



**Ohio 4-H**  
*Community  
Service Officer's  
Record Book*

Name \_\_\_\_\_

Year \_\_\_\_\_ Age (as of January 1) \_\_\_\_\_

County \_\_\_\_\_

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

4-H Advisor \_\_\_\_\_



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



# Author

**Travis West**, Extension Educator, 4-H Youth Development, Ohio State University Extension

We are indebted to the author of the original version of this publication, **Nadine Fogt**.

# Reviewers

**Audrey Dimmerling**, Extension Educator, 4-H Youth Development, Ohio State University Extension

**Connie Veach**, Program Assistant, 4-H Youth Development, Ohio State University Extension

Is this your first year serving as community service officer?  
More information is in the *Community Service Officer's  
Resource Guide* available at **[ohio4h.org/officerresources](https://ohio4h.org/officerresources)**.

# Community Service Officer

## Welcome

Congratulations on your new role as your 4-H club's community service officer! Your club members have bestowed upon you both an honor and a responsibility. By serving as a 4-H Club Officer, you will help shape important decisions in your club. Every successful 4-H club has a strong leadership base from its club officers.

Your club trusts that you will help guide them through your leadership, and that you will respect their opinions and ask for their assistance by forming committees. As an officer, you must fulfill your club's expectations by being responsible, respectful, a good listener, a hard worker, a team player, and a leader. Good luck!

## Your Role as a Community Service Officer

*"I pledge my hands to larger service and my health for better living—for my club, my community, my country, and my world"* is recited by members at the beginning of every 4-H meeting. Think back to the last time you recited those words. Did you think about the meaning of the words? Did you question whether you had made a noble attempt to live up to the 4-H pledge's words? Most of us have not reflected on the actual meaning of the words we have memorized.

Your role as your club's community service officer is to be responsible for all aspects of one or more community service projects that your club participates in this 4-H year. You will give leadership to the project and will delegate responsibilities to other club members, advisors, parents, and community members.

## Before You Begin

All 4-H clubs are encouraged to perform at least one community service project per year. Look back at the types of community service projects your 4-H club has been involved with in the last three years. Now ask yourself these questions:

- Did you do a different project each year or were projects repeated in the last few years?
- Did the projects engage all club members?
- Did you like the project?
- Was it fun or creative?
- What did the other club members think?
- What did you not like about the project?
- What could you do to improve the project?
- Did you see the impact it had on the community or people involved?

### *How was the community service project organized?*

- Where did the club get the idea for the project?
- Who decided on the project?
- Did club members do the project because the club advisor suggested it?
- Who planned the project?
- Who evaluated the project?
- Who reported the project to the community?
- Was everyone—4-H members, advisors, and parents—involved?

Reflecting on past community service projects will help you and your club have a more meaningful project for this year. Remember, it takes leadership from you and teamwork from the entire club to "make the best better."

# My Officer Goals

After reviewing this record book and the resource guide, develop a plan for what you will do as community service officer this year. Select activities from the items listed below. Feel free to be creative and add your own activities.

| Activities   | Plan to Do (✓) | Plan to Complete By | Date Completed |
|--|----------------|---------------------|----------------|
| Learn the difference between community service and service learning projects.                                |                |                     |                |
| Contact a non-profit or Chamber of Commerce to explore opportunities in your community for service projects. |                |                     |                |
| Plan to evaluate one of your club's community service projects to determine its outcome.                     |                |                     |                |
| Assist your club members in discussing the pros and cons of each community service project idea.             |                |                     |                |
|  |                |                     |                |
|  |                |                     |                |
|  |                |                     |                |

| Things to Do on Your Own                                | Plan to Do (✓) | Plan to Complete By | Date Completed |
|---|----------------|---------------------|----------------|
| Attend an officer training program.                     |                |                     |                |
| Make a poster or exhibit for the club booth.            |                |                     |                |
| Give a speech at a county speaking contest.             |                |                     |                |
| Give a demonstration at a county demonstration contest. |                |                     |                |
|   |                |                     |                |

# Community Service Planning Form

Use this form to brainstorm ideas for community service projects your club members could complete this year. Answering these questions will help you plan a great community service project for your 4-H club.

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

Why is this project needed? \_\_\_\_\_

How long will the project last? \_\_\_\_\_

What information do you need to know? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain what you will be doing during the project: \_\_\_\_\_

\_\_\_\_\_

Who are you going to contact for information? \_\_\_\_\_

\_\_\_\_\_

Do you need resources to get your community service project completed? List some here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you want members and advisors to do as part of the community service project?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Community Service Projects Summary

Club Name: \_\_\_\_\_ Year: \_\_\_\_\_

Record your completed projects below.

| Project | Location | Number of Participants | Contact Person | Suggestions for Improvements |
|---------|----------|------------------------|----------------|------------------------------|
|         |          |                        |                |                              |
|         |          |                        |                |                              |
|         |          |                        |                |                              |
|         |          |                        |                |                              |

Other projects considered this year but not completed:

\_\_\_\_\_



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.

**ohio4h.org**

This publication and other officer resources can be found at **ohio4h.org/officerresources**. For other Ohio State University Extension, 4-H Youth Development publications, contact your local OSU Extension office or purchase online at **extensionpubs.osu.edu**. Ohio residents get the best price when they order and pick up their purchases through local Extension offices.