

4-H Officer Scavenger Hunt

2021-2022 4-H Year

Participant Information

Name:

Club:

Officer Role:

Email:

Purpose

The scavenger hunt is a distance learning opportunity to gain knowledge and understanding about the roles and responsibilities related to serving as a 4-H officer.

Directions

1. Explore the videos and resources available online at [Kansas 4-H Club Corner \(kansas4-h.org\)](https://kansas4-h.org) and [River Valley Extension District 4-H Youth Development \(rivervalley.k-state.edu\)](https://rivervalley.k-state.edu). For additional resources, contact your local extension office.
2. Complete the questions for All Officers **AND** the questions for your specific position. If you have multiple positions, complete all relevant sections (Example: If you are a Club Officer, 4-H Council Representative, and a 4-H Council Officer you would complete four sections including: questions for All Officers, questions for your Club Officer Position, questions for Council Representative, and questions for your Council Officer Position).
3. Answer the scavenger hunt questions to the best of your ability. Getting every answer correct is not nearly as important as demonstrating your self-study effort.
4. Submit or email your completed scavenger hunt to your local extension office.
5. The scavenger hunt will be reviewed. Then, feedback and answers will be emailed to the participant for continued learning.
6. Successful completion of a scavenger hunt by November 15, 2021 will result in approval of participation in a district-level officer training for the current 4-H year.

Questions for All Officers

1. Where can you find officer resources?
2. Describe a creative idea to enhance a meeting.
3. As a member or officer, if you know you will miss a meeting what should you do as soon as you know you will be absent?
4. Identify in order the steps for making and carrying a motion. Write the correct number (1-8) next to each step listed below.
 - _____ The motion is seconded.
 - _____ The President calls for discussion.
 - _____ The member addressed the President.
 - _____ The President announces the results.
 - _____ The member makes a motion.
 - _____ The President recognizes the member.
 - _____ The President states the motion.
 - _____ The President calls for a vote.
5. True or False: When taking the floor you should stay seated (Examples of why you may be taking the floor: to present a report, make a motion, address the President, and discuss a business item). Why?
6. What do you want to learn and achieve as an officer this year?

Questions for the President and Vice President

1. One of the President's most important responsibilities exists at all times – not just while you are at 4-H events. What is this responsibility?
2. What is the meaning of a series of sharp, loud taps of the gavel?
3. List three things you should include during an introduction of a program or presenter.
4. When thanking a presenter approximately how long should a thank-you speech be?
5. During the business aspect of a meeting, what agenda item comes after the Treasurer gives a report.
6. List the four basic principles of parliamentary procedure.
7. When you Table a Motion is it debatable, yes or no?
8. What technique is being used when you ask for a few members to sit in a circle in the middle of the room and talk about what they would like to do or accomplish in 4-H?
9. List the main roles of the Vice President.
10. List the four steps of making group action decisions.

Questions for the Secretary

1. Where should the Secretary sit during a club meeting?
2. If you are unable to attend a meeting, what should you do as Secretary?
3. What are five creative ways to have roll call?
4. List five things you should include in your meeting minutes.
5. What are the three things a Secretary should say and do during a meeting?

Questions for the Treasurer

1. Who should be on the club's signature card at the bank?
2. If you like to write with a pencil, you can use one to write a check in case there is a mistake that needs fixed. Is this correct, yes or no? Why?
3. The club received a check for payment of a bill. What does the Treasurer endorse on it before depositing it into the bank?
4. You should always be organized. Making a Treasurer's book in a 3-ring binder will be helpful to complete this task. What do you need to keep in the Treasurer's book?
5. At the close of the 4-H year, when is the Financial Review Report due to the Extension Office?

Questions for the Reporter

1. What is your primary duty as Reporter?
2. Write three suggestions for writing a good story.
3. What are the five W's suggested to ask yourself when writing a report?
4. Why is the lead the most important part of the report?
5. What are the Reporter's A-B-C's?
6. What is media consent?

Questions for the Historian

1. What is the main objective of being the Historian?
2. List three items you would include in a Historian's book.
3. What is not an item that should be presented in the Historian's book?
4. Who will see the Historian's book?
5. True or False: Your Historian book should only focus on the club's activities at the county fair. Why?

Questions for the Parliamentarian

1. True or False: If a motion is presented by a committee, no second is required. Why?
2. What provides the rules to conduct a business meeting?
3. While debating a main motion, you may move to amend it in one of three ways. What are they?
4. List the four ways a voting procedure can take place.
5. Who may only vote to make or break a tie?

Questions for the Song Leader

1. What are the three types of songs a Song Leader should lead at club meeting?
2. As a Song Leader, you are representing your club AND _____?
3. Your club members do not know the words to any songs. Describe two ways you could teach them the words.
4. Name three Animal Songs you can share with your club.
5. What is one way you can get your members' attention when starting club songs?

Questions for the Recreation Leader

1. What is the main objective to being the Club's Recreation Leader?
2. List two reasons why a club would do recreation activities.
3. What are three key considerations when selecting an activity?
4. Name three relay activities you would be excited to have at your club meeting.
5. Explain, in your own words, why leadership skills are important to use while serving as the Recreation Leader.

Questions for the Council Representative

1. Why is your attendance and vote so important at a 4-H Council meeting?
2. If you are unable to attend a 4-H Council meeting, what should you do specific to this position?
3. True or False: You should vote at the 4-H Council meetings the way YOU best see fit. Why?
4. How many agenda items should you report back to your club on?
5. If your club has a concern or an idea, what should you do as a Council Representative?

Review & Confirmation by Extension Office

The officer scavenger hunt is confirmed as properly completed. The participant is approved to count this experience as a district-level 4-H officer training for the 2021-2022 4-H Year.

YES NO

Feedback:

Staff Signature:

Date:
