



4-H CLUB OFFICERS MANUAL

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South Dakota 4-H Club Officers

Being a member of a 4-H club is a very interesting and worthwhile experience for any youth. A successful 4-H club holds the interest of its members by doing worthwhile things through teamwork and group action.

The success of the club depends largely on its officers. It is an honor to be selected as a club officer. Like most honors, being an officer carries certain responsibilities.

If a club is to succeed, every officer must know his or her responsibilities and be well prepared to carry them out.

Qualities of Good Officers

A 4-H club needs officers who will:

- Serve their club well and plan to make the club a success.
- Work with all members and give each an opportunity to participate.
- Share leadership with many and give others an opportunity to develop their abilities.
- Represent the club in the community and county.
- Be dependable.
- Help the club plan a program involving all the members.
- Work cooperatively with the other officers, committees, and leaders.
- Conduct well planned meetings.

How Do You Measure Up?

Each 4-H officer should work toward the following personal leadership goals:

- I know the duties and responsibilities of my office and willingly accept responsibilities assigned to me.
- I am willing to improve myself in order to be a better officer.
- I am friendly to all members of the club and include everyone in club meetings and activities.
- I enjoy doing more than just what is required of me.
- I give credit to others for work well done.
- I am prompt in arriving at meetings.
- My appearance inspires confidence and respect.

- I am kind, tactful, courteous, and use “Please” and “Thank You” when I should.
- I ask for suggestions and cooperation.
- I show appreciation to leaders and parents for their time, effort and devotion to the club.

Responsibility of Members

The members of the club have a working responsibility to it. It is just as important for the members to do their part as it is for the officers. Unless members and officers work together, the club will not be an effective group. The 4-H'er who serves as an officer is strongly reminded of how important good participation is to the club's success.

Responsibility of all Officers

To be successful, 4-H club officers, committees, and individuals working with club leaders must perform many duties.

Some of the important duties are to:

- Secure new members and organize the club.
- Plan the program, month by month, for the year.
- Arrange for a meeting place and the care of facilities.
- Conduct and take part in the meetings.
- Keep club records and submit them as required.
- Serve on committees, as chairperson or as a member.
- Keep the community informed about the club.
- Show enthusiasm and interest in the club.
- Help every 4-H'er find a place in the club and an opportunity to contribute.
- Maintain good relationships with all members and other groups.
- Keep in contact with the County Extension Office.
- Attend 4-H Officers Training.

Election of Officers

It is important that each officer be chosen because of his or her skills for the office. The president of the previous year should preside at the election of officers. It is also important to use parliamentary procedure in conducting the election – or any club business.

Nominations

To nominate a member for office, one of two methods may be used:

- 1) A nominating committee may be appointed to suggest a candidate for each office before the election. The members present at the election meeting should be given an opportunity to make other nominations for each of the various offices after the nominating.
- 2) Those present may nominate candidates. This is known as "nomination from the floor."

The president will say, "Are there further nominations?" If there are no further nominations, the president may close the nominations, or a member may say, "I move the nominations be closed." This motion should be seconded and voted on. A motion to close the nominations is out of order until a reasonable length of time has been allowed for other nominations.

Voting

When the candidates have been nominated, the president announces their names and the members vote for the respective officers. The president may have the members vote by raising the right hand, by standing, or by written ballot. If the voting is done by raising the hand or standing, the candidates for the office being voted on usually leave the room or are asked to close their eyes and bow their heads. When the votes have been counted, the president announces the name of the person elected.

Installation

The club may plan an installation ceremony. For ideas about installation of officers, contact the County Extension Office.

Parliamentary Procedure To Address the Chair

When a club member wishes to speak in a club meeting, he or she should stand and address the chair as Mister or Madam President. Remarks should be addressed to the president and there should be no talking among members when business is being conducted.

To Make A Motion

Most of the business that club members conduct is done through the form of motions. To make a motion after obtaining the floor, the member says, "Madam or Mister President, I move that"

After the motion has been seconded, the president calls for discussion. Each person who wishes to discuss the motion addresses the chair and is recognized before making comments. When the discussion is finished, the president says, "Are you ready for the question?" The club members respond, "Question," if they are ready to

vote. The president calls for the vote by saying, "All those in favor say 'Aye'" (pronounced "I"). "All those opposed, 'No'".

If the president cannot tell which side has won, a hand count vote may be taken. After hearing the vote, the president states, "The ayes (or nos) have it and the motion is (or is not) carried." In the case of a tie, the president or presiding officer casts the deciding vote.

Amendments to Motions

Amendments may be made to a motion. An amendment must be made in the form of a motion, seconded and voted on before the motion as amended can be voted on.

Letting Committees Work for the Club

Much of the work to be accomplished by a club can best be done by committees working with the counsel of leaders and with the approval of the club membership. This gives more 4-H'ers the opportunity to participate, to assume responsibility, and to gain leadership skills. Committees can help overcome the problem of spending too much time on details in the club meeting. They also give an opportunity for a few members to devote their full attention to a particular subject. In addition, it is good training in group leadership. There are two general types of committees. Standing Committees are active throughout the entire year. These may include:

- Program Committee
- Membership Committee
- Music Committee
- Recreation Committee
- Activity Committee

Special Committees are appointed and serve for a single event. The program committee for the local Achievement Days and the summer picnic committee are examples of special committees. The organization and duties of all committees are quite similar, so they may be considered together.

Each committee should:

- Know its specific assignment. The president and club leaders should explain this.
- Give serious thought and study to the problem.
- Seek opinions and suggestions outside the committee membership, if needed.
- Encourage cooperation among its members in working out details.
- Prepare recommendations for club action.
- Report back to the club.

The chairperson should:

- Call the committee together and preside at the meeting.
- Know the assignment given the committee and explain it clearly at the first committee meeting.
- Seek ideas from committee members before expressing own ideas.
- Assign specific duties to committee members, if necessary.
- Inform the president before the club meeting starts that the committee report is ready to be presented.
- Report findings of the committee to the club.

General Flag Rules

- The flag should be displayed from sunrise to sunset.
- The flag should not be flown in rainy or stormy weather unless for some special reason.
- Raise the flag briskly and proudly. Lower it slowly, ceremoniously.
- Never allow the flag to touch the ground or floor. Gather and fold it correctly.
- During the ceremony of raising or lowering the flag, or when it is passing in a parade, all persons should face the flag, stand at attention, and show respect.
- People in civilian clothes salute by placing their right hands over their hearts. Men remove hats. People in uniform bring their right hands to their foreheads with fingers extended.
- When the American Flag and the 4-H Flag are placed on a desk or table at a club meeting, the American Flag is always on the president's right.
- Our flag should not be used as draping. Use red, white and blue bunting for decorating. The bunting must always be arranged so that blue is on top, or the observer's left, white is in the middle and red below or to the observer's right.
- Learn to use and teach others to use our flag correctly. Demonstrations, illustrated talks, and

exhibits are excellent methods to teach others as well as to become more skilled yourself. Practice at home and perform at 4-H, PTA, civic clubs, and other meetings. In the process, you also grow in knowledge, understanding and dedication of purpose.

The Pledge of Allegiance

'I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.'

(Please notice the punctuation. Learn to pledge allegiance without pausing between the words "Nation" and "under", and teach others to do the same.) When you are pledging allegiance, stand erect and look directly toward the flag.

The 4-H Pledge

'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, and my country.'

Frequently club members give their 4-H pledge after having pledged allegiance to the U.S. Flag. It is important that both be pledged with feeling and understanding. Your 4-H pledge means that you pledge yourself to the improvement of your Head, Heart, Hands, and Health.

You are pledging yourself to participating in a project, to being active in your 4-H club, and to taking part in 4-H activities such as demonstrations, camps, tours, etc. You are saying that you will plan and work with your adult leaders and fellow members. You will contribute not only to your personal improvement, but will also help build a better club, community, county and country.

4-H Club Meeting Worksheet

*This is a suggested outline for a 4-H club meeting.
To add variety, you may want to try other ways of organizing and conducting your meetings.*

Month: _____ Day: _____ Year: _____

Time: _____ a.m./p.m. Place: _____

Pre-meeting Activities: _____
(Led by) (Activity)

Business:

Call to order _____
(President)

Pledge of Allegiance _____
(Led by)

4-H Pledge _____
(Led by)

Roll Call _____
(each member answers) (Secretary) (Subject, if any)

Introduction of Visitors _____
(President)

Reading of minutes _____
(Secretary)

Approval of minutes _____
(President)

Treasurer's Report _____
(Treasurer)

Committee and/or Office Reports _____
(Led by) (Subject)

(Led by) (Subject)

(Led by) (Subject)

Unfinished Business: (if any) _____
(President)

Items to be discussed _____

New Business:

A. Items to be discussed _____
(President)

B. Committees appointed _____
(If needed) (Assignment) (Members)

_____ (Assignment) (Members)

Announcements _____
(President, members and/or leaders)

Special activities or events (if any):
Local _____
County _____
Area _____
State _____
Other _____

Adjournment _____
(President)

Program: (Vice president in charge)

A. Demonstrations, Talks _____
& Other Presentations (Subject) (Member)

_____ (Subject) (Member)

_____ (Subject) (Member)

_____ (Subject) (Member)

B. Other Program _____
(Subject) (Persons Responsible)

_____ (Subject) (Persons Responsible)

Recreation:

Game _____
(Recreation Chairperson)

Refreshments _____
(Provided by)

Notes: (Other points to consider) _____

Check the Quality of the 4-H Club Meeting

Items to Check		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.
1.	Meeting called to order on time.												
2.	Meeting closed at a definite time.												
3.	Meeting room ready; seats arranged for comfort of members.												
4.	Program planned in advance of meeting.												
5.	Program participants prepared.												
6.	Pledge of Allegiance and 4-H Pledge included.												
7.	American and 4-H flags properly displayed.												
8.	Parliamentary Procedure followed.												
9.	Short, snappy business session.												
10.	Recreation well organized.												
11.	Every member of the club participated in the meeting.												
12.	Committee reports and announcements brief and well organized.												
13.	Instruction (program) well planned.												
14.	Number of members participated in program.*												
15.	Conduct of members: showing respect for others.												

**If the monthly plan includes member participation in talks, demonstrations, poster program, etc.*

The 4-H Club President

The office of president is a very important one in the club. After being installed, the president becomes the leader of the membership. The following are some specific duties of the president:

- Conducts the meetings according to approved Parliamentary Procedure and in such a way that all members will feel free to take part.
- Appoints committees when needed. Checks on committees between meetings to see that necessary work is being done.
- Sees that other officers know their specific responsibilities.
- Represents the club at meetings, such as training sessions and other county-wide meetings where officers are included.
- Works with the club members and adult and/or teen leaders to develop an annual plan for the club.
- Meets with the officers to plan the details of the meeting. This should be done before the meeting day to allow officers to prepare for the details of the meeting. This planning meeting is based on the annual plan the 4-H club has established.
- Makes arrangements for any guest speakers. This responsibility may be given to the vice president, but the president is responsible for seeing that appropriate arrangements are made.

Before the meeting:

- Makes the subject of the presentation clear when issuing the invitation to a speaker.
- Indicates time and place of the meeting. Directions to the meeting place may be necessary.
- Explains the meeting plans, the time that will be allowed for the talk and when it will appear on the program.
- Informs the speaker about the audience: the number of persons in club, their age range, and how much they know about the subject to be presented.
- Checks the arrangement for the meeting place. Does the club meet in homes of members or in a public building? Whichever is the case, someone should have the responsibility of seeing that the place is satisfactorily arranged for the meeting. The president will probably feel responsible; however, help may be obtained by delegating the following jobs to others:
 - Chairs – arranged so each member can take part easily. A favorite arrangement is a circle or semi-circle. This enables the members to see everyone. With just

a little effort, such an arrangement is possible in a home or at a public meeting place where chairs are movable. There should be a table and chairs for the president and secretary. It is desirable to have a set of flags, American and 4-H, on the table. The president should have a gavel.

- Lights – placed so they will not glare in anyone's eyes. Know where the light switches are located.
- Ventilation – important to the comfort of everyone. Put someone in charge of regulating ventilation.
- Heating or cooling – adjusted in the building or room before the meeting starts.
- Equipment – such as blackboards, projects, and game materials ready, if needed.

At the meeting:

- Meets the speaker at the door and gives a friendly welcome.
- Introduces speaker to others or presents person who will introduce speaker.
 - The person introducing the speaker on the program should give full name and title.
 - The person introducing the speaker should remain standing until the speaker takes his or her place in front of the group.
- Asks a few member to be prepared to start the questions if a discussion is in order after the presentation.
- Thanks the speaker for the talk and shows appreciation for the contribution he or she has made to the club.
- Sees that the meeting closes on time.
- Sees that the meeting room is put in order before everyone leaves.
- Announces time, place, and date for the next meeting.
- Works with other officers and the club leaders to develop a method of checking the quality of the club's meetings. Uses the *4-H Meeting Worksheet* to plan meetings. After each meeting, uses the form *Check the Quality of the 4-H Club Meeting* to evaluate the meeting.

The 4-H Club Vice President

The 4-H club vice president can be a very valuable officer if the president assigns responsibilities. Some

specific responsibilities of the vice president include the following:

- Presides at the club meeting if the president is absent. The vice president should be familiar with Parliamentary Procedure and be informed on the business of the club.
- Serves as chairperson of the program committee. Meets with the adult and teen leaders and other club officers to determine the method to use in planning the club's annual program. The club leader will have a list of activities members may want to include in the program. Programs held at the county level should also be noted. A sample program follows this section. The key to a successful program depends largely on the involvement of the members in planning and carrying it out.
- Has copies of the program for the year made for each member, if possible.
- Keeps club reporter informed about the program for different meetings so advance publicity can be given.
- Plans details of the program for each club meeting; works with the president, adult and teen leaders in preparing an outline before each club meeting; uses the 4-H club meeting outline and assigns 4-H'ers to various parts of the program.
- Gives each club member an opportunity to have a part in one or more meetings during the year, such as taking part in a demonstration,

presenting reports on 4-H projects, giving readings or musical numbers, leading a discussion on a special topic.

Making the 4-H Club's Annual Plan

Each club should have a plan for the year. The secretary should record a copy of the plan in the Secretary's Record Book. Include as many of the following as possible:

- Plans for enrollment.
- Selection of projects.
- Number of meetings planned.
- Method of giving project instructions and information: Demonstrations, Judging, Tours, Exhibits, Speeches.
- Citizenship training.
- Recognition for members' accomplishments.
- Plans to obtain cooperation of parents and local organizations.
- Purpose of 4-H journal and how to keep them.
- Plans to take part in county, area and state events, which may include demonstrations, judging, etc.
- Community service activities.
- Camp promotion.
- Picnics and parties.
- Recreation and music.
- Other items suggested by the club.

A Sample 4-H Club Annual Plan

Month	Business	Program	Recreation	Community Project	Special Events
Sept.	Elect officers, give out enrollment cards, appoint planning committees	Parliamentary Procedure & Poster Contest	Get acquainted (name learning)	Announce fire prevention survey in Oct.	State Fair
Oct.	Install officers, collect enrollment cards, appoint Variety Show committee	4-H Honors Program, judge 4-H posters	Halloween Game	Reports on fire safety survey, plan for Thanksgiving needy box	National 4-H Week
Nov.	Plan money-making project & Community Pride activity	Holiday gifts and decorations, collect 4-H Honors forms	Thanksgiving Game	Deliver Thanksgiving box, announce holiday gift box and bring gift for Dec. meeting	
Dec.	Announce Talk Meet. Public Presentation Contest	Talk Demonstration presentation	Holiday Party	Deliver holiday box, announce visit to nursing home in January	
Jan.	Announce Windowsill Garden program and remind members of Talks and Demonstrations	4-H speeches and Windowsill Garden	Pencil & paper game	Announce home safety survey	Variety Show
Feb.	Finish fund-raising project, announce Bread program	Bread preparation and Windowsill Garden	Valentine Game	Report on Home Safety Surveys and American Heart Fund Drive	Local Talk Meet
Mar.	Announce Fashion Revue & Demonstration Day	Judge bread exhibits & give instructions on demonstrations	St. Patrick's Game	Plant tree on school grounds	County Talk Meet & Fashion Revue
Apr.	Follow up on Demonstration Day & Fashion Revue	Demonstrations by members, project record keeping	April Fool's Party	Clean road entrances where driver's vision is blocked	Family Night
May	Announce plans for summer activities - - 4-H Camp, judging events, fairs and shows	Judging events — 4-H Camp	Action songs and games		County Demonstration and Bread Baking Contest
June	Plans for Camp	Project reports by members, records check	Relays		Judging Events, Livestock Shows
July	Report on events	Horse Show	Picnic; folk games		County Fair
Aug.	Announcements about club reorganization and record completion	Project tour, report on summer activities, complete records	Watermelon feed		

The 4-H Club Secretary

The secretary is author of the club minutes. Good records are essential to the growth and stability of the club. An alert secretary:

- Keeps complete and accurate account of proceedings of all meetings. This means membership rolls, minutes, final reports and all that is called for in the Secretary's Handbook.
- Calls the roll and reads minutes of meetings; reminds president of any unfinished business left from previous meeting.
- Reads correspondence directed to the group and writes replies when necessary.
- Sends notices of 4-H Club meetings when asked to do so; writes letters, requests, and invitations in the name of the club.
- Presides when both president and vice president are absent.
- Keeps Secretary's Book, which contains important information about the club and its members. The secretary should keep this book up-to-date and ready for inspection at all times.
- Works with leaders at the close of the club year to complete the Club Report in the Secretary's Book.

How to Write 4-H Club Minutes

Minutes are the record of what an organization does in its meetings. Minutes of the 4-H Club should include:

- Kind of meeting, whether regular or special.
- Name of club.
- Number of members present and names of special guests.
- Response to roll call.
- Statement that minutes of the last meeting were or were not read and approved.
- A record of all business transacted, including motions made and whether each motion was passed or voted down.
- Record of committees appointed and committee reports.
- Names of person(s) taking part in the program.
- Record of demonstrations presented, project work done, special features on the program and recreation planned.
- Time and place of next meeting.

Sample of Minutes

The regular meeting of the Cloverleaf 4-H Club was held at the Roaring Run School at 2:00 p.m., September 7, 200X. The Pledge of Allegiance was led by Jim Patriot, and the 4-H Pledge by Mary Clover. Response to roll call was, "What I Am Doing with My 4-H Project." Thirty members and one guest, John Phare, District Judge, were

present. Minutes of last meeting were read and approved with correction regarding camp.

John West, chairperson of the standing committee on membership, reported that his committee planned to contact all students in the school who are not members and invite them to join our club.

How to get 4-H Club program books was the main business item. Bill Hall made the following motion: "I move that Ann Rhea, chairperson of the program committee, select two members to help her prepare program books for each member of the club, the adult leader, teen leader and the county Extension Educators." Seconded by Bob Wise. Motion carried. Ann selected Ruth Jones and Ed Gray. Janice Jones made the following motion: "I move to take money out of the club treasury to buy paper for the program books." Seconded by Patty Blue. Twenty-eight votes for and two against.

Muke Zufall, safety leader, called for a report on the Home Survey to find fire hazards. Ruth demonstrated painting the gasoline can red. Jim Stout gave a demonstration on removing fire hazards in the home. Bill Melon, teen leader, explained the 4-H Journal. Judge Phase led a discussion on "Who Is A Good Citizen." Meeting adjourned at 4:00 p.m. to enjoy games planned by Helen Nash and Ben Day. Refreshments were served by Mrs. Stout and Peggy Blue.

Next meeting to be held at the school on October 5 at 2:00 p.m.

Reported by Sally Wright, Secretary

The 4-H Club Treasurer

The treasurer is the keeper of the club's money. A good and accurate record of the club's financial picture is required. The treasurer will:

- Handle the club accounts in a business-like way; keep the accounts up-to-date in order to give frequent and accurate reports on the financial status of the club.
- Deposit money in a bank and issue checks against the account when authorized to do so by the club.
- Submit a budget early in the club year recommending purchases that should be made.
- Make treasurer's report when called on to do so.
- Provide an annual financial statement and ask for an audit of accounts if amount handled justifies it.

The 4-H Club Reporter

Newspaper editors like news stories about 4-H because their readers like to know what people in the community are doing. The 4-H club reporter serves as a reporter for the newspaper to which material is sent. Some general

rules for news writing apply to anyone sending a report to the press, whether it is a small or large paper.

News stories are built much like an inverted pyramid. The most interesting and significant fact is written first. Newsreaders often do not follow a story to its end, so it is critical to have the important information in the first part of the story.

The good 4-H club reporter will:

- Arrange information in the news story in order of importance with the most important details first
- Do the following, in the first or “lead” paragraph:
 - Feature some interesting or significant fact such as large attendance, an important action taken at the club meeting, interesting information or facts brought out at a demonstration, highlights of a tour, or any other club activity.
 - Include the most important facts so that an editor who has limited space can cut off all except the first paragraph and still have a complete story.
 - Always answer the questions: Who? What? When? Where? How? And very often, Why?
 - Write no more than 40 or 50 words in the first paragraph.
- See that the story gets to the newspaper promptly after the meeting.
- Be on the lookout for interesting news items about any club activity. Material given to the newspaper, radio, or TV informs others of 4-H club work and encourages them to become members or leaders. Stories might include Community Service activities, parents’ night, achievement winners, officers elected or special programs, such as IFYE host families and exchanges with other states.
- Consult with the club leader or county educator and the local editor for information on submitting stories. A frank discussion of 4-H stories submitted for publication will confirm problems for both editor and reporter. The 4-H reporter will read everything written to see that it is absolutely clear; that names, dates and places are correct; and that all essential information is included.

Sample News Story

The Lone Oak 4-H Club has completed a 4-H Community Service project to develop a nature trail at the Green Acres Park. A dedication and tree-planting ceremony will be held on Arbor Day, April 4, at 10:00 a.m. The public is invited to attend.

The nature trail will be used by the school science classes and the 4-H forestry and wildlife project groups. Community picnics and recreational activities can be held in the adjoining area.

Teen leader John Cruize led the project. He will receive a gold 4-H honor award for his leadership.

All 25 members of the club, two volunteer leaders, and county government and school personnel were involved in the project.

The 4-H Club Recreation Leader

A balanced program of recreational activities will increase the interest of members in the club. Good recreation develops good leisure time practices of 4-H’ers.

The type of activities depends on the interest and abilities of the club members, the leadership provided, and the type of meeting place. The 4-H recreation leader should:

- Plan games of various types: opening mixers, quiet and active group games, relays, mental teasers, and rhythmic activities.
- Plan for more games than actually are needed for a given program.
- Alternate quiet and active games; start with familiar games and proceed from easy to difficult.
- Prepare some activity that club members may begin as soon as they arrive at a social meeting, such as puzzles and get-acquainted games.
- Be prepared to adapt the planned program to the group that is in attendance. If any game does not go as it should, quickly change to another.
- Arrange for a signal for attention, such as clapping or whistling. Be sure that directions for games are clearly understood before the playing is started. Do not try to talk above the noise of the crowd.
- Get the players into positions before giving detailed instructions. In rhythmic games, walk the group through each movement as the directions for it are given. Teach the words of signing games before action is started.
- All members present should play. If some hesitate, tactfully interest them by finding a special need for their participation.
- Attempt to keep fair play, sportsmanship, and playing for the fun of playing foremost in all game activities.
- Get personally involved in the game whenever possible.
- Time the program wisely. Stop when the interest is high.
- Remember that the leader should have:
 - A thorough knowledge of the games

- Pleasing power of control over the group
- Enthusiasm
- Alertness to the reactions of players
- Patience
- Self confidence

Games Suitable for 4-H Club Meetings

Shopping: A player who is the shopper walks around, stops in front of one of the group members, and says, "I'm going to Denver. What can I buy?" Then he or she counts to ten. Before the shopper finishes counting, the player who is addressed must name three objects that begin with "D" (such as "dishes," "dogs," and "doughnuts"). If the player fails, he or she must take the place of the shopper. Any city may be named. The things to be bought must always begin with the city's first initial.

Crazy Quilt Story: Cut an exciting story into pieces. Give out the pieces in anything but logical order to the contestants. The person who thinks that he or she has the opening paragraph begins by reading their piece, and the others follow until all parts have been read. The story becomes amazing!

Buzz: One player starts the game by counting "one." Others in turn count "two," "three," "four," "five," and "six." When "seven" is reached, that player must say "Buzz." The counting continues, but anytime there is a multiple of seven or any number with seven in it, the player must say "Buzz." Thus 14, 21, 28 and others that are multiples and 17, 27, 37 and others containing seven must not be mentioned. "Buzz" is substituted in their place. The penalty for infraction of this rule is paying a forfeit or leaving the game.

Variation: **Fizz Buzz:** This game is slightly more complicated. Use "Fizz" for the number five and its multiples and "Buzz" for seven and its multiples and play as above.

This is my Nose: The leader or the person who is "it" stands before a player, points to some part of that person's body, and calls it by the name of some other part. The player addressed must point to the part of his or her own

body mentioned by the leader, but must call it the part to which the leader pointed. For instance, the leader may say, pointing to the other player's foot, "This is my head." The leader then counts to ten. If the other player does not point to his or her head and says, "This is my foot," before ten is counted, this player becomes "it".

4-H Project: The players are seated in a closed circle, facing out, with an extra player—the leader—outside the circle. There are just enough chairs for the seated players. Each is given the name of a 4-H project, such as calf, dress, dog, horse, bread, or corn. The leader walks around the group, calling out the names of 4-H projects and each player falls in and walks behind the leader when their project is called. When the leader calls "Sold," all scramble for seats, and the one left without a seat calls the next game.

Elephant/Spirit of 76: Players are seated in a single circle with the person being "it" standing in the center. "It" points to any member in the circle and says "elephant" and immediately counts to five. The person pointed to must double his or her fists, place one of top of the other, and put them to the nose for a trunk. The persons on the right and left must put their hands to their ears to form the elephant's ears. Anyone not making the right motions before the count of five must go into the center and become "it." If no one is caught, "it" continues. After the group has learned this game and played it for a short while, a variation can be added. The person pointed at must pantomime holding a flag. The one to the left beats a drum, and the one to the right plays the fife. Anyone not doing this before "it" counts to five automatically becomes "it." After the group has played this version for a while, combine Elephant and Spirit of 76, making an entirely new game.

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