



COOPERATIVE EXTENSION
UNIVERSITY OF CALIFORNIA

Sonoma County 4-H



OFFICER TRAINING MANUAL

SERGEANT AT ARMS

DUTIES
AND
SUGGESTIONS

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SERGEANT AT ARMS

RESPONSIBILITIES OF THE SERGEANT AT ARMS

The sergeant at arms assists the president with club duties and politely keeps order during the meetings. This officer is available to help officers and club advisors with errands and responsibilities, creating a smooth meeting process.

General Duties

- Check on room arrangements for each meeting.
- Arrive early to each meeting, set up chairs and tables appropriately, and heat or cool the meeting space as needed.
- See that club flags and banners are properly displayed and stored.
- Help guest speakers carry and set up their audio-visual equipment.
- Ask members to stand for pledges, and lead the American flag and 4-H pledge, upon president's request.
- Help the president count votes during the meeting.
- Help the secretary take roll. If a sign-in sheet is used, make sure everyone signs it.
- Keep order during the meeting. Politely ask members and adults who insist on talking to stop or step outside.
- Hand out and collect items.
- After the meeting, clean and put away tables and chairs, if required. Make sure the meeting room is clean.

At Club Meetings

- Stand in front of the room while the president calls the meeting to order.



DISPLAYING THE FLAG INDOORS

- When on display, the flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area or sanctuary. Other flags should be to the left.
- The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states, localities, or societies are grouped for display.
- When one flag is used with the flag of the United States of America and the staffs are crossed, the flag of the United States is placed on its own right with its staff in front of the other flag.
- When displaying the flag against a wall, vertically or horizontally, the flag's union (stars) should be at the top, to the flag's own right, and to the observer's left.

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The Sergeant at Arms is responsible for orderly 4-H meetings and shall be expected to maintain order of all members at each meeting.

His/her duties include being custodian of the American flag and 4-H flag and banner, lead the flag salute, give the flag ceremonies and help the president and other officers any way that is necessary.

The American flag is paraded in on the speaker's left and crosses over to his/her right. If both the American and 4-H flags were being presented, the flag bearers would cross immediately in front of the speaker.

An example of a short ceremony would be:

1. Presentation of flags (U.S. and 4-H)
2. Flag Ceremony (short presentation of the meaning of the flags)
 - a. Ex: The flag means freedom to me; the freedom to speak what we feel, gather where we will, to travel where we wish, to study what we believe and an ever reminded of those who have preserved these rights.
3. Salute to Flags (U.S. and 4-H)
 - a. "Please join me in the pledge to the American flag. Ready, salute: I pledge allegiance to the flag..."
 - b. "Please state the 4-H Pledge: As a good 4-H member..."

DUTIES OF SERGEANT-AT-ARMS

- Check on room arrangements for meeting
- Help secretary take roll
- Keep guest book
- See that club flags and club banner are properly stored when not in use
- Become familiar with flag facts
- Keep order during meeting
- Help president count votes during meeting (elections, motions, etc.)

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DUTIES BEFORE CLUB MEETING

- Get to meeting place early
- Check on meeting room set-up (heating, cooling, chairs, etc.)
- Set up desk or table at head of room for president and secretary to sit during club meeting
- Arrange members chairs so all face president
- Seat parents and leaders in back of members
- Display flags properly
- Help guest speaker carry any visual equipment from car to meeting
- Help set up any visual or audio equipment for use during the meeting
- Have visitors sign guest book and hand to president for introductions

DUTIES DURING MEETING

- Help secretary take roll (if sign-up sheet, make sure everyone signs, especially latecomers)
- Keep order; ask adults to step outside if they insist on talking among themselves
- Help hand out and/or collect anything that needs to be passed (notices, song books, votes, etc.)
- Help president count votes during the meeting (elections, motions, etc.).

DUTIES AFTER MEETING

- Put away tables and chairs, if required
- See that refreshment committee has cleaned up
- Put away flags and guest book
- Help guest speaker carry any visual equipment to the car
- Help take down any visual or audio equipment
- Help local club leader turn off lights and lock up

MOST IMPORTANT JOB OF SERGEANT-AT-ARMS

- Keep order during meeting
- Set up for meeting

Resource materials: Flag Facts

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FLAG ETIQUETTE: HELPFUL HINTS

American Flags are placed on a speaker's or head table's left when at the same level as the audience (Boy Scouts may display the flag on the speaker's right when at audience level).

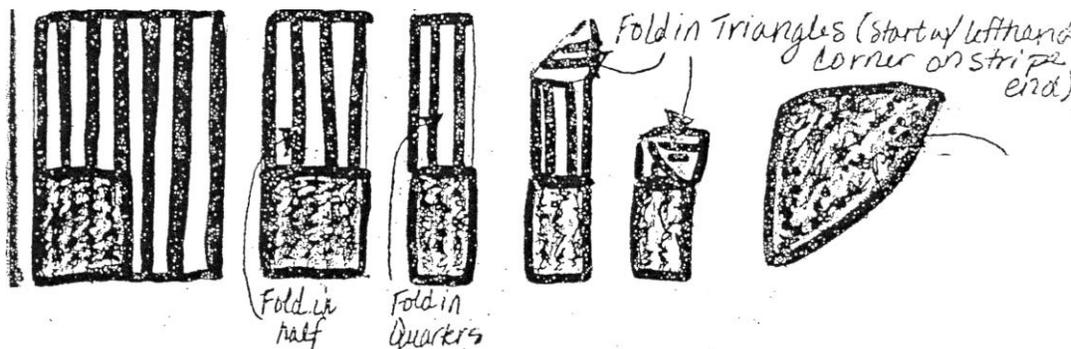
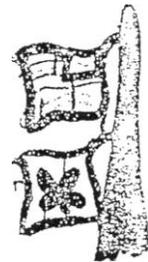
American Flags are placed on the speaker's or head table's right when raised on a platform.

Flags hung behind a speaker or head table are displayed, blue field up, higher up above the speaker or table on a wall.

When hung on a staff with another flag, the American Flag is always on top.

Be sure that any flag used to display must be clean without any blemishes or stains.

Be sure to fold the flag correctly into the "Cocked Hat" after use.



Flags may be displayed on holidays like New Year's Day, Presidents' Day, Independence Day, Flag Day, Christmas, Easter, Veteran's Day, and President's Inauguration Day.

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STANDARDS OF RESPECT

The Flag Code, which formalized and unifies the traditional ways in which we give respect to the flag, also contains specific instructions on how the flag is not to be used. They are:

- The flag should never be dipped to a person or thing. It is flown upside-down only as a distress signal.
- The flag should not be used as a drapery, or for covering a speaker's desk, draping a platform, or for any decoration in general.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard.
- The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations. The flag should never have placed on it, or attached to it, any mark, insignia, letter, work, number, figure, or drawing of any kind.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously. The flag should be cleaned and mended as necessary.

PARADING AND SALUTING THE FLAG

When carried in a procession, the flag should be to the right of the marchers. When other flags are carried, the flag of the United States may be centered in front of the others or carried to their right. When the flag passes in a procession, or when it is hoisted or lowered, all should face the flag and salute.

THE SALUTE

To salute, all persons come to attention. Those in uniform give the appropriate formal salute. Citizens not in uniform salute by placing their right hand over the heart and men with head cover should remove it and hold it to the left shoulder, hand over heart. Members of organizations in formation salute upon command of the person in charge.

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You and every 4-H member should know the following:

The National 4-H Emblem

The four-leaf clover with the letter “H” on each leaf.
The four “H’s” represent the four-fold development of
Head, Heart, Hands, and Health.

The National 4-H Motto

“To make the best better”

The National 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.

The National 4-H Colors

* green and white *

White is characteristic of purity and green is nature’s
most common color in the great out-of-doors.
It is emblematic of springtime, life, and youth.

The National 4-H Creed

I believe in 4-H club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my head for the power it will give me
to think, to plan, and to reason.

I believe in the training of my heart for the nobleness it will give me
to become kind, sympathetic, and true.

I believe in the training of my hands for the dignity it will give me
to be helpful, useful, and skillful.

I believe in the training of my health for the strength it will give me
to enjoy life, to resist disease, and to work efficiently.

I believe in my country, my state, and my community,
and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

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Where did 4-H get its name?

- The first use of the term 4-H club in a federal document appeared in 1918 in a bulletin written by Gertrude L. Warren. By 1924, wider use of the name 4-H was adopted. This was used thereafter throughout the world.

Why is the 4-H clover green and white?

- The green clover, nature's most common color, symbolizes life, springtime, and youth. The white H's symbolize purity.

And, what do those H's stand for, anyway?

- Head, Heart, Hands, and Health
 - Head: Clear thinking: problem solving; decision making; critical thinking skills; visionary leadership; knowledge useful throughout life.
 - Heart: Greater loyalty: strong personal values: positive self-concept: productive family and peer relationships; informal citizenship.
 - Hands: Larger service: workforce preparedness: useful skills; science and technology literacy; community service.
 - Health: Better living healthy personal lifestyles; promoting environmental stewardship; creating communities that are safe and nurturing for youth and their families.

So, now that I know what the colors and H's stand for, where did the 4-H clover come from?

- The first emblem design was a three-leaf clover introduced by O.H. Benson, sometime between 1907 and 1908. At that time, the three H's stood for head, heart and hands. In 1911, Benson expressed a need for 4 H's. He suggested that the H's stand for Head, Heart, Hands, and Hustle. In 1911, 4-H club leaders approved the present 4-H design. In 1924, the 4-H emblem was patented and in 1939, Congress passed a law protecting the use of the 4-H name and clover, with a slight revision in 1948. Benson's Hustle didn't make it as the fourth H, but O.B. Martin's suggestion of Head, Heart, Hands, and Health did and has been used universally since then.

Now, how does that 4-H pledge go again?

- "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."
- Otis Hall, State leader of Kansas, is credited with the original wording of the 4-H pledge. It was officially adopted in 1927 by the State 4-H leaders at the first National 4-H Camp. The pledge remained unchanged until 1973, when it was revised to include "and my world."

What is the 4-H Motto?

- "To Make the Best Better"

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What is the 4-H Slogan?

- "Learn by Doing"

What is the mission of NC 4-H Youth Development?

- The goal of 4-H is to assist youth and adults in becoming competent, coping, and contributing members of a global society, developing essential life skills through planned "learn by doing" experiences.

What is the 4-H Creed?

- I believe in 4-H club work for the opportunity it will give me to become a useful citizen.
I believe in the training of my HEAD for the power it will give me to think, plan and to reason.
I believe in the training of my HEART for the nobleness it will give me to be kind, sympathetic, and true.
I believe in the training of my HANDS for the ability it will give me to be helpful, skillful and useful.
I believe in the training of my HEALTH for the strength it will give me to enjoy life, resist disease and to work efficiently.
I believe in my country, my state, and my community and in my responsibility for their development.
In all these things I believe, and am willing to dedicate my efforts to their fulfillment.