



# 4-H Club

# Health/Safety Officer

# Handbook

Family & Consumer Sciences website:  
<http://fcs.tamu.edu> (click on Health and Safety)

Texas 4-H website: <http://texas4-h.tamu.edu>

**Message to the 4-H officer:**

Congratulations! You have been selected by your fellow 4-H'ers to lead them through a successful year in 4-H.

I know you are very happy but a little afraid that you won't know exactly what to do. Well, to help you do your very best as an efficient 4-H club officer, I suggest that you study this book very carefully. Before your next 4-H club meeting, please read the information included. This will help you understand what is expected of you as an officer and give you some tips for doing the best job possible. Because only the officers receive this book, you may want to share this information with others.

**Best wishes for a successful year!**

Martha Couch  
Associate Director for 4-H and Youth Development

**4-H Club**  
**Health/Safety Officer**  
**Handbook**

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# 4-H Club Health/Safety Officer Handbook

This book belongs to \_\_\_\_\_, an officer in the \_\_\_\_\_ 4-H Club.

My County Agent is \_\_\_\_\_

Address of the County Extension Office: \_\_\_\_\_

Extension Office Telephone Number: \_\_\_\_\_

Our 4-H Club meets \_\_\_\_\_ of each month.

## Local 4-H Officers

President: \_\_\_\_\_

First Vice President: \_\_\_\_\_

Second Vice President: \_\_\_\_\_

Third Vice President: \_\_\_\_\_

Reporter: \_\_\_\_\_

Council Delegate: \_\_\_\_\_

Parliamentarian: \_\_\_\_\_

Recreation/Song Leader: \_\_\_\_\_

Health/Safety Leader: \_\_\_\_\_

4-H Club Manager: \_\_\_\_\_

Address and phone number: \_\_\_\_\_

Name and address of the newspaper where the 4-H reporter sends news: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_







## Introduction



Congratulations! You have been selected to serve as the Health/Safety Officer of your 4-H club. This is an important position because your job is to make health and safety a part of your club's 4-H program.

Today, more than ever, we know health and safety are an important part of everything we do. Your role as the health/safety officer of the club is to make sure others in your club understand the importance of good health and safety. You can do this by leading a health- or safety-related activity as a part of your club's regular meetings. The activities don't have to be long or involved to be effective. This handbook provides suggestions for your 4-H programs. Be sure to talk with your 4-H advisor about planning related activities. It would be great if you could do all of the activities, but you should do at least four of them during your club year.

As you complete the activities, record them on the Summary of Health/Safety-Related Activities record sheet that is located on page 19. (You may want to make copies of the record sheet and record your activities on those copies.) Your county may request that you submit your record sheet(s) at the end of the 4-H year, so be as specific and detailed as possible in describing your club's health/safety activities. These record sheets provide important information about the topics being covered in club programs.

## 4-H Health/Safety Officer Duties

- Assist the president and other officers in planning your 4-H club's annual activities calendar.
- Serve as chairman of the Health/Safety Committee.
- Provide some type of health/safety information at club meetings. This could be a scheduled guest speaker, roll call, demonstrations, ice breaker, or recreation activity.
- Provide a news release to the club reporter on each health activity.
- Provide the club manager with any requested information.



## Annual 4-H Club Program and Activity Plan

Participate in planning for the 4-H club meetings for the year. Recommend health-related programs with topics, roll call, health demonstrations, citizenship activities, recreation, and refreshments for some of the meetings. The health officer can present the 4-H program, ask another 4-H member or leader to present the program, or invite someone experienced in the topic to give the program.

Healthy snacks, health-related citizenship activities, and health-related recreation can be a part of every meeting. This will support healthy lifestyle changes.

An example of planning a 4-H club year with health-related activities is included on page 8. What can you and your club add to the chart? A sample club meeting agenda form is included on page 9.



## Sample of a One Year 4-H Club Plan

Date	Roll Call	Health Demo 2-5 minutes	Program	Citizenship	Recreation	Refreshments
August	Favorite exercise	4-H Member Jacee K.	"Just Move"	Members take basketballs, footballs, etc. to those in need	Do the Hokey Pokey	Party mix and juice
September		4-H Member Michael A.	"Tips for Terrific Teeth" with the local dentist	Collect toothpaste and brushes to give away		Carrots, cheese-filled celery sticks
October	Favorite healthy snack	4-H Member Amy C.				
November		4-H Member Luke P.	"Be Prepared for Emergencies"	Make first-aid kits to give away	Relay games, putting on parts of a uniform	
December	Foods to limit during holidays	4-H Member Taylor M.				
January		4-H Member Carl C.				
February		4-H Member Heather G.		Make Valentines for nursing home residents		
March		4-H Member Will B.	"The Eyes Have It"	Donate old eye glasses		Vitamin A snack
April		4-H Member Jon L.	"Is a Bicycle Rider a Motorist?"			Fruit cups
May		4-H Member Reid F.	"Cool in the Shade"		Club Picnic	Watermelon
June		4-H Member Megan Z.				
July		4-H Member Lauren H.				



## Sample Club Meeting Agenda Form

4-H Meeting for \_\_\_\_\_  
(date)

### 5–10 minutes

A. **Opening:** Club meetings should begin on time. Suggestions for opening include:

- President calls meeting to order.
- Pledge of Allegiance to American flag by \_\_\_\_\_.
- 4-H Pledge by \_\_\_\_\_.
- Inspiration (thought, song, or prayer) by \_\_\_\_\_.
- Secretary takes attendance (roll call or pass attendance sheet).
- President introduces guests and new members.
- Ice Breaker

### 15 minutes

B. **Officer Reports:**

- Secretary reads minutes of last meeting.
- Treasurer gives report (income, expenses, approval for payment, balance).
- Other officers.

C. **Committee Reports:**

1. \_\_\_\_\_ by \_\_\_\_\_
2. \_\_\_\_\_ by \_\_\_\_\_

D. **Member Involvement:** (reports, demonstrations, talks, etc.) **\*Health/Safety Activity/Program**

1. \_\_\_\_\_ by \_\_\_\_\_
2. \_\_\_\_\_ by \_\_\_\_\_

E. **Unfinished Business:**

1. \_\_\_\_\_
2. \_\_\_\_\_

F. **New Business:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

G. **Announcements:** (some from county newsletter)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

H. **Adjournment:** The formal part of the club meeting should be adjourned before the other activities such as committee work, a program, or recreation begin.

### 15-20 minutes: Program on Health or Safety

I. **Program:** Introduced by \_\_\_\_\_.  
Given by \_\_\_\_\_.

### 30 minutes: \*Topic related to Health or Safety

J. **Fun and Games:** \_\_\_\_\_ by \_\_\_\_\_.

At each 4-H club meeting, there should be some time for a few laughs and just plain fun with other members. The club can sponsor social activities for all 4-H members. Select activities that can be enjoyed by most members.



## Suggested Health Activities at the 4-H Meeting

1. Have members answer the roll call by sharing a good health practice.
2. Arrange for at least two oral reports or demonstrations related to health to be presented at a club meeting.
3. Plan the refreshments for two of your club's 4-H meetings.
4. Encourage each member to plan and complete a family health activity.
5. Have your club plan and conduct a health-related community service project.
6. Plan a health program for one of your club meetings.
7. Complete the Summary of Health/Safety Related Activities record sheet (see page 19).

### Roll Call Ideas

Consumers are constantly being warned about the dangers of some practices such as smoking, driving while under the influence of alcohol or drugs, etc. Instead of concentrating on the negative, request that members of your club respond positively to roll call questions such as:

- Name a favorite fruit.
- What is your favorite meal?
- Give the date of your last visit to the dentist.
- When was your last physical or check-up?
- Name a food that is a good source of Vitamin C.
- Does your home have a first aid kit? Where is it located?
- When was your last eye exam?
- Name a healthful snack food.
- How many times do you brush your teeth each day?
- How many times a week do you exercise?
- What kind of exercise do you do?



### Health Reports and Demonstrations

As health/safety officer, you can encourage and assist others in preparing reports or demonstrations on health-related topics. The reports could easily become speeches suitable for the health and safety speaking contest in your county. Encourage those who present health demonstrations to participate in the county demonstration activity. Familiarize yourself with the rules for these county contests so you can pass them along to the members of your club.

### Possible Topics for Health Reports

Club members carrying out a health activity can report their progress at a club meeting by presenting an oral report. The following are examples of health activities that are good subjects for oral reports:

- Stress: What it is and how to control it
- Problems associated with using alcohol
- Boating or water safety
- Vehicle safety (including ATVs)



- Drug abuse
- Health benefits from not using tobacco products
- How to keep food safe
- How disease is spread
- Weight loss programs
- Poison control in the home
- Vision problems
- Basic nutrition guidelines
- A personal fitness program
- How to stay healthy
- Eating disorders (anorexia and bulimia)
- What we should know about AIDS
- Immunizing family pets against disease
- Preparing a first aid kit for an auto, in the home, or to take on a camping trip
- Having the necessary vaccinations against smallpox, measles, etc.



### Possible Demonstration Topics

Members can also demonstrate their involvement in particular health activities at a club meeting. The following are examples of health activities that are good subjects for demonstrations:

- First aid for cuts
- What to do when someone is bleeding severely
- Where and how to take a pulse
- Symptoms and treatment of shock
- Artificial respiration
- The Heimlich maneuver (for choking)
- First aid for insect bites
- First aid for burns
- What to do in case of heat stroke, heat cramps, or heat exhaustion
- First aid for a sprained ankle
- How to remove foreign objects from someone's eye
- First aid for a blister
- How to read and use a thermometer
- What to put in a first aid kit and how to use each item
- Toy safety for babies, toddlers, and preschoolers
- How and why to clean a medicine cabinet
- Preparation of a healthful snack
- How to select and use a bicycle helmet
- Hand signals when riding a bike



### Refreshments for Your Club Meetings

Most 4-H clubs serve refreshments at their meetings. Eating together often helps to build friendship among club members. But instead of always serving high fat or high calorie foods like pop and chips, or

cookies and punch, encourage those in charge of preparing the refreshments to include more healthful choices.

A healthy diet is important to how you look, feel, and act. As the health/safety officer, plan healthful refreshments for at least two club meetings. Make sure the individuals who are actually in charge of refreshments know about your recommendations and why you have selected those foods.

Here are some refreshment ideas:

- Milk, hot chocolate, yogurt
- Oatmeal or peanut butter cookies
- Fresh fruits (apples, bananas, oranges, grapes, watermelon)
- Tomato, orange, or grapefruit juice
- Ice cream, ice milk, sherbet, sorbet, or frozen yogurt
- Pizza (choose vegetable toppings instead of pepperoni or sausage)
- Party mix made from cereals
- Cheese (preferably reduced fat) and crackers
- Sandwiches—peanut butter and jelly; sloppy joes; hot chicken; or egg, tuna, or chicken salad
- Raw vegetables—carrots, celery, broccoli, or cauliflower served with dips made with yogurt or reduced fat sour cream
- Bagels or muffins
- Pretzels, popcorn



### Your Refreshment Ideas

Record the snacks you planned and the healthy snacks that were served:

Meeting 1, Date	Meeting 2, Date
•	•
•	•
•	•
•	•
•	•

### Family Health Activities

Encourage club members to plan and carry out a family health activity. Some suggestions are listed below:

- Conduct a home or farm hazard hunt.
- Study your family’s eating habits. What changes could you make?
- Encourage your family to try new vegetables or fruits.
- Record the new foods tasted and the reaction of the family members.
- Make a record of family members’ immunizations, shots, etc.
- Put together a first aid kit for each family vehicle.
- Participate in a CPR training course.



- Develop and practice a fire escape system.
- Clean up the roadside near your home.
- Encourage family members to donate blood.

### Club Record of Family Activities

Planned: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Health-Related Community Service Projects for 4-H Clubs

The World Health Organization of the United Nations defines health as “a state of complete physical, mental, and social well being, not merely the absence of disease or infirmity.” There are many very worthwhile community service opportunities that are health related. Here are some examples of programs your club could conduct:

- Adopt a senior citizen center or nursing home. You could do a program at a meeting or luncheon or bake bread or cookies for one of their meals.
- Make tray favors for the children’s section of a local hospital or a nursing home for a holiday.
- Conduct an activity to raise funds for Easter Seals or Muscular Dystrophy.
- Sell flowers for Heart Association or Cancer Society fund raisers.
- Make up holiday food baskets or collect clothing for needy families.
- Visit a hair salon for a program on good grooming and/or hair care.
- Deliver cookies or fruit baskets to shut-ins (elderly people) in your community.
- Arrange a field trip to a local hospital.
- Visit a school for disabled people, or assist with a special outing for disabled children.
- Work with other youth groups (Scouts or churches) to plan and present a clinic for baby-sitters.
- Develop a game to teach good health.
- Conduct a “career day” on health occupations.
- Develop health-related exhibits for the library or other public places such as a mall or store windows.
- Contribute to a camp scholarship for a disabled child.
- Work with county commissioners, township trustees, or your city council to clean up along several streets or roads.



- Write health-related articles for your local newspaper.
- Send greeting cards to nursing homes or VA hospitals for holidays.
- Sponsor and participate in substance abuse prevention activities.

## Suggested Safety Activities at the 4-H Meeting

Your club safety program should include activities at regular club meetings and club group activities. These group activities may be geared to inform the public in your community.

### What Can You Do at Regular Club Meetings?

Have a safety activity at your meeting, which could range from a two- or three-minute discussion to a program that takes the full time allowed for educational activities. Ideas are included below.

#### *Roll Call*

Have the members respond to roll call by naming a hazard removed, making a safety suggestion, describing a recent accident, or giving a safety slogan.

#### *Presentation from Resource Person*

For example, have a nurse or home economics teacher come to your club meeting to discuss safety and baby sitting, or conduct a county-wide meeting where a state highway patrolman or sheriff talks about highway safety.

#### *Speak for Safety Activity*

Have all members prepare a one- to three-minute talk on any safety subject. Encourage them to get help from their parents. Be sure to recognize a job well done. Encourage all members to enter the county health and safety speaking contest.

#### *Make Safety a Part of Every Project*

You and your 4-H advisors should emphasize the safety aspect of every job as it is performed.

#### *Demonstrations*

Safety demonstrations can be presented at club meetings, service clubs, school assemblies, on TV, or at a community meeting.





## What Can You Do for a Group Activity?

Group activities about safety can be very effective. Some ideas include:

- Participate in a county-wide safety emphasis program. Check with your county Extension office regarding the emphasis program. The agents will provide materials and give assistance.
- Create an exhibit on safety. An exhibit can be used in many places during the year such as county fairs, achievement days, store windows, and shopping centers.
- Develop a scrapbook of accidents. The safety committee chairman can ask members to clip stories from newspapers and bring the articles to meetings.
- Go to court as a visitor not a violator. Include parents on this trip.
- Sponsor a safety meeting for other 4-H clubs or groups in your community.
- Work with local radio and TV stations to present safety spot announcements.
- Initiate a bicycle safety program with local service clubs, safety councils, or police.
- Conduct special programs during Farm Safety Week and other special safety weeks.
- Initiate or sponsor safety activities at your county 4-H camp.

## How Do You Report News?

Check with your newspaper and/or broadcast stations for any special hints or requirements they may have. A sample news story form is located on page 16, and sample radio spots are on page 17.

Structure your story using the 5 W's and an H:

- Who—Who said it? Who is it about? Use full names.
- What—What happened? Importance counts.
- Where—Where did it happen? Remember closeness makes it news.
- When—When did it happen? Remember timeliness.
- Why—Why is it important? Remember policy.
- How—How did it happen? Was it unusual?



## Sample News Story Form

This is a sample form to use at the meeting. Check with your newspaper to see if a special form is required or if you should write in narrative style.

Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of club: \_\_\_\_\_

Time and date of meeting: \_\_\_\_\_

Place of meeting: \_\_\_\_\_

Opening ceremony: \_\_\_\_\_

4-H'ers giving reports: \_\_\_\_\_

Program subject and who gave it: \_\_\_\_\_

Date and time of next meeting: \_\_\_\_\_

Place of next meeting: \_\_\_\_\_

Business to be discussed: \_\_\_\_\_

Project plans: \_\_\_\_\_

Remarks: (your program in detail, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Sample Radio Spots

Hi! I like 4-H! I'm (name), and I live in (town or community). I belong to the (name of club) 4-H club. This is my first year, and I'm learning a lot. My project is (name of project). And, you know, 4-H is fun, too! I've got a lot of friends in 4-H. I wish you would come join us at our meeting on (date), (time), at (place).

(20 seconds)

Let me tell you about an organization where teens really get involved—I mean good things like community projects, citizenship. . .health and environmental projects. . . activities that really mean something. . .do some good! What organization? I'm talking about 4-H. Teens like 4-H. You will, too! Oh, I'm (name), from (town or community). Our 4-H club meets at (place), on (date), at (time).

(30 seconds)

4-H gives kids a chance to learn by doing. To develop practical skills they can carry with them all through life. Find out more about 4-H by coming to our 4-H meeting, on (date), (time), at (place).

(15 seconds)

Over the years, 4-H has helped millions of boys and girls set individual goals and work toward achieving them. The 4-H motto, "To Make the Best Better," has been a real personal challenge to every 4-H member. Join 4-H in (name of county) County by coming to the (name of club) 4-H meeting, at (time), on (date), at (place). We are going to have fun, and we want you there.

(30 seconds)

Want to learn something new? And have fun while you're learning? If you're between the ages of nine and nineteen, there are dozens of projects you can choose from in 4-H. And you'll have a great time with kids your own age. To find out more about 4-H, come to (place), at (time), on (date). The (name of club) 4-H club will be meeting there, and you are welcome.

(30 seconds)



## 4-H Information and Resources

Ohio - *4-H Club Officer's Guide* 4-H 975/4-H 1999.

*Discover Healthy Lifestyles*. North Carolina Cooperative Extension Service, 1997. 4-H-M-18-07

### 4-H Motto and Pledge

In support of the 4-H Club Motto: "To Make the Best Better"

I Pledge: My Head to clearer thinking,  
My Heart to greater loyalty,  
My Hands to larger service,  
My Health to better living for my club, my community, my country, and my world.

### 4-H Emblem

Four-leaf Clover

### 4-H Colors

Green and White

### 4-H Slogan

"Learn by Doing"



## Summary of Health/Safety-Related Activities

Club Name \_\_\_\_\_

Health/Safety Officer Name \_\_\_\_\_

Health/Safety Officer Address \_\_\_\_\_

Age \_\_\_\_\_

Years as Health/Safety Officer \_\_\_\_\_

Phone \_\_\_\_\_

<b>Planned Health Event/Activity</b>	<b>Date Completed</b>	<b>Number of Members/Guests Participating</b>	<b>Description of Activity/Event</b>
--------------------------------------	-----------------------	---	--------------------------------------

Ex. Roll Call	6/1/04	14	Named favorite health snack
---------------	--------	----	-----------------------------

Ex. Health Demo	7/7/04	15	Learned the Heimlich maneuver
-----------------	--------	----	-------------------------------

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_



