

Gallatin 4-H Club Best Practices Scavenger Hunt

Purpose: Help club officers understand and locate key *best practices* that keep a 4-H club organized, transparent, and successful.

Instructions: Work as an officer team with your Club Leader to identify YOUR CLUBS best practices. This can vary from Club to Club, but your goal is to *find the answers*, not guess them. Use club records, ask adult volunteers, and talk with each other. When finished, review as a full group so roles, responsibilities and procedures are clear to all officers.

Club Name: _____

Officer (Youth Member) Name: _____

Officer Role on Team: President / Vice President / Secretary / Treasurer / Reporter / Historian / Other _____

Club Leader:

Name: _____

Email: _____

4-H Office Email: gallatin4h@montana.edu

Club Meeting Date/Time/Location: _____

SECTION 1: Officer Roles & Responsibilities

1. What is the **President's** main responsibility during meetings. Write one key duty:

2. Identify one thing the **Vice President** could do at a meeting?

3. What does the **Secretary** record during meetings? ☐ Attendance ☐ Meeting minutes
☐ Motions ☐ All of the above

4. The **Treasurer** is responsible for keeping track of what?

5. What information does the **Reporter/Historian** share with the Club members?

6. What will the **Recreation Leader** be in charge of?

SECTION 2: Meetings & Records

1. Where are **meeting agendas** created or stored? Who will prepare/print the agenda prior to the meeting and by when?

2. Who is responsible for **writing and keeping meeting minutes**?

3. Who will print and provide the **past meeting minutes** so members can review them?

4. What is the process for **making and approving a motion** in our club?

a.

b.

c.

SECTION 3: Club Finances & Transparency

1. Does our club have a **side account or bank account**? ☐ Side Account ☐ Bank Account ☐ Not sure

2. How often should the **Treasurer request a financial report or statement**?

☐ Before every meeting ☐ Monthly ☐ Quarterly ☐ Annually ☐ Other: _____

3. From **who** does the Treasurer request the report and by when? ☐ Bank ☐ County office ☐ Club leader ☐ Other: _____
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4. Where are our **financial records** (receipts, reports) kept?
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5. When is the **Treasurer's report shared with the club**?

☐ Every meeting ☐ Only when asked ☐ Annually ☐ Other: _____

SECTION 4: Communication & Participation

1. How are **members and families notified** about meetings and events?

☐ Email ☐ Text ☐ Social media ☐ Newsletter ☐ Other: _____

2. When is Club meeting information (recap and/or next meeting info, pictures) due to the 4-H Office for the Newsletter? Who is responsible for submitting that blurb?
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3. What is one best practice our club uses to encourage **member participation** during meetings?
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SECTION 5: 4-H Basics

1. What do the four H's stand for?

H: _____ H: _____ H: _____ H: _____

2. What is the 4-H Motto?
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3. What is the 4-H Pledge?

SECTION 6: Leadership & Teamwork

1. Name one way officers can help members feel **welcomed and included**:

2. What should officers do if there is **conflict** during a meeting (between members or officers)?

3. How will our Club ensure meetings are **youth-led but supported by adults**?

SECTION 7: Reflection

One thing I am responsible for as a Club Officer:

One leadership skill I want to improve this year:

Completed by: _____ **Date:** _____

Strong clubs don't just happen — they are built through good habits, clear roles, and teamwork.