SARASOTA COUNTY
COUNCIL DELEGATE RECORD BOOK

NAME__________________________________________

ADDRESS__________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

PHONE NUMBER________________________________AGE____

NAME OF CLUB__________________________________________

YEARS IN 4-H______YEARS AS COUNCIL DELEGATE____

PARENT SIGNATURE________________________________DATE________

LEADER SIGNATURE________________________________DATE________
THE COUNCIL DELEGATE

You, the Council Delegate, were elected or appointed to this office through the faith and confidence of your club. It is an honor to be elected as Council Delegate, for you are just as important as the President of your club. The following passage was taken from the Sarasota County Council’s constitution: “Each club will have two (2) delegates to the Council. The first delegate is the president of the club. The second delegate is an elected or appointed office. An alternate delegate may also be elected or appointed, who may attend the Council meetings. The alternate delegate will be a voting delegate only in the absence of the council delegate or the president”. As with all honors it carries certain responsibilities and duties which must be performed and through your acceptance of this office, it is your task to carry them out.

DUTIES OF THE COUNCIL DELEGATE

1. The president and the council delegate of each club shall attend each council meeting. The alternate delegate shall attend a council meeting in the absence of the council delegate.

2. The council delegate shall take notes of the council meeting. The alternate delegate shall take notes of the meeting in the absence of the council delegate.

3. The council delegate, through the use of the notes taken, shall report back to his/her club, informing the 4-H’ers, leaders, and parents of what went on at the meeting, events to come, dates, times and places of events, committee work, etc... The notes will be signed and approved by both a Council Leader and the delegate’s Club Leader. The alternate delegate shall do the same, if the council delegate was absent from the council meeting.

4. Both the council delegate and the president shall work on at least one county council committee during the 4-H year.
WILL YOU BE A GOOD COUNCIL DELEGATE?

Good delegates are honest, sincere, friendly and loyal. They give everyone a chance to help and let the members of the local club help decide what the county council will do.

Good delegates get things done right and on time. They are proud of their jobs and always try to do their best. They work with their 4-H Leaders to plan and carry out the county council programs.

Delegates to the county council are representatives, not only of the local club, but also of the entire 4-H organization. Their skills and abilities, standards and ideals, grooming, speech and even their smiles, represent the best in 4-H’ers and their club programs.

Council delegates represent 4-H to the people in the community, at school, and at public events, such as the county fair. This representation is one of your most important responsibilities because to other people you are a 4-H’er all of the time -- not just while you are in a 4-H meeting. Serving as a council delegate gives you a real opportunity to develop leadership and citizenship abilities that will be useful in any organization when you become an adult.

QUALITIES OF GOOD COUNCIL DELEGATES

4-H needs council delegates who will:

Serve the council best during the year and not ride on the successes of others or the past.
Work with all 4-H’ers and give everyone an opportunity to participate.
Share leadership with many and thereby give others an opportunity to grow.
Represent the best interests of the council to others.
Be dependable.
Help plan a program that the membership can support wholeheartedly.
Work with the officers, executive committee members, and leaders.
Try their best to make the meetings worthwhile and interesting.
A WELL-PLANNED MEETING

A well-planned meeting consists of three main parts: business, program and recreation. Every officer should know the accepted procedure.

BUSINESS

Generally, the meeting follows this order of business:
* Call to order
* Pledges to the flags
* Group singing (if held)
* Roll call
* Reading and approval of minutes
* Reading of communications
* Reports of officers, executive committee, or leaders
* Reports of standing committees
* Reports of special committees
* Unfinished business (old business)
* Initiation or installation (if held)
* New business
* Announcements
* Adjournment

RESPONSIBILITIES OF ALL OFFICERS

The 4-H Club Officers working under the supervision of the leader perform many duties. Some important duties are the following:

* **SECURE** new members and organize the club or council
* **PLAN** the program for the year
* **ARRANGE** for a meeting place and for the proper care of it
* **CONDUCT** and take part in the meetings
* **KEEP** the club records and give them to the leaders or advisor as required
* **MAINTAIN** a good spirit and interest in the club or council
* **HELP** every 4-H'eer find a place in the club or council and an opportunity to contribute
* **MAINTAIN** a good relationship with all individuals and groups
* **MAINTAIN** contact with the Extension Office
* **ATTEND** the 4-H officers' training session
1. My objectives or goals - tell things you want to do & to achieve (why you took this office!?)


2. Did I achieve my goals? How?


3. List your citizenship & community service experiences as Council Delegate.

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<th>EVENTS/ACTIVITIES</th>
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4. List awards, trips, medals and other recognition received as Council Delegate.

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<th>RECOGNITION</th>
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5. List workshops and/or training sessions you attended or helped to arrange as Council Delegate.

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6. Number of business meetings your club held during this year. ______
   Number of meetings you were present for. ______

7. Attach copies, in chronological order, of your council meeting notes.
COUNCIL DELEGATE NOTES

This _______________ meeting of the _______________ Council was held at the
(Month) ___________________________ (County or District) on _______________________
(Where) ___________________________ (Day and Time)

The President, ___________________________, called the meeting to order.
(Name)

Our club had _____ members at the meeting.

Report of Committees

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Announcements

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Old Business

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New Business

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___________________________________________________________
(Council Leader Signature) ____________________________________________________________________

________________________________________________________________________________________
(Club Leader Signature)
COUNCIL DELEGATE NOTES

This _____________ meeting of the _____________ Council was held at the
(Month) (County or District) on _____________.
(Where) (Day and Time)

The President, _____________________________, called the meeting to order.
(Name)

Our club had _____ members at the meeting.

Report of Committees

Announcements

Old Business

New Business

(Council Leader Signature) ____________________  (Club Leader Signature) ____________________
COUNCIL DELEGATE NOTES

This ________________ meeting of the ________________ Council was held at the
______________ on ________________

(Where) (Day and Time)

The President, ________________, called the meeting to order.

Our club had ____ members at the meeting.

Report of Committees

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Announcements

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Old Business

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New Business

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(Council Leader Signature) ____________________________________________

(Club Leader Signature) ____________________________________________
COUNCIL DELEGATE NOTES

This __________________ meeting of the __________________ Council was held at the
(Month) __________________ (County or District) __________________
(Where) __________________ on __________________ (Day and Time) __________________.
The President, __________________ (Name) __________________, called the meeting to order.

Our club had _____ members at the meeting.

Report of Committees


Announcements


Old Business


New Business


(Council Leader Signature) __________________ (Club Leader Signature) __________________.
COUNCIL DELEGATE NOTES

This ____________ meeting of the ____________ Council was held at the
(Month) ____________ (County or District) ____________
(Where) ____________ on ____________ (Day and Time) ____________.
The President, ____________, (Name) ____________, called the meeting to order.
Our club had ___ members at the meeting.

Report of Committees

Announcements

Old Business

New Business

__________ (Council Leader Signature) ____________ (Club Leader Signature)
COUNCIL DELEGATE NOTES

This _____________ meeting of the _____________ Council was held at the
(Month) _____________ (County or District) ____________________________
(Where) ____________________________ on ____________________________ (Day and Time).
The President, ____________________________ (Name), called the meeting to order.
Our club had _____ members at the meeting.

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Announcements

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Old Business

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__________________________ (Council Leader Signature) ____________________________ (Club Leader Signature)
COUNCIL DELEGATE NOTES

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_________________________ (Month) ____________________________ (County or District)
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The President, ____________________________ (Name), called the meeting to order.

Our club had _____ members at the meeting.

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New Business

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(Council Leader Signature) _____________________________________________ (Club Leader Signature) ________________________________
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(Month) ____________ (County or District) ____________ on ____________ (Day and Time).
(Where) ____________

The President, ____________________________ (Name), called the meeting to order.

Our club had _____ members at the meeting.

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Announcements

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Old Business

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New Business

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_________________________________ (Council Leader Signature)  ___________________________________ (Club Leader Signature)
COUNCIL DELEGATE NOTES

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(Month) __________________ __________________
(County or District) __________________ __________________
on __________________ __________________.
(Where) __________________ __________________ (Day and Time)

The President, ________________________________________, called the meeting to order.
(Name)

Our club had _____ members at the meeting.

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_____________________________ (Council Leader Signature) ________________________________ (Club Leader Signature)
8. Your 4-H Project Story. On this sheet write a story.
   In your story include as many of the following as possible:
   * What 4-H work has meant to you
   * How you managed your project
   * What you have learned
   * What you can do to improve your project next year
   * What you did to make the "Best Better"
   * About any other 4-H experiences