find a place in the club or council and an opportunity to contribute.
- Keep the club records and provide them to the club leaders or advisors as needed.
- Maintain a good relationship with all individuals and groups.
- Maintain a good spirit and interest in the club or council.
- Maintain contact with the extension office.
- Plan the program for the year.
- Secure new members and organize the club or council.

Section 1

1. **Objectives/Goals-** what are your goals as your club's Council Delegate? Share things you want to do or achieve. *Hint: think of why you took this office.*

2. **Did you achieve your goals? How?** Reflect on the past year and how you did with your goals.

3. List awards, trips, medals, and other recognition received as the Council Delegate.

Date	Recognition

4. List workshops and/or training sessions you attended or helped to arrange as Council Delegate.

Date	Activity

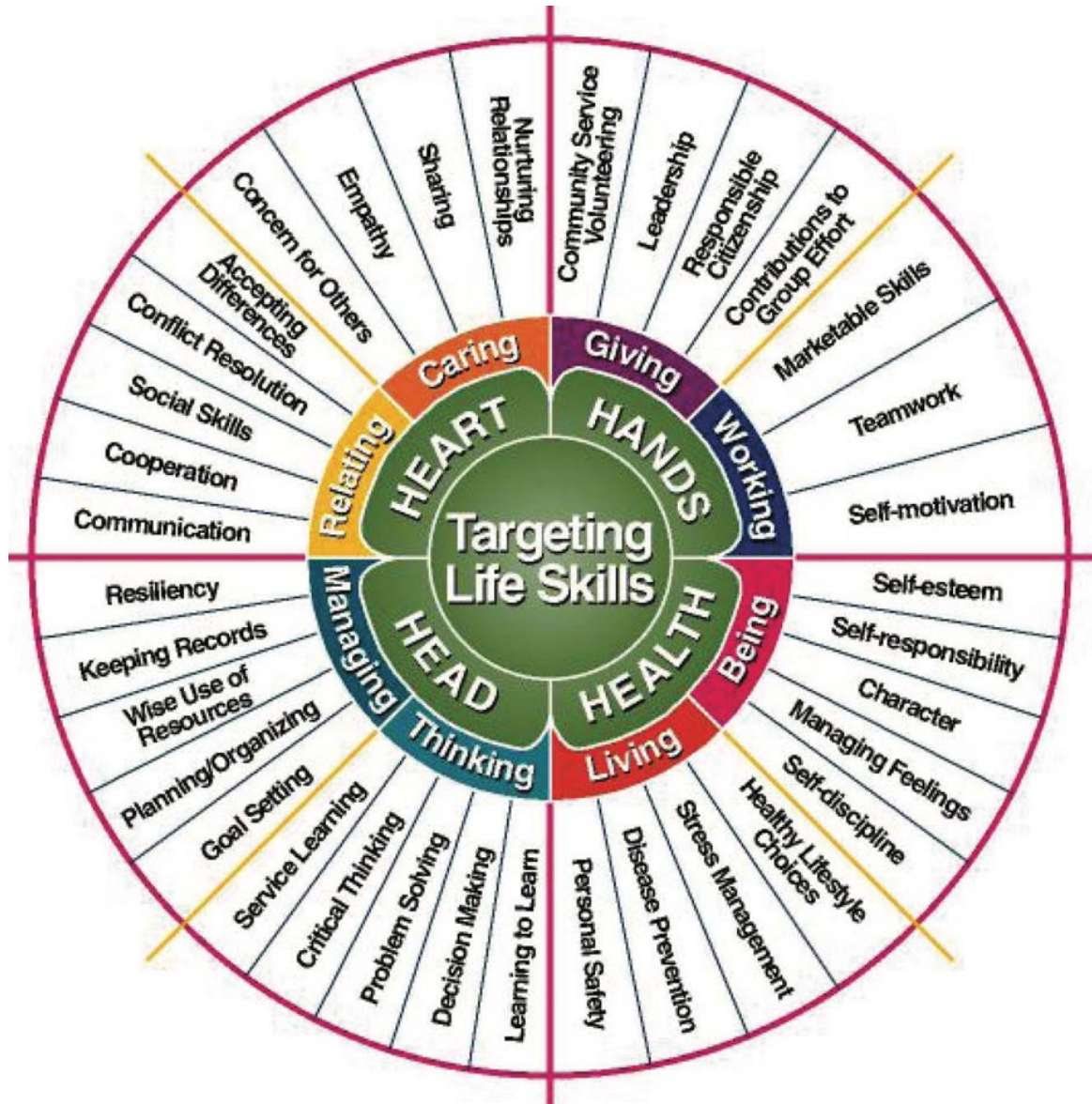
5. List your citizenship and community service experiences as Council Delegate.

Citizenship is the way citizens interact with government around issues of public concern. Community Service or Service-Learning means activities that help a group or organization, volunteered by individuals or a group. These activities benefit a community organization or community and you as a 4-Her should learn through this process and reflect on your experience.

Date	Event/Activity

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6. Number of business meetings your club held during this year: _____
 Number of meetings you were present for: _____
7. Attach copies, in chronological order, of your council meeting notes.



Hendricks, P. (1998) "Developing Youth Curriculum Using the Targeting Life Skills Model"
 Refer to *Targeting Life Skills in 4-H* <https://edis.ifas.ufl.edu/4h242>

Section 2

Targeting Life Skills- in this section, please use the Life Skills Wheel above to write one to two sentences in response to each of the four questions below. The Life Skills Wheel is divided into four sections: Head, Heart, Hands, and Health. Please choose one skill from each of these sections that your 4-H officer position has helped you gain or improve.

- 1. What is one skill in the HEAD section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

- 2. What is one skill in the HEART section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

- 3. What is one skill in the HANDS section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

- 4. What is one skill in the HEALTH section of the Life Skills Wheel that this officer position has helped you develop or improve? Why or how has this 4-H officer position helped you to develop or improve this skill?**

Section 3

Photos and Work- please include 5 to 8 items, not already included in this book, that show the work you have done as Council Delegate. This includes photos of you in your role as Council Delegate, other photos that show your work, and other examples of work you have done as Council Delegate. (print additional pages as needed.)