

Sarasota County 4-H Club Safety Officer Record Book

Name: _____ Age: _____

Email: _____ Phone Number: _____

Name of 4-H Club: _____

Years in 4-H: _____ Current Year as Safety Officer: _____

Parent Signature: _____ Date: _____

Leader Signature: _____ Date: _____

Safety

In Florida 4-H, safety is a top priority. It takes thinking to establish and maintain safe habits. You as a 4-H member have many opportunities through 4-H activities to practice and promote safety. By practicing it often, you will develop safe habits, and help others learn safe practices. You as a 4-H member can be a real leader at your farm, in your home, and in your community as a safety officer. You can promote safety alone as part of your own 4-H projects and activities or do it as a member of your club.

A hazard or risk is any practice or condition that makes it possible for an accident to occur. Most conditions and practices that could cause an accident are easy to see—if you look and think. If they can be removed, remove them. If not, guard the hazard, wear protective equipment, and warn others of the dangers. In this way, accidents will be less likely to happen. It is important to practice safety so as to help you, your family and friends, and community. You will find safety work in all of your 4-H projects and activities and may find opportunities in which safety is the major emphasis for a project, demonstration or activity. Check out the publication Risk Management for 4-H Youth Development Work. <https://edis.ifas.ufl.edu/pdffiles/4H/4H38400.pdf>, it will give you some ideas of how to keep everyone safe for your 4-H club activities and events.

Your safety efforts should make you feel good. You are helping others and preventing accidents, injury, and even death. All the time, you will be learning, teaching others, developing leadership activities, and even being recognized for your efforts and service! You may even find that your safety projects and activities are one of your more rewarding efforts because you're helping others in your community and your club. Throughout your 4-H experience you will want to keep an accurate record of your safety activities and accomplishments as Safety Officer.

Safety Officer Duties

- Help your club members understand the importance of safety and make a report on safety to your club or council at each meeting.
- Ensure that the meeting space is free of hazards or risks and alert leaders and members to any safety protocol for meeting or activities.
- Help your leader plan for safety during the meeting such as maintaining a club first aid kit, ensuring safety for activities and service projects.
- Refer to Florida 4-H Officers' Handbook <https://edis.ifas.ufl.edu/4h049>

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

Generally, the meeting follows this order of 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 Safety Officer? 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 Club Safety Officer.

Date	Recognition

4. List workshops and/or training sessions you attended or helped to arrange as Safety Officer.

Date	Activity

5. List your citizenship and community service experiences as Safety Officer. 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.

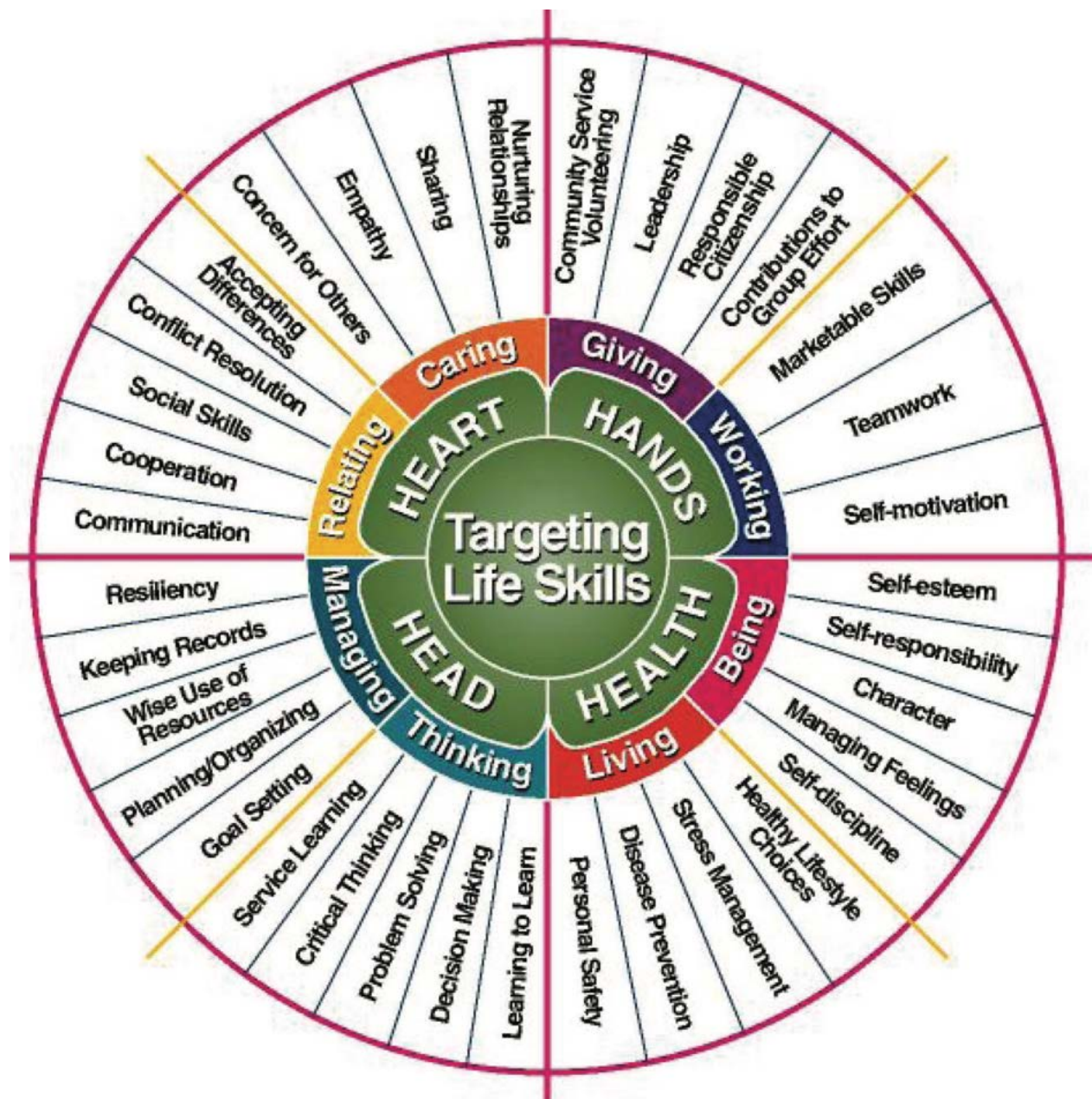
Date	Event/Activity

6. Indicate below what special publicity efforts you and/or your committee did during the year to promote 4-H and your club's activities.

Date	Type of Activity	Purpose

7. Number of business meetings your club held during this year: _____

Number of meetings you were present for: _____



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 develop 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 Safety Officer. This includes photos of you in your role as Safety Officer, other photos that show your work, and other examples of the work you have done as Safety Officer. (print additional pages as needed.)