SARASOTA COUNTY

SAFETY OFFICER RECORD BOOK

NAME________________________________________________________

ADDRESS_____________________________________________________

PHONE NUMBER____________________________________AGE_____

NAME OF 4-H CLUB_____________________________________________

YEARS IN 4-H______YEARS AS SAFETY OFFICER____________________

PARENT SIGNATURE________________________________DATE_____

LEADER SIGNATURE________________________________DATE_____

IN FLORIDA 4-H
SAFETY
IS A TOP PRIORITY

4-H CLUB 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
A 4-H Project in Safety

It's smart to be safe! In Florida 4-H, safety is a top priority. It takes thinking to establish and maintain safety habits. You as a 4-H member have many opportunities during 4-H activities to practice and promote safety. By practicing it often you will develop it as a habit, which is a smart thing to do. By promoting safety, you will help others to practice safety.

You as a 4-H member can be a real leader in farm, home and community safety. You can do it alone as part of your own 4-H projects and activities. You can do it as a member of a group, club project or activity.

A hazard is any practice or condition that makes it possible for an accident to occur. Most conditions and practices that could cause an accident are easy to see -- if you will look and think. If they can be removed, remove them. If not, guard the hazard, wear protective equipment, and warn others of the dangers. In this way accidents will be less likely to happen.

This 4-H Safety Project will help you practice safety so as to benefit you, your home, and your community. You will find safety work belongs in all your 4-H projects and activities. You will also find opportunities in which safety is the major emphasis of the project or activity. Ask your 4-H leader to show you the publication 4-H 89 4-H Safety Program Plans. It will give you many ideas of safety projects and activities you and your club can accomplish.

Your safety efforts should make you feel good. You are helping others prevent accidents, injury and, yes, even death. All the time you will be learning, you will be teaching others, be developing leadership abilities and be recognized for your concern and efforts. You may find that your safety projects and activities are one of your more rewarding experiences.

Throughout your 4-H experience you will want to keep an accurate record of your safety activities and accomplishments. To do this you will want to complete one of the center sheets in this booklet (both front and back) for each of your major safety programs and activities. Additional Safety Project or Activity sheets are available from your 4-H Leader. Keep adding these sheets to your 4-H Safety Record Book each year.

Good luck with your safety project. MAKE SAFETY YOUR TOP PRIORITY!
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'er 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. Indicate below what special publicity efforts you and/or your committee did during the year to promote 4-H and your club's activities.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TYPE OF ACTIVITY/PROMOTION</th>
<th>PURPOSE OF ACTIVITY</th>
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<tbody>
<tr>
<td>9/26/96</td>
<td>Back To 4-H Night Booth</td>
<td>To get new club members</td>
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   |        |                                     |                                   |
   |        |                                     |                                   |
   |        |                                     |                                   |
   |        |                                     |                                   |
4. List awards, trips, medals and other recognition received as SAFETY OFFICER

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<th>DATE</th>
<th>RECOGNITION</th>
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5. List workshops and/or training sessions you attended or helped to arrange as SAFETY OFFICER

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<th>DATE</th>
<th>ACTIVITIES</th>
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6. List your citizenship & community service experiences as SAFETY OFFICER

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<th>EVENTS/ACTIVITIES</th>
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7. Number of business meetings your club held during this year. _____
   Number of meetings you were present for. _____
The Story of My 4-H Safety Projects and Activities

Explain in detail your total 4-H safety program. Explain the benefits of your program to you, your family, your club and community. You may add to your story pictures, newspaper articles and other materials which will explain your program. Use additional sheets as needed.
Photo's