

# *Kansas 4-H Club Officer Materials*

## *Celebrating with 4-H Ceremonies*

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Local Unit

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Name of 4-H Club

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Name of 4-H Club President

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4-H Year



**K-STATE**  
Research and Extension

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## Celebrating with 4-H Ceremonies

Ceremonies are an important part of 4-H work. They can help develop a deep sense of reverence and respect. They can add dignity and beauty in such a way that helps form a bond. They can teach or give recognition. They can provide inspiration or offer an opportunity for serious thinking. Often they are used to prepare a group for events to follow.

Ceremonies may be serious or humorous, depending upon the occasion. Some are elaborate; others are simple. The occasion determines the type of ceremony. They will be most effective and meaningful when the theme is a current, important event. If you cannot find the right ceremony for the occasion, try writing your own. It may be more meaningful than any other that could be used.

Whether you write your own or use one already written, you will want to consider these things:

### Atmosphere

Atmosphere means setting. If outdoors, the ceremony may be given on a hillside at sunset, or around a campfire. Often background music and stage properties lend the desired atmosphere. If equipment or props are used, select simple ones that are easily found and will add to the meaning of the ceremony. Group singing may be effective in “setting the stage.”

### Purpose

Know why you are planning a ceremony. It may be a club occasion, such as “Introducing New Members” or “Recognizing Accomplishments.” Other ceremonies may celebrate holidays, special events, and more. You are limited only by your imagination.

### Theme or Idea

The use of a theme helps connect parts of a ceremony in an interesting way. Themes provide a way to appeal to the audience’s experience.

Use an idea of current interest to all that is related to the purpose of the ceremony. As you develop the theme, consider the number of people you will want to involve and the method of presentation that will be most effective.

Examples: movies, travel, sports, holiday, gardening ...

### Music

Using music will help set the mood for a ceremony. The theme and type of music help create the mood. Make sure the music is cued and ready to go in advance.

Music suggestions: *Wind Beneath My Wings*, Bette Midler; *Friends*, Michael W. Smith; *From a Distance*, Bette Midler; *Keeper of The Stars*, Tracy Byrd; *Angels Among Us*, Alabama; *God Bless the USA*, Lee Greenwood.

### Length

No ceremony should be lengthy, especially if there is little action or drama. Five to 10 minutes of meaningful activity, emphasizing one idea, is plenty. It is better to make a ceremony too short than too long. Avoid wordy detail. Consider the number of individuals who will participate, the type of ceremony, and the amount of suspense and surprise used when deciding on length.

### Presentation

- Try to avoid —
- » Confusion





- » Weak voices with poor expression
- » Shifting of props and equipment
- » Reading parts — reciting is better
- » Words too difficult to pronounce
- » Complicated ceremonies requiring many rehearsals
- » Extreme sentimentality
- » Introducing those taking part (a ceremony should “happen”)
- » Background music that dominates

## Who is Responsible for Ceremonies?

Responsibility for ceremonies varies from club to club. Many times junior leaders or adult leaders have special talents in this area, and they assume this responsibility. Often the club president appoints individuals to take this leadership. A special ceremony committee could plan all club ceremonies during the year.

Consider the age, interests, and abilities of members. Because most clubs have several ceremonies during the year, all members should have some part during the year.

Individual or committee members in charge of ceremonies should keep a collection of ideas, stories, sayings, poems, and publications to use as resource materials.

## How Do You Write a Ceremony?

When you are ready to write the script, it will be easy if you organize it in this manner:

- » Introduction – Remember that its purpose is to attract and hold attention.
- » Body – Develop the main theme or idea here, and build it toward a . . .
- » Climax or Summary — Connect all the ideas together so the ceremony will be memorable and significant. Sometimes you can do this by using statements, lighting candles, singing an inspirational song, or having a moment of silence so members can formulate thoughts.

## What Preparations Must You Make?

Choose individuals for major parts. They should have good, clear voices and be able to put expression into their statements. Give less strong voices smaller parts.

Assemble or make props well in advance. Perhaps club members enrolled in woodworking or electric projects could assist. If the audience is involved, make sure they have the necessary things — candles, songbooks, etc.

Rehearse the ceremony so those taking part will be relaxed and comfortable. Participants should be given their parts before the ceremony to allow for memorization.

## Common Types of Ceremonies

- » Recognition ceremonies (to honor work done by individuals)
- » Welcoming ceremonies (show importance of being a member of a group)
- » Special observance ceremonies (holidays, special weeks, events)
- » Candlelighting ceremonies
- » Vespers
- » Campfire
- » Flag raising and lowering
- » Citizenship ceremonies

## Steps in Planning a Ceremony

1. Determine purpose and choose theme.
2. Assemble resource material.
3. Write script or find an appropriate ceremony already written.



4. Decide who will be included.
5. Delegate responsibility.
6. Consider the necessary setting or atmosphere.
7. Assemble props and equipment.
8. Rehearse as needed.

## A good ceremony is . . .

**Simple**

**Impressive**

**Interesting**

Traditional ceremonies can be used for most occasions, especially if time does not permit writing your own. A few for occasions commonly observed are included on the following pages. Many have been written by Kansas 4-H members, leaders, and staff. You may want to modify them to fit your needs.

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## Growing with the 4-H Pledge

(customize for your club)

### Purpose:

To show how the club follows the 4-H pledge

### Supplies:

Something for each member to take home to remind them of growing with the 4-H Pledge: seed packet, small bedding plant, plant cutting ...

**Speaker #1:** We have pledged our heads to learn new things.

*(Name examples of what you have learned in your club this year.)*

**Speaker #2:** We have pledged our hearts to make new friends in our club program.

*(List examples of ways your club members have met new people.)*

**Speaker #3:** We have pledged our hands to serve others.

*(List examples of how you have helped others.)*

**Speaker #4:** We have pledged to be a healthy part of our community.

*(Give examples of ways you have shared talents with the community.)*

**Speaker #5:** To help us remember that we are always growing in 4-H through the things that we pledge, each of you will receive a \_\_\_\_\_ to take home with you.

Plant this and remember that you are growing with 4-H!



## Introduction of New Members 4-H Clover

To prepare for this ceremony, you need to make a clover and cut it into five pieces. Have a copy of the 4-H pledge for each new member.

**Leader:** We have      (number)      boys and girls at this meeting who would like to become members of the      (name)      4-H Club. Before you join, we want you to know something about the 4-H club. The clover is the national 4-H emblem. It is green and white, which make us think of life, youth, growth, and purity.

**Treasurer:** As treasurer I keep the money for the club.

*(Add leaf to 4-H clover.)*

**Reporter:** As reporter I report the club information to the local newspaper.

*(Add leaf to 4-H clover.)*

**Secretary:** As secretary I keep accurate minutes of the meetings and take care of correspondence.

*(Add leaf to 4-H clover.)*

**Vice President:** As vice president, I am in charge of the club program.

*(Add leaf to 4-H clover.)*

**President:** As the president I preside at all the meetings.

*(Add stem to complete clover.)*

In addition to officers, we have a very active club. The H's will help tell the story of what we do.

H — This *H stands for head*: We make lots of decisions in our club that require us to think.

H — This *H stands for heart*: We are loyal and help each member in our club.

H — This *H stands for hands*: We use our hands to do our projects, activities and community service, which includes \_\_\_\_\_ *(list some of your service activities)*.

H — This *H stands for health*: We must be healthy to accomplish our goals.

Now you know something about the club officers, the 4-H emblem, and our club activities. Do you still want to become a member of our club?

**New Members:** Yes

**President:** You are now officially members of the      (name)      4-H Club. Let's all repeat the 4-H pledge.

### 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, my country, and my world.

*Ceremony written by Otis Hall, Past State 4-H Leader of Kansas*

## Introduction of New Members Cookie Theme

### Supplies:

- » Cookies for the new members
- » Ceremony script

Welcome to 4-H! The \_\_\_\_\_ (name) \_\_\_\_\_ 4-H Club would like to welcome you (say names of each new member) as a new member of our club. Our club has a special recipe for success, and you are one ingredient. I am excited to share that recipe with you now.

Just like a cookie, 4-H clubs come in different sizes, shapes, and flavors. The “ingredients” in the club, or the people in the club, make that club special. What are the special “ingredients” in the \_\_\_\_\_ (name) \_\_\_\_\_ 4-H Club?

Our club recipe is simple. We have officers who help run meetings. The officers help us learn leadership and teamwork. We have parents who help by answering questions. Parents are important because they help us discover our talents. Volunteers are a part of our club, too. Energetic volunteers help us learn new ideas through our projects. Organizational leaders are also another important club ingredient. These special people guide us in our club’s mission.

In order to have a successful 4-H club, we must carefully mix these ingredients together. Patience, caring, creativity, and a willingness to work as a team are also sprinkled in. However, our recipe is still not complete.

4-H members are the most important ingredient in the club recipe. You make our club unique. New members have new ideas to share. Before you know it, the club recipe has been changed. Now the club recipe is more delicious than before!

We would like you to have this cookie as a reminder that you are an important “ingredient” in the \_\_\_\_\_ (name) \_\_\_\_\_ 4-H Club. We could not be a successful 4-H club without your talents. Welcome to \_\_\_\_\_ (name) \_\_\_\_\_ 4-H Club!





## Introduction of New Members Focusing on the Five Life Skills

To prepare for this ceremony, you may want to have five small boxes or building blocks with the Five Life Skills on them. You may also want to have 4-H pins or other 4-H articles that can be given to new members.

### President

We are excited that (number) new members have recently joined our (name) 4-H Club. As president of our club, I would like each new member to come forward as I say their name. *(Read each name out loud)*

We welcome you as members of the (name) 4-H Club.

As new members, we would like to tell you about the five life skills that the Kansas 4-H Program focuses on for youth. These skills are:

*(Have each new member hold one of the boxes with the life skill written on it. Have the new members stack each box on the other after each life skill is discussed.)*

**Building a positive self concept** through feeling accepted by others and success in meeting difficult challenges.

**Developing an inquiring mind** by asking lots of questions to find out about the things around you.

**Learning to make decisions** through using what you know and then selecting from different solutions.

**Relating to others** by getting along with others and working together as a team.

**Developing a concern for the community** through awareness of the people, nature, and world around you and working to help make it better.

We hope that through your work within our club you will develop these building blocks for life skills.

As new members, we would like to present you with a 4-H pin *(or other appropriate article)*. You can wear this with pride. *(Have secretary or leader give each new member a pin.)*

Let's give our new members a round of applause. *(Start clapping.)*



## Introduction of New Members

### 4-H Program Facts

To prepare for this ceremony you will need a candle for each new member and one for the president.

**Youth Leader:** Mister/Madam President, (*say names of new members*) who stand before you are new members of the \_\_\_\_\_ (name) \_\_\_\_\_ 4-H Club.

**President:** To you who are new members of the \_\_\_\_\_ (name) \_\_\_\_\_ 4-H Club, we want to share with you the mission of 4-H. It is to provide educational strategies and opportunities for youth and adults to work in partnership as they develop life skills to become healthy, self-directing, contributing members of society. Our motto is “To Make the Best Better.”

**Youth Leader:** The 4-H emblem is a green four-leaf clover with the letter “H” on each leaf. The green clover leaf symbolizes youth, life, and growth. The four “H’s” stand for head, heart, hands, and health.

**President:** We are glad to have you as members of the \_\_\_\_\_ (name) \_\_\_\_\_ 4-H Club. You are becoming members of one of the world’s largest youth organizations.

**Youth Leader:** 4-H clubs are sponsored by the United States Department of Agriculture and in our state by K-State Research and Extension. There are 4-H clubs for boys and girls in every state and in many other countries. You are now familiar with the mission of 4-H work, the extent of the organization, the 4-H emblem, and what it symbolizes.

**President:** As a 4-H member you will be expected to attend meetings regularly, learn the 4-H pledge, take an active part in our club, and keep your parents and leaders informed of your progress.

**Youth Leader:** I will now give each of you a candle which you will light from the president’s candle.

**President:** Leaders, these members are willing to try to be active club members.

**Leader:** We are glad to welcome you and your family into this organization. It has been our policy that parents should attend every meeting possible. We have always considered 4-H a family affair and have enjoyed working together for the informal education where the members “learn by doing.” As we do our project work we always try to live up to the motto “To Make the Best Better.”

**Youth Leader:** You may extinguish the candles. We welcome you as members of the \_\_\_\_\_ (name) \_\_\_\_\_ 4-H Club.

*(Start clapping.)*

*(May end with singing the “4-H Spirit Song”)*





## Installation of Club Officers 4-H Emblem

To prepare for this ceremony, you will need a large 4-H emblem made of pieces of felt. Attach each leaf and the stem to the feltboard surface so that the emblem will be revealed at the end of the ceremony. You will also need a candle for each officer and one for the outgoing president.

Have all new officers stand in the front of the room.

**Retiring President:** As we pause for a quiet moment, let us think of the four-leaf clover, the symbol of 4-H.

Our new officers represent the four-leaf clover. The “H’s” on each leaf stand for Head, Heart, Hands and Health. These are symbols of the teaching by which we endeavor to become better citizens today and builders of the world tomorrow. The green four-leaf clover symbolizes youth, life, and growth. The white is for purity, hope, and high ideals.

*(Add leaf to surface.)*

**Head:** The head governs our lives. It represents knowledge and wisdom. Knowledge is learning facts, but wisdom is knowing how to use those facts. A clean mind trained to function, and directed by proper impulses of the heart, is essential to success.

*(Add leaf to surface.)*

**Heart:** All our ideals and dreams come from the heart. The heart is the spring from which flows the power of life.

*(Add leaf to surface.)*

**Hands:** Our hands represent service to others. Hands can do nothing for themselves — they are merely the tools of the brain and heart. Let the hands express our ideals, dreams, and creative power — guided by an alert mind and caring heart.

*(Add leaf to surface.)*

**Health:** Good health is essential to a productive life. It consists of not only a body free from disease and sickness, but an alert mind and caring heart.

*(Add stem to surface.)*

**Stem:** The beauty of the leaf cannot develop without the life-giving force of nature. It is the stem through which flows the power of life.

*(Announce each office and the name of the person in that office. Give them a candle to light from the one the retiring president has lit.)*

**Club Leader:** It is good luck to find a four-leaf clover, but it is far better to live each “H” on this leaf. As our officer team, we expect you light the way for the rest of the club members.

## Installation of Club Officers

### 4-H Officer's Care Kit

Today we would like to recognize members you selected to lead our 4-H club for the coming year. They have been chosen because of their abilities and desire to make our organization as strong as it can be. We also have a responsibility to support and help these officers during the coming year. To help them out, each person will receive an item from our 4-H Officer's Care Kit.

**For our President:** You receive a **paper clip**. You will hold us together as we become involved in activities in our club, at the county level, and in our community.

**For our Vice President:** We present you a **band aid**. This helps us to remember that we need to provide a safe and supportive environment for our members. We encourage diverse opinions and ideas without any put-downs.

**For our Secretary:** You will receive a **bottle of glue** because your responsibility is to keep records that will help us keep it all together during our club year.

**For our Treasurer:** We present you with a **menu**. This menu gives us choices – and it also has prices for those things we choose. We will depend on you to help us make wise financial choices.

**For our Reporter:** You receive a **balloon**. Just as this balloon expands with the air, so you help us to expand our visibility so people know more about our 4-H club. Your attention to this public relations detail is very important.

**For our Recreation Leader:** We present you with a **rubber band**. You will encourage us to stretch our bodies and our minds with mental and physical exercise.

**For our Song Leaders:** You will receive **soda pop** because you add bubbly brightness to our meetings with your effervescent personality and enthusiasm.

**For our Council Representatives:** You receive a **remote control device**. Your responsibility will be to know what is going on in the county and with other clubs. You will help us “tune in” and “change channels” when we need to.

**For our Historian:** We present you with a **mirror**. You are important because you help us to reflect on our goals and accomplishments at the end of the year.

**For our Club Leaders:** You receive a **phone book**. Just as this book is a source of information, so you provide information to our club. When we need help, you are just a phone call away.

**For our Parents (or Parents Committee):** We present you with a **hammer**. You are the driving force behind our club. Without you, our club would not be secure and strong.

**For our Project Leaders:** We present you with **sandpaper**. Just as sandpaper comes in different weights for different types of surfaces — so do the 4-H'ers you work with come in different, assorted types, and each may take different amounts of sanding and refining.

**For our Members:** You are like a **lightbulb** — full of bright ideas. We need each of you to help the 4-H light shine!

Each of you has skills and abilities to offer to our club. Now you have another tool for the coming year. As we work together, let us remember that excellence can be attained if you:

- Care more than others think wise
- Risk more than others think safe
- Dream more than others think practical
- Expect more than others think possible.





## Installation of Club Officers Responsibilities

This ceremony is planned so that retiring officers will describe their responsibilities to new officers and pass on club records. These are only suggested presentations for each of the retiring officers. This program can be changed by the club members to fit their situation. Some groups might like to include the game/song leader, the reporter, or other officers.

Have retiring officers located in one area, new officers in another, and club leaders visible to both the audience and officers. Each retiring officer in turn crosses to his/her counterpart, addresses the new officer, and presents the appropriate records. Whatever the form, this ceremony needs to convey the responsibility involved. A table with candles and flowers indicates that this is a significant occasion. Invite all parents to the installation ceremony. Their interest and presence add to the significance of the occasion.

**Retiring President:** As presiding officer of the (name) 4-H Club, great responsibility will be yours. You will preside at meetings and will be ready at all times to give your services in the best interest of the entire club. You must protect its good name, strive always to further its ideals and purposes, and see that the people of the community are aware of the work being done and the services provided. This gavel is given to you as the property of (name) 4-H Club to help you in performing your duties.

**Retiring Vice President:** As vice president you will become familiar with the duties of the presidential office and be ready to act at any time in the absence of the president. You will strive in every way to aid in upholding the dignity of your 4-H club.

**Retiring Secretary:** As secretary you will keep the membership roll and a complete and accurate record of what takes place at each meeting. You will make reports and write official letters. You will keep information and papers the club decides are important. In your hands and keeping is now placed the secretary's book for the (name) 4-H Club.

**Retiring Treasurer:** As treasurer you will be entrusted with the money of the (name) 4-H Club, and you will keep accurate records of all receipts and expenditures. You will be expected to furnish detailed and complete information concerning the finances of your club whenever it is needed. This is a treasurer's (or reporter's) book for the (name) 4-H Club to help you in recording the financial business of your club.

**Leader:** As club officers, you have been chosen to guide and direct the (name) 4-H Club. I know that you will live up to the trust that has been placed in you. You will be largely responsible for the club spirit, progress, and faithfulness to the principles and ideals of 4-H club work.

You will now all stand and repeat the club pledge. I will light the candle representing the club spirit (*light candle*). From this candle our newly elected officers will light the candles representing Head, Heart, Hands, and Health.

*"I pledge my head to clearer thinking" (leader hands lighted candle representing club spirit to president, who uses it to light the candle nearest to him and says), "my heart to greater loyalty" (vice president lights second candle with leader's lighted one and says), "my hands to larger service" (secretary lights third candle and says), "and my health to better living" (treasurer lights fourth candle and says), "for my club, my community, my country, and my world."*

It would be fitting to close the ceremony by having the group sing "The 4-H Friendship Song."

## Installation of Club Officers Cookie Theme

### Supplies:

Display these food items to the side of the table:

Flour Eggs Salt Baking powder or baking soda  
Sugar Shortening Vanilla

**Narrator:** Would anyone like to taste any of the foods I've brought with me tonight? Probably not. Each item by itself is not very tasty or useful. But when these ingredients are blended together in the right proportions and prepared under the right conditions, they become something wonderful.

Our 4-H clubs are a lot like that. A 4-H officer cannot accomplish very much alone, but when all the officers blend their talents together, their club can become something wonderful, too.

**Flour:** In a cookie recipe the flour is the ingredient in the largest amount. It provides the structure for the baked product. In a 4-H club, the president is a lot like that. The president has the most visibility in a meeting and the president's leadership sets the structure for the rest of the club activities.

**Sugar:** Sugar is the ingredient in the second-largest amount. It adds flavor and sweetness to the cookie dough. The program, presided over by the vice-president, adds sweetness to monthly meetings.

**Eggs:** Eggs help bind together all of the ingredients in the cookie dough. Secretaries, your job is much like the job of these eggs. The minutes you keep so carefully hold together all the details of club business. Your minutes also form the permanent record of your club, binding current members to all those who have ever belonged to your club in the past, or who will ever join in the future.

**Shortening:** Cookies just wouldn't be cookies without shortening. It provides richness and tenderness. In a 4-H club, the treasurer is the officer responsible for managing the club's riches.

**Salt:** Salt is an interesting ingredient. When it is added to the cookie dough, it's flavor can't be detected. Without it, the cookies taste flat and unappealing. The parliamentarian can be like that. Parliamentary procedure, when properly blended into the business meeting, is not too noticeable on its own. But leave it out and the meetings are unorganized, difficult to manage, and unappealing.

**Vanilla:** Vanilla adds flavor and aroma to the cookies. That rich, sweet aroma lets everyone know cookies are baking. The 4-H reporter and historian are like the aroma of the vanilla. They let everyone know what their club is doing now and record what it has done in the past.

**Baking Powder (or soda):** Baking powder is the leavening agent in cookie dough. We add leavening to lighten the texture of the cookies. On their own, leaveners bubble, but might not accomplish anything. They must be combined with other ingredients to do the job properly. The song and recreation leaders are the club's leavening agents. Their jobs are to lighten the mood of the meeting. Songs and games alone don't accomplish much, but when added to a 4-H club meeting, they help members get acquainted and enjoy each other's company, and they make the meetings fun.

It takes all the officers working together to make a successful 4-H Club, just as it takes all these ingredients blended together to make a delicious recipe. Now, as we call for each





office, please come forward to accept a memento of our confidence in you. Even though none of these ingredients taste good by themselves, I think you'll agree that together they are very satisfying!

*(Each officer receives a cookie and then helps distribute a cookie to each club member.)*

Presidents	Treasurers	Historians
Vice Presidents	Parliamentarians	Song Leaders
Secretaries	Reporters	Recreation Leaders

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## Installation of Club Officers Rainbow Theme

To prepare for this ceremony you will need red, orange, yellow, green, blue, white, and purple ribbons.

Construct a "pot of gold" at the end of a rainbow. Consider using a glass bowl with gold paper crumpled in it. Tape long pieces of the colored ribbons to the pot of gold.

Each new officer will come forward to take the free end of the ribbon as the narrator reads about their symbol.

### Installing Officer:

Our new president, (name) , takes the red ribbon as a symbol of courage. As our president *he/she* will lead and govern with dignity.

Our new vice president, (name) , takes the orange ribbon which has red in it as a symbol of shared leadership.

Our new secretary, (name) , takes the blue strand. Blue is a symbol for caring. Our secretary takes care in keeping accurate records of our club meetings and includes all members in roll call.

(Name) is our new treasurer. *He/she* takes the green ribbon, as green denotes growth, life, and vitality.

Our new reporter, (name) , takes the white ribbon. White is a symbol of truth. Our reporter writes accurate articles for our local media.

(Names) are our new song and recreation leaders. They take the yellow ribbons for adding brightness, cheerfulness, and happiness to our club.

Our new council representative, (name) , takes the purple ribbon. Purple is a sign of royalty and this is a royal calling to represent our club membership at each 4-H council meeting.

As we look at each color separately, we see a simple color, but put them together and we find a beautiful rainbow. As our officer team, these club members will work in harmony to help us reach that pot of gold of a successful club.



# Recognizing Accomplishments: Conclusion of 4-H Career ABC's of 4-H Service



## Supplies:

- Have each letter of the alphabet written on a piece of paper
- Plaque or award to present to 4-H member
- Ceremony script

The time has come to thank and recognize \_\_\_\_\_ (name) \_\_\_\_\_ for *his/her* service in the \_\_\_\_\_ (Club name) \_\_\_\_\_ 4-H Club. We invite you to think about all the opportunities 4-H has given you. Here are the ABC's of 4-H service.

*(Have a member hold up the letter A as "achievement" is read. The letter B when "best" is read and so on.)*

1. Achievement: 4-H has helped you to achieve your goals in life.
2. Best: You have given your best in 4-H projects, club and county work.
3. Communication: 4-H has given you skills to communicate your thoughts.
4. Determination: You have kept trying, even when times were challenging.
5. Enthusiasm: Your enthusiasm to try new adventures has been evident.
6. Friends: The friends you have made will be with you for a lifetime.
7. Goals: 4-H has taught you how to work toward your goals.
8. Hands: Your hands have provided service to others in the name of 4-H.
9. Independent: 4-H has helped you grow to be an independent young adult.
10. Join: Joining 4-H has opened many doors for you.
11. Knowledge: You have gained knowledge about the world through 4-H.
12. Leadership: You have demonstrated leadership throughout your 4-H years.
13. Model: You are encouraged to be a role model.
14. Never: 4-H has encouraged you to never give up; always keep trying.
15. Opportunities: 4-H has given you opportunities to go places.
16. Play: 4-H has shown you how to play while you work.
17. Quiver: Your quivers of anxiety disappeared as you gained confidence.
18. Responsibility: You have taken responsibility for your actions through 4-H.
19. Service: 4-H has shown you the importance of providing service to others.
20. Talents: 4-H allowed you to develop and share your talents with others.
21. Unique: 4-H has helped to transform you into a unique person.
22. Valuable: Your ideas and accomplishments are valuable to our community.
23. Wealth: Don't forget to share your wealth of experiences with others.
24. eXpand: Continue to expand your options beyond 4-H.
25. Youth: Always believe in the power of youth.
26. Zone: Beware of the non-4-H zone. We challenge you to share the 4-H message.

4-H has, without a doubt, given you more than words can express here today. The \_\_\_\_\_ (Club name) \_\_\_\_\_ 4-H Club would like to thank you for your membership. We wish you luck in your future. Please accept this \_\_\_\_\_ (gift) \_\_\_\_\_ as a remembrance of your 4-H work. Congratulations \_\_\_\_\_ (name) \_\_\_\_\_!



## Recognizing Accomplishments: Club Seal The Spelling of Club Goals

To prepare for this ceremony, make large letters spelling “CLUB GOALS.”

Goals are statements of what leaders, members, and parents would like to see the club accomplish. Involving everyone in a club is the fastest way of ensuring enthusiasm. To keep individuals involved in the experiences it must be important to them.

C – is for cooperation.

L – is for learning more about each member’s needs.

U – is for undertaking new activities.

B – is for becoming better listeners to one another.

G – is for giving assistance to our members.

O – is for ownership of the club goals.

A – is for assuming responsibility for accomplishing the goals.

L – is for leadership throughout the year.

S – is for service to the community.

Don’t set too many goals. You need to concentrate on just enough goals so that it’s a challenge to reach them.



## Recognizing Accomplishments: Club Seal Focusing on the Five Life Skills

For this ceremony, you will need your club charter and newly earned seal. Have one person recite the poem, or different members could take turns reading a stanza.

Tonight we celebrate a special occasion;  
We earned our club seal through our cooperation.

As a club we work as a team with each member,  
And we strive “To Make the Best Better.”

As we work throughout the year, the “Five Life Skills” we stress,  
To help us grow and to show how we progress.

Feeling accepted by others helps build our confidence,  
Along with the success of new challenges, provides the evidence.

*Learning to make decisions* is always a part of our plan,  
To think through the problems, and then to take a stand.

*Relating to others* is quite easy to do,  
By showing respect to each other and communicating, too.

Asking questions helps us *develop an inquiring mind*,  
We want to learn by doing and see what new answers we can find.

Having a *concern for the community* in which we live and play,  
Means helping make it better for the future in many ways.

On our charter, this \_\_\_\_\_ seal we do add, (color of seal)  
To represent our accomplishments and fun that we had.

*(Have club representative put the seal on the charter.)*

*(As an ending have everyone recite the 4-H Pledge.)*





## Recognizing Accomplishments: Other The Red, White, and Blue

This ceremony might be used after 4-H Day or county fair if ribbons are being distributed.

What do those 4-H ribbons mean to you?

Does it just mean they are colors — red, white, and blue?

Received for a talk or exhibit — how they are selected, I don't have a clue.

I just know it came to me from the judge, right out of the blue.

Does that ribbon mean something? Well, let me tell you!

The purple means outstanding work you see, while the blue ribbon means well done, with a few flaws that can be improved by me.

The red ribbon means all minimum standards have been met, but with improvement it would be better yet.

The white ribbon means the minimum standards have not been met, but with lots of improvement, we could do better yet.

So you can see, the color of ribbons mean something for you and me.

We encounter standards at all ages and stages of life. Most have been developed by experts.

What is a standard? It is the description of the qualities of a product, skill, or expected level of personal behavior.

In the 4-H educational program, standards are used in two ways. First standards are established to provide a base for young people to use as they plan and work toward their goals. Secondly, professional staff, volunteers, and young people work together to establish standards.

The Danish system of ribbon group ratings is used as a way to recognize the achievement of standards of excellence in 4-H. In the Danish system, exhibits or presentations are individually evaluated against a set of criteria and are assigned a rating of purple, blue, red, or white.

The purple means the exhibit was outstanding on all standards.

The blue means it exceeds the minimum standard, but may have minor flaws that could be improved.

The red means it meets all the minimum standards but may have visible signs of needed improvements.

The white means the exhibit failed to meet minimum standards.

Regardless of the color of ribbon we received, we need to think about how using standards helped us learn. Having our projects judged against standards will help us live with standards in today's world and in the future.

## Recognizing Accomplishments: Other Celebrating Achievement of Our Goals

**Purpose:** To celebrate the end of the 4-H year and all that has been accomplished by members, and to think about sharing what has been learned.

**Instructions:** Each 4-H member brings a canned or other nonperishable food item. Before the ceremony the items should be stacked in a wall of accomplishment at the front of the meeting area. Empty boxes marked for the food bank/pantry should also be placed at the front of the room.

**Speaker #1:** Each of us has accomplished goals this year in 4-H. We have learned a variety of new skills that we have used to make things in our project work, we have made new friends, and we have shared with others. This wall represents all we have learned and accomplished this year. This is our club's accomplishment wall.

**Speaker #2:** To celebrate the many things we have accomplished this year, we have built a wall of accomplishments with our canned goods. As your name is called please come forward and take any item off of the wall, tell the club one of the goals you have accomplished this year or something that you learned, then place the item in one of the boxes.

*(Call each member forward so they can state their accomplished goal and move a food item from the wall to the boxes)*

**Speaker #3:** Each of us had a part in our club's accomplishment wall. Just as each of us moved an item from the wall to the boxes going to our local food bank/pantry, we must also move the skills and things we learned this year in 4-H, beyond. Taking our canned goods to share with others in our community symbolizes what we can do with the things we have learned this year. Use the many skills you learned this year to serve your club, your community, your country, and your world.





## Recognizing Accomplishments: Other Individual Goals

This ceremony is in celebration of 4-H members achieving their own set goals.

Give each 4-H member a slip of paper in the shape of a car or truck to write down one goal that they had for the year.

On a large roll of paper, make a 4-H Roadway map. On the left end write “just beginning.” In the middle write, “halfway there.” At the right end write, “made it.” Hang this up on a wall in your meeting room.

**Leader:** Last fall, as you began your 4-H trip for the new year, you wrote goals. Having a goal is like having a map. We have a map here today. *(Point to map on wall.)* A goal is a tool that helps you decide how to get to where you want to go.

There is so much to learn in our 4-H projects. Goals help us decide what we want to learn and accomplish within the year.

Tonight we want to celebrate the accomplishment of the individual goals you set for yourself. I gave each of you a piece of paper to write one of the goals you had written for the year. *(Give assistance to members as necessary.)*

At this time I would like for each of you to think about if you are “just beginning,” “halfway there,” or “made it” to your goal. If you would like to share where you are with your goal, please put it on our 4-H roadway map. *(Have pieces of masking tape for members to use.)*

It doesn't matter where you are on the map. We want to recognize that you have goals and are working on them.

*(Allow time to put goals on road map.)*

Congratulations to all of you who set goals and are working on them.

*(Start clapping.)*

## Recognizing Volunteer Leaders Souper Recognition for Leaders

### Supplies:

- Can of soup for each leader
- Ceremony script

Welcome! Welcome to the one and only Souper Awards Night. The judges have been busy tabulating votes and collecting ladles of reviews on our souper-duper leaders this past year. The time has come for us to announce the Souper Leaders of the \_\_\_\_\_ (name) 4-H Club.

At this time we ask that \_\_\_\_\_ (name leaders) come forward. We are ready to recognize you for your souper work. As the nominee(s) is/are approaching the front of the room, let's review this award's criteria.

Souper-duper leaders share their love of 4-H with members. These special leaders guide young minds. You may have seen some of these nominees driving members to events or conducting project meetings. The souper leaders may have also served on a committee or two. Many times, these special people are helpers behind the scenes of 4-H action. They have collected information on topics or may have provided treats for meeting participants. Still other nominees have served in the role of organizational leader.

Wait, there's more! Let's find out about each souper leader's role in 4-H.

\_\_\_\_\_ (name) has \_\_\_\_\_ (leader activity).

\_\_\_\_\_ (name) has \_\_\_\_\_ (leader activity).

*(Continue announcing leader names and what they have done for 4-H.)*

We have now approached the moment that we have all been waiting for: the envelope please. And the winner is . . . all of you! All of you are winners of the 4-H souper-duper leader award. Your unselfish devotion to 4-H has placed you at the top of the souper leader shelf.

We are awarding you all with a can of soup. This soup is made with the finest of ingredients. Please take this soup as a memento of how you have made a souper impact on 4-H. We appreciate your ladles of expertise! Congratulations!





## Recognizing Volunteer Leaders Saying Thanks

**President:** Former President George H.W. Bush said, “A volunteer is a person who can see what others cannot see; who can feel what most do not feel. Often, such gifted persons do not think of themselves as volunteers, but as citizens — citizens in the fullest sense: partners in civilization.”

Tonight we would like to honor our 4-H volunteer leaders. They have helped us in many ways.

*(List how they have helped. Call each leader forward and give them an appropriate item from the list or make a small package with a few items in it.)*

Thanks for helping us measure up (tape measure or ruler).

Thanks for sticking with us (pack of gum).

Thanks for helping us stretch to reach our goals (rubber band).

Thanks for helping us “lick” lots of hard work (lollipop).

Thanks for being a life saver (roll of lifesavers).

Thanks for keeping things popping (popcorn).

Thanks for all your ideas (pencil and paper).

Thanks, you add a ray of sunshine to our program (flashlight).

Thanks, you're number one in our book (book).

Thanks for keeping us energized (battery).

Thanks for helping us see things through (goofy glasses).

Thanks for sharing your creative juices (box of juice drink).

Thanks for helping us soar to new heights (kite string).

Thanks a mint (box of mints).

Thanks for keeping us motivated and moving (bag of M&Ms).

Thanks for being a real asset to our club (shiny new penny).

Thanks for keeping us together to accomplish great things (paper clip).

Thanks for keeping us on a roll (Tootsie Rolls).

Thanks for keeping ties to our club (fun shoe laces).

*(Or use your own creative ideas.)*

## General 4-H Club 4-H Commissioning Pledge

**Use of ceremony:** Before a community service project or at the beginning of the 4-H year.

**Instructions:** Each member needs a copy of the commissioning pledge. All should raise their right hands and recite as a group.

I will get things done for my community — to make our people safer, smarter, and healthier.

I will bring citizens together to strengthen my community.

Faced with apathy, I will take action. Faced with conflict, I will seek common ground. Faced with diversity, I will honor difference.

I will carry this commitment with me this year and beyond.

I am a 4-H member and I am going to get things done.

*Source: 1996 National 4-H Congress, Memphis*

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## General 4-H Club A 4-H Meeting

Although each 4-H group is unique, there are some things that they have in common. In order to make 4-H fun and educational, meetings should include balance between programs, groups, decisions, and group building.

### **A typical meeting might include:**

**Get acquainted or opening:** This might include an activity, a ceremony, Pledge of Allegiance, 4-H Pledge or Motto, or song (*5-10 minutes*).

**Group decisions:** Led by club officers, this part of the meeting should be short and lively. Members learn parliamentary procedure and the decision-making process. Some activities would be roll call, reading of the minutes, treasurer's report, committee reports, activity reports, old and new business (*15-20 minutes*).

**Program:** The program is the heart of the 4-H meeting. It gives members a chance to practice speaking skills. It is a good idea to invite community resource people as guest speakers. You may also give members a chance to participate in project bowls, skillathons, and tours (*20-30 minutes*).

**Closing:** Each 4-H meeting should include some recreation. One main reason a member belongs to a 4-H club is to have fun. A closing can also include a celebration such as presenting ribbons for 4-H day events, completing a club project, or celebrating birthdays (*5-10 minutes*).

Make 4-H meetings fun and educational for all ages. This can be accomplished through programs that include a wide variety of activities.



## Publication developed and edited by

L. Ann Domsch  
Southeast Area 4-H Specialist

Beth A. Hinshaw  
South Central Area 4-H Specialist

Diane D. Mack  
Northeast Area 4-H Specialist

## Ceremonies written by

Mary Ames  
4-H Volunteer, Missouri

Jodi Besthorn  
Sedgwick County Extension Agent, 4-H

L. Ann Domsch  
Southeast Area 4-H Specialist

Beth A. Hinshaw  
South Central Area 4-H Specialist

Diane D. Mack  
Northeast Area 4-H Specialist

Andrea L. Schmidt  
Cowley County Extension Agent, 4-H

Linda K. Walter  
Finney County Extension Agent, FACS

4-H Youth Programs  
University of Missouri  
Extension Division

Revised by Amy Sollock, 4-H Youth Development Specialist

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