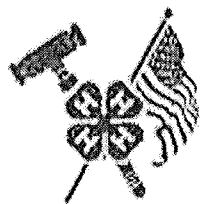
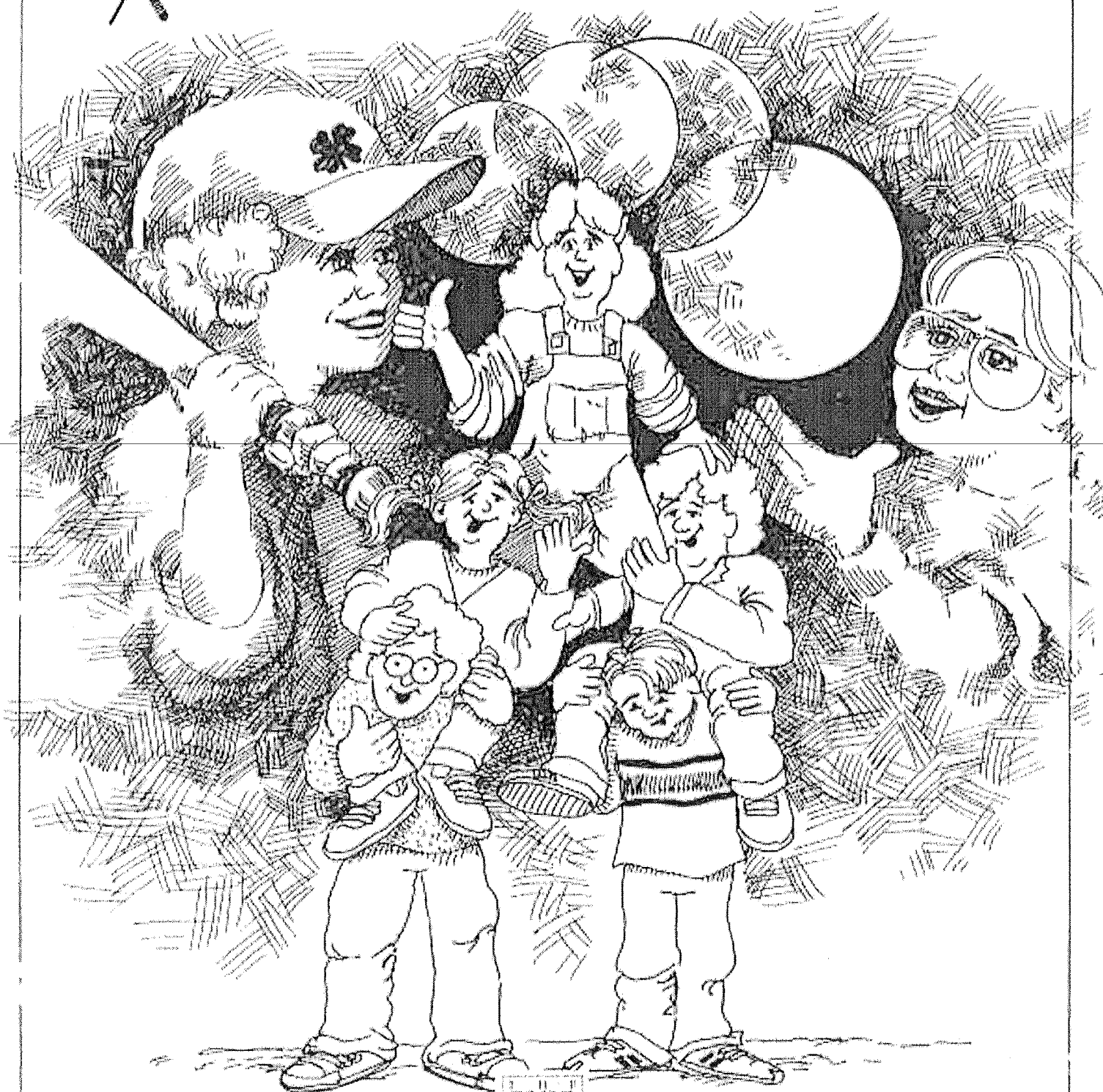


OHIO 4-H CLUB OFFICER'S GUIDE



RECREATION LEADER



Where Do You Begin?

Congratulations! You have been elected to serve as an officer of your 4-H Club. By electing you, the members of your club have expressed their confidence in your ability to be a leader of their group. But being elected is only the beginning. You must now fulfill the expectations of the members by being a hard-working and effective leader. A good officer should be prepared to:

- Give credit rather than take credit.
- Help guide the club rather than control it.
- Understand and carry out the duties of the position.
- Be respectful of the rights and opinions of others.
- Be prepared, organized and enthusiastic.
- Serve as a representative of the 4-H organization to family, school, community, state and country.
- Promote the club's opinion and wishes instead of your own.

If you are prepared to do these things, you are on the road to becoming a good officer.

Officers work as a team to move the club toward its goals. But remember, your club advisor is a member of that team, too. By working with the advisor, the club can "map out" its program (what the club plans to do) a year in advance.

You can be an effective officer by taking time to learn a few simple skills. As you perform your duties well, you will earn the respect of both your peers and advisors alike.

Authors

Christy M. Fisher Leeds, County Extension Agent, 4-H
Niki Nestor McNeely, County Extension Agent, 4-H
Betty Wingerter, County Extension Agent, 4-H
The Ohio State University

What Is Your Job as a Recreation Leader?

Your job as recreation leader is to help everyone become a part of each 4-H meeting or activity. Your job is to help people have fun. You will know you are doing a good job as recreation leader if you can put a check beside each statement below.

- ___ I will make recreation a part of every 4-H meeting.
- ___ I will be enthusiastic.
- ___ I will lead recreation when asked.
- ___ I will help others lead as well as play.
- ___ I will work with other 4-H club officers in planning the program.
- ___ I will try new, different recreation activities with my 4-H club.
- ___ I will plan recreation before each meeting.

This 4-H recreation leader book will help you understand what recreation is, how to use recreation as part of your 4-H club program and how to be a great 4-H recreation leader!



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Keith L. Smith, Associate Vice President for Ag. Adm. and Director, OSU Extension

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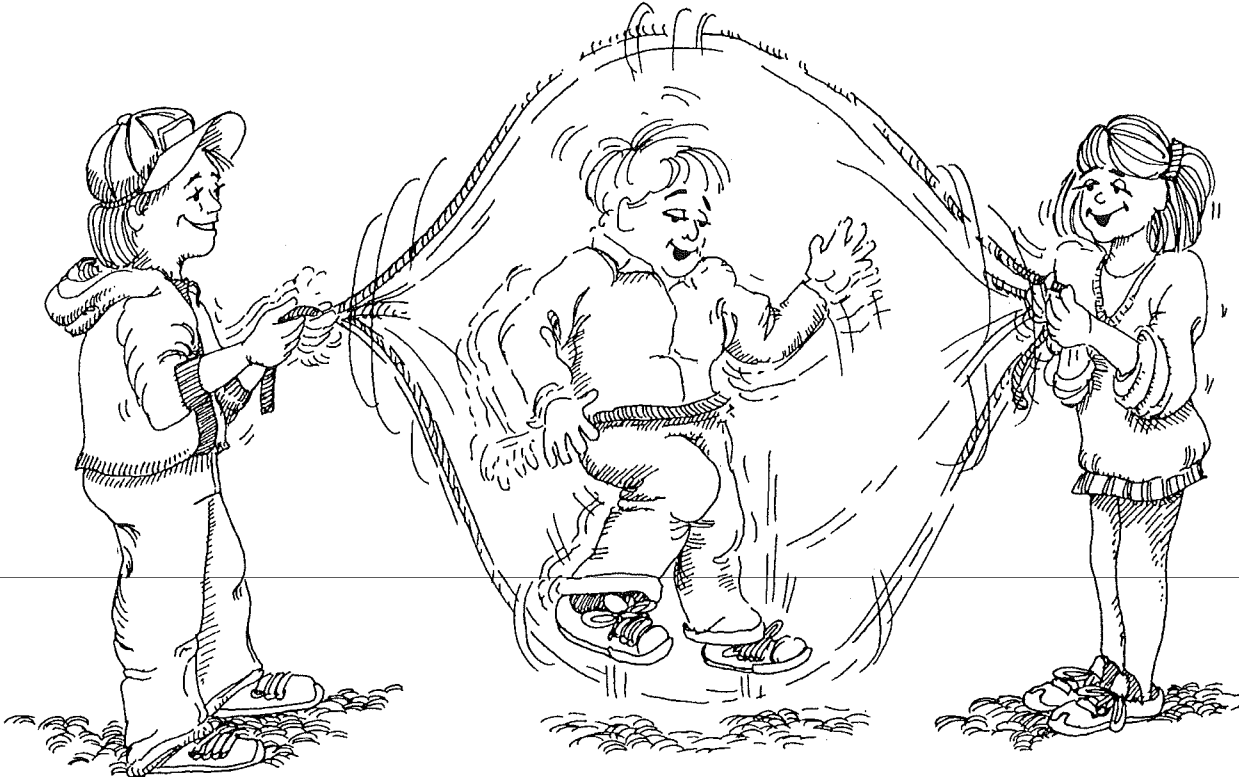
Why Have Recreation at 4-H Meetings?

Recreation is an important part of our lives. Recreation activities can help your 4-H club members to:

- Have fun.
- Get to know each other.
- Learn to cooperate with others.

- Learn new skills.
- Enjoy being with others.
- Learn to understand themselves.

Recreation is a necessary part of every well-developed 4-H club program. Recreation gives members a chance to learn, participate and assume leadership responsibilities.



What Is Recreation?

Recreation is doing activities that are fun. Recreation helps people make friends and be creative, and teaches them about themselves.

Are refreshments served at your club meetings? Recreation is "the refreshment for your mind." As recreation leader, you will be responsible for choosing activities for your entire club.

Recreation can have several purposes. Some recreation can teach or have a special purpose such as getting acquainted. Other recreation can simply provide an opportunity to have fun.

Recreation can be an activity for one person, two people, a small group or a large group. Recreation can be quiet or loud, serious or crazy, active or still, mental or physical. There is a wide variety of recreation activities to choose from.

Which of the activities at the right are examples of recreation you could do at a club meeting? Check those you think are examples.

- | | |
|---|---|
| <input type="checkbox"/> Singing | <input type="checkbox"/> Telling jokes |
| <input type="checkbox"/> Playing checkers | <input type="checkbox"/> Clowning |
| <input type="checkbox"/> Square dancing | <input type="checkbox"/> Mime |
| <input type="checkbox"/> Riddles | <input type="checkbox"/> Card games |
| <input type="checkbox"/> Puzzles | <input type="checkbox"/> Relay races |
| <input type="checkbox"/> Skits | <input type="checkbox"/> Tug of war |
| <input type="checkbox"/> Magic tricks | <input type="checkbox"/> Water balloon toss |
| <input type="checkbox"/> Dramatics | <input type="checkbox"/> Sack races |
| <input type="checkbox"/> Puppetry | <input type="checkbox"/> Fitness course |
| <input type="checkbox"/> Frisbee | <input type="checkbox"/> Scavenger hunt |
| <input type="checkbox"/> Softball | <input type="checkbox"/> Wiener roast |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Folk games |
| <input type="checkbox"/> Kickball | <input type="checkbox"/> Aerobics |
| <input type="checkbox"/> Jump rope | <input type="checkbox"/> Crafts |
| <input type="checkbox"/> Four square | <input type="checkbox"/> Holiday parties |
| <input type="checkbox"/> Telling stories | <input type="checkbox"/> Hayride |
| <input type="checkbox"/> Talent show | |

Answer: All of these are types of recreation you could do with your club.

Find out the type of activities your club would like to do by:

- Reading the list to the members, and having them vote:
- Putting the list on a big piece of paper for all to see.
- Making a copy for each member, and having them mark their votes.

Try these ideas to teach your members about recreation:

- Have everyone answer roll call with their favorite kind of recreation.
- Do a demonstration on a new kind of recreation.

How Do You Plan Recreation for Your Club?

Planning is probably the most important job you have as a recreation leader.

Make a plan for the whole year, considering recreation for each meeting as well as special recreation events such as a family picnic, swim party or trip to an amusement park. This plan will be developed along with the other club officers, junior leaders and advisors.

Plan the specific activities for each meeting or event using the chart on pages 6-8.



Remember that you can use lots of ideas and different kinds of recreation (like those listed on page 3) for each meeting. Select activities that your club may not have done before. Old favorites are fun, but try new ideas, too.

To help you decide what kind of recreation to do at each meeting, consider the following questions. The answer to each question will affect what recreation activity you plan.

1. How many will be involved? Will there be 5 or 50 people? Some games work better with small groups, others with large groups. If your club has 20 members, you may need to divide into two groups of 10 to play a game designed for small groups.

2. How old are they? How old are the club members and others who will attend? Is there a mixture of ages? Nine-year-olds enjoy active games, while 16-year-olds may prefer group challenges. Singing, group games, dancing and skits are good for all ages.

3. What place and space will you have? Will the event be held in someone's living room, church hall, open field or barn? If you have arranged for a storyteller to come to your meeting, people can hear the stories better inside than in an open field. You can't run relays in someone's living room, but you can do riddles and paper and pencil games. If the room is large enough, you can play balloon volleyball.

4. How much time do you have? Select activities that can be done in the time allowed. If you have only 15 minutes, use an idea that takes little equipment and few directions, or choose an old favorite. You can't conduct a talent show with many acts in 10 minutes, but you can sing many songs and play lots of word games during a four-hour car ride.

5. What else is going on at the meeting? If everyone is dressed in nice clothes, playing football is not a good choice unless everyone knows to bring a change of clothes. If there is lots of business to cover, plan some active games to liven things, or do recreation before the business meeting begins. If new members are coming, plan some get-acquainted activities or name games.

6. What equipment is available? Is there a nearby ball-field, volleyball net, record player, piano, stage, hay wagon or movable chair for each person? What records, books, equipment, puppets or costumes can be borrowed from the Extension office, library, school or one of the club members?

7. Who can help? Is there someone in your club—a member's parent, camp counselor or community person—who leads dances, tells stories or plays the piano? Which club members would help pass out pencils, be chairman of a special committee and set up the room? Remember, these seven items may be different at each meeting.

Practice for Recreation Leaders

A. You have planned a scavenger hunt for 25 items as recreation at your group's meeting. The meeting lasted longer than expected so you have only 15 minutes left for the scavenger hunt. How could you change your plans so the scavenger hunt could be finished in 15 minutes? There are 16 4-H'ers at the meeting.

B. Susan Bates lives in an apartment and the only room for recreation is the living room. Suggest a game the 12 4-H'ers in her group could play.

C. The Clover Clan 4-H group has four older 4-H'ers who always sit by each other and don't talk to the younger 4-H'ers. How could you as recreation leader help them to mix with the younger 4-H'ers?

D. Four new people come to your first meeting of the year. What activity could the group do to make the new 4-H'ers feel at home and part of the group?

E. List three games that could be played at a family night. Also, list the equipment needed and the formation of the group (circle, line, etc.).

F. There are 16 4-H'ers (mostly boys, ages 9 to 16). What types of activities would you plan for them? Don't use sports (basketball, football, etc.).

For possible solutions, see page 11.

Use this space to plan your recreation activities.

Meeting Date _____ Meeting Date _____

How many people? Include visitors, guests and anyone else who will join in.		
For what age group is the recreation intended?		
How much space do you have for recreation?		
How much time do you have for recreation?		
What other things will be happening at this meeting?		
Recreation planned:		
What equipment is needed?		
People needed to help.		

Meeting Date _____

Meeting Date _____

How many people? Include visitors, guests and anyone else who will join in.		
For what age group is the recreation intended?		
How much space do you have for recreation?		
How much time do you have for recreation?		
What other things will be happening at this meeting?		
Recreation planned		
What equipment is needed?		
People needed to help.		

Meeting Date _____

Meeting Date _____

How many people? Include visitors, guests and anyone else who will join in.		
For what age group is the recreation intended?		
How much space do you have for recreation?		
How much time do you have for recreation?		
What other things will be happening at this meeting?		
Recreation planned		
What equipment is needed?		
People needed to help.		

Tips for Good Recreation Leadership

Show Enthusiasm

Enthusiasm is as contagious as measles. As a recreation leader, start with the idea that each person expects to have a good time. To show your enthusiasm, smile, be excited, be confident, speak loud enough so all can hear you, start your activity quickly and enjoy yourself. Much of your success as a leader depends on your enthusiasm.

Think Ahead

Before deciding on the activities, you need to know some basic information about your group. How much time will you have? How many people are expected? What are their ages? What are their skills and interests? How much space will you have? Will you be indoors or outdoors? What

other things are planned for the meeting? What kind of equipment is needed?

If you can't answer these questions about your 4-H club, check with your 4-H advisor or junior leader, or ask the members of your club at the next meeting.

Plan the Program

Begin with simple, familiar and easy-to-teach activities, then move to new and harder-to-teach activities. Save the best until last.

Use a variety of activities and games. Try new things. Plan more activities than you think you will need. You never know when you'll have to fill in more time. Or, maybe an activity does not go over well with your group. Plan to keep the group moving quickly from one activity to another. It's confusing to go from one large circle, to two teams and back to one circle.



Involve Others

Other people in your community or club may have special recreation skills to share. Special skills or demonstrations include the following:

- Karate
- Storytelling
- Crafts
- Tumbling
- Folk dancing
- Singing
- Clowning
- Square dancing
- You add more:

Call the county Extension office, or talk to your 4-H advisor about who can do special things for you in your community.

Another way to involve others is to let other members of your club lead activities. One member could lead songs, a second could lead active games and a third could lead quiet games.

Involve Everyone

Be patient when teaching new games; some members may learn new games quickly but others may need more time to learn something new. Also, some members may be in a wheelchair or on crutches. Be sure to plan activities in which everyone can participate.

You can involve everyone by planning a variety of activities—easy activities mixed with more difficult ones, and quiet activities mixed with active games. Someone who does not want to play can be involved by being the referee, scorekeeper or judge.

Practice

Knowing how to do something does not mean you will know how to teach it, so practice. Pretend you are at your meeting and it's time to lead recreation. Know the tunes and words to songs. Practice explaining everything. Let your family and friends be your 4-H club and practice your recreation plan with them.

Be Prepared

Make a checklist of the equipment and supplies you need. Have them ready and with you at the meeting. Have helpers ready to help you move tables and chairs, pass out papers or lead games. Let your helpers know what they need to do ahead of time.

Believe in Yourself

Each time you lead recreation, it will become easier. If you plan carefully and practice the activities, you can increase member support and confidence in you.

Be the Leader

Get the attention of the group. Stand where everyone can see and hear you. Speak loudly and clearly, but don't

yell. Be a leader and not a boss. If a group is noisy, wait until it is quiet and then grab their attention. In a large group (30 or more people), you may want to use a whistle or bell. Compliment the members. Tell them they're doing well.

Show How

Before you give instructions for an activity, get everyone into the formation you need (circle, pairs, lines, sitting, standing). Explain what you are going to do briefly and clearly.

Demonstrate how the activity is to be done. If there are a lot of directions, break them down into sections and teach one section at a time. Then put it all together. Ask if there are any questions.

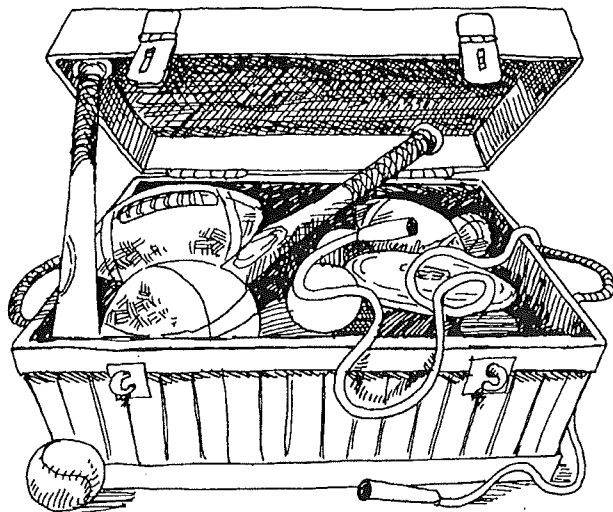
Mistakes Are O.K.

Recreation activities are designed for members to have fun. If a mistake is made, stop and point out what is wrong and start again. Remember to correct the mistake, not the person who made the mistake.

Know When to Stop

Stop while everyone is still having fun. That is, stop before everyone gets bored with the activity. That way, everyone will want to do the activity the next time you lead it.

Watch your group for signs of boredom or confusion. If people are talking or dropping out of the activity, stop. Move on to the next activity in your plan.



Advanced Skills

As you gain experience as a recreation leader, you may want to take on additional or new challenges to continue to develop your skills.

Following are ways to expand your recreation skills and knowledge. You could keep resources you develop for future use, or you could pass them on to the club's next recreation leader.

Card File or Notebook

Using a recipe box and index cards or a notebook, make a collection of recreation ideas. Sections of your file or notebook might be "Get-Acquainted Games," "Active and Outdoor Activities," "Quiet and Indoor Activities," "Skits and Stunts," "Riddles," "Puzzles and Jokes," "Songs"—there are many possibilities.

Write a description, directions or rules, supplies needed, and time needed for each of your activities. Keep your file box or notebook with you at meetings so you can be ready to do activities whenever asked.

Recreation Box

Use a box, trunk, old suitcase, etc., to gather your recreation supplies. Fill your box with materials for use with many different activities and groups. Scan your card file or notebook to see what supplies you need for your favorite activities, and make sure these are in your box. Here are some ideas:

- Paper cups
- String
- Markers
- Paper/pencils
- Clothes pins
- Index cards
- Blind folds
- Ping pong balls
- Balloons
- Paper clips
- Bell or whistle
- Masking tape
- Straws
- Scissors
- Newspaper

Teach Members to Lead Recreation

Now that you have some skills as a leader, you may be ready to teach younger members of your club how to plan and lead recreation. Sharing knowledge is one of the most rewarding parts of being a leader. Remember to start with simple activities so young leaders can feel successful. Maybe you can begin by having them help you with recreation leadership.

Where to Get Recreation Activity Ideas

- Music teachers
- Drama teachers
- Choir directors
- Camp counselors
- Coaches
- Local book store
- County Extension office
- Public library
- School library
- Parks and recreation department

Books and Resources

"Buckeye Leadership Workshop Notebook," published annually. Available from Dortha Mengert, 204 Ambrose, P.O. Box 217, Arcadia, OH 44804.

Fluegelman, Andrew, "More New Games Book," Doubleday and Co., Inc. 1981.

Fluegelman, Andrew, "The New Games Book," Doubleday and Co., Inc. 1976.

Harbin, E.O., "The Fun Encyclopedia," Abingdon Press, 1983.

American Camping Association, Bradford Woods, Martinsville, IN 46151-7902. Write for catalog.

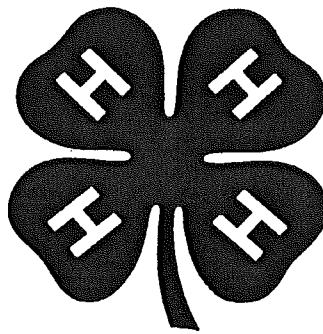
Camp Tawingo Publications, RR#1, Huntsville, Ontario, Canada, POA 1KO. Write for catalog.

World Wide Games, Inc. Box 450, Delaware, OH 43015. Write for catalog.

National 4-H Supply Service, 7100 Connecticut Ave., Chevy Chase, MD 20815

Possible Solutions to "Practice for Recreation Leaders"

- A. Use fewer items
Use 25 items and four teams
- B. Play card games
Make puzzles
Do crafts
Tell stories
- C. Relay games with older members vs. younger members
Ask the older girls to lead recreation at one meeting
Involve them as team captains
Do popular dancing
Perform creative dramatics
- D. Do get-acquainted games such as:
Zip, Zap, Zoom
Bashful Barry
How Do You Like Your Neighbors?
- E. Have a scavenger hunt relay
Do square or folk dancing
Play elephant
Do creative dramatics
- F. Do stunts and challenges
Do brain teasers
Have a karate demonstration



The 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.