



Sarasota County 4-H Club Sergeant-at-Arms Record Book

Name: _____ Age: _____

Email: _____ Phone Number: _____

Name of 4-H Club: _____

Years in 4-H: _____ Current Year as Sergeant-at-Arms: _____

Parent Signature: _____ Date: _____

Leader Signature: _____ Date: _____

Duties of the Sergeant-at-Arms

- Be responsible for opening exercises at all meetings
- Care for club or council items (banners, flags, gavel, etc.)
- Maintain order at all meetings
- Attend all club or council planning and meetings, and all scheduled activities
- 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 Sergeant-at-Arms? 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. What opening exercises did you plan for your club or council's meetings? Include what, where, and when you planned these exercises. If you contacted outside resource people to do a special opening, include their name and what they did, as well as a copy of your thank-you letters or notes to these people.

4. How did you care for your club or council's items? What items were you responsible for?

5. Please share what was necessary to maintain order at your club or council's meeting. Share some problems that you experienced in keeping order and what you did to solve them.

6. What have you learned about working with people as result of your position as your club or council's Sergeant-at-Arms?

7. List awards, trips, medals, and other recognition received as the Sergeant-at-Arms.

Date	Recognition

8. List workshops and/or training sessions you attended or helped to arrange as Sergeant-at-Arms.

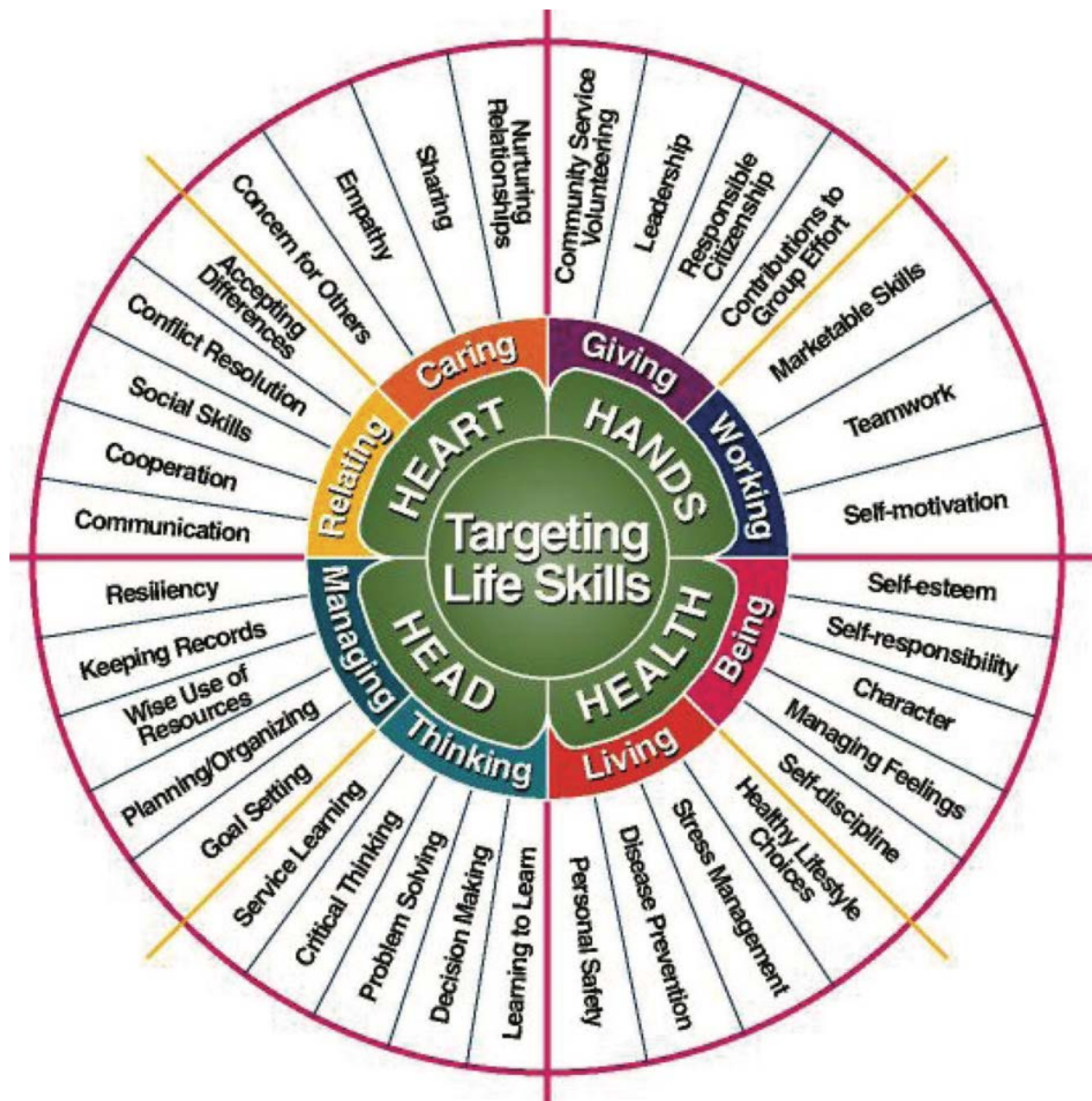
Date	Activity

9. List your citizenship and community service experiences as Sergeant-at-Arms.
 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

10. 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 Sergeant-at-Arms. This includes photos of you in your role as Sergeant-at-Arms, other photos that show your work, and other examples of the work you have done as Sergeant at Arms. (print additional pages as needed.)