

4-H Liberia Handbook



January 2020



4-H Liberia Handbook



Table of Contents

About 4-H Liberia	2
4-H Colors	2
4-H Flag	2
4-H Liberia Structure	2
The Agriculture Creed	2
History of 4-H in Liberia	3
History of 4-H in Liberia Timeline	4
4-H Club Officers and Responsibilities	5
Layout of the Meeting Room	6
Opening Ceremonies	6
Closing Ceremonies	8
Gavel Rules	8
Basic Parliamentary Procedure Rules	8
Parliamentary Procedure: Know the Motion	9
SMART Goals for your 4-H Club	10
Example Record Templates	11
Example Attendance Records	12
Example Meeting Minutes	13
4-H Pledge	14

About 4-H Liberia

4-H is a community of young people across Liberia who are learning leadership, citizenship, and life skills.

Participating youth—from grades 3rd-12th—and adult volunteers “learn by doing” through opportunities in which they gain a sense of belonging within a positive group, cultivate independence with guidance from caring adults and peers, and master life challenges.

4-H Colors

Green—The green, nature’s most common color, is emblematic of life, springtime, and youth.

White—The white in the 4-H flag symbolizes purity.

4-H Flag

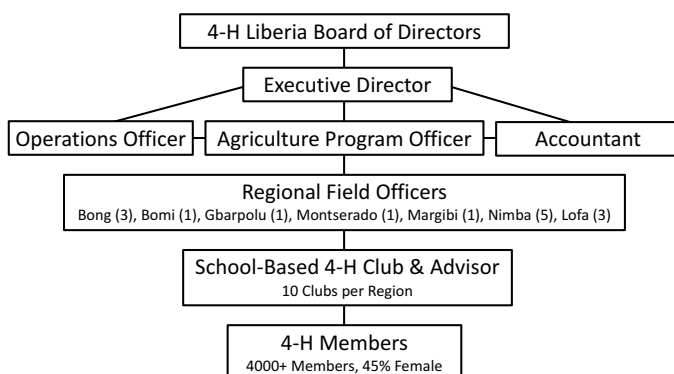
Head—Mental Development
(Deeper knowledge and reasoning).

Heart—Emotional Development
(Developing interest, appreciation, and wholesome attitudes).

Hands—Skills Development
(Ability to do, skill in doing, and habit of doing).

Health—Physical Development
(Understanding and appreciating a growing and changing body), and Emotional Development
(developing and maintaining positive relationships with others).

4-H Liberia Structure



The Agriculture Creed as adapted from E.M. Tiffany

I believe in the future of agriculture, with a faith born not of words but of deeds — achievements won by the present and past generations of agriculturists; in the promise of better days through better ways, even as the better things we now enjoy have come to us from the struggles of former years.

I believe that to live and work on a good farm, or to be engaged in other agricultural pursuits is pleasant as well as challenging; for I know the joys and discomforts of agricultural life and hold an inborn fondness for those associations which, even in hours of discouragement, I cannot deny.

I believe in leadership from ourselves and respect from others. I believe in my own ability to work efficiently and think clearly, with such knowledge and skill as I can secure, and in the ability of progressive agriculturists to serve our own and the public interest in producing and marketing the product of our toil.

I believe in less dependence on begging and more power in bargaining; in the life abundant and enough honest wealth to help make it so — for others as well as myself; in less need for charity and more of it when needed; in being happy myself and working fairly with those whose happiness depends upon me.

I believe that Liberian agriculture can and will hold true to the best traditions of our national life and that I can exert an influence in my home and community which will stand solid for my part in that inspiring task.

To make
the best
better.

History of 4-H in Liberia

The history of agricultural education in Liberian Schools dates back to early 1952 when the Secretary of the Department of Agriculture and Commerce (now the Ministry of Agriculture), Honorable John W. Cooper, and the Secretary of the Department of Public Instruction (now the Ministry of Education), Honorable Ernest J. Yancey, commissioned the drafting of the Vocational Education Program for the Liberian Schools. Financial assistance was provided by the “Point Four Program,” the predecessor to USAID.

The draft program was accepted by the Departments of Agriculture and Commerce and Public Instruction and was implemented under the Joint Department Program. The first three schools selected for piloting to include agriculture as a formal subject in the teaching curriculum were the University of Liberia, Lott Carey Baptist Mission School in Brewersville and the Cape Palmas High School in Maryland County.

The program was launched to:

1. Help coordinate training toward useful citizenship;
2. Develop within the young group an interest in farming through pre-vocational training with experiences that will help them understand and appreciate it;
3. Help young boys and girls acquire agricultural knowledge and skills of a vocational nature that will lead to efficiency in doing ordinary farm jobs making it possible for them to earn a livelihood in the area of agriculture; and
4. Extend this type of program to as many schools in the Republic of Liberia.

To achieve the desired objectives, the schools with vocational agriculture programs were encouraged to organize farmers’ associations such as the Future Farmers of Liberia (FFL) and 4-H Clubs.

4-H first came to Liberia by U.S. Peace Corps volunteers that worked with the Ministry of Agriculture and Ministry of Education in the 1960s. A U.S. Peace Corps volunteer named, Sandy Covey, established the first 4-H Club in Maryland County.

Though the program was ongoing when the late Dr. William Richard Tolbert, Jr. became president of the Republic of Liberia in the early 1970s, who himself was a farmer, he emphasized the need for strengthening the training of agriculture in schools to give students a feeling of dignity in work. This did not stop there but rather led to the enactment of the legislation that established the Division of Agriculture and Environmental Education with statutory responsibilities put in place.

During this time, 4-H membership peaked at 27,000 young people in 1,950 clubs. An annual 4-H conference was held each December at Booker Washington Institute. One member from each club was selected to represent his club and give an activities report for the year. The top 4-H Club and School Garden were selected for each county.

The devastation of the conflict caused 4-H to be abandoned by the 1990s. The massive looting and infrastructural destruction characterized by several hostilities impacted all sectors of the country.

In 2006, nine students from three universities in Monrovia met to establish an organization that would give children practical leadership skills to empower them to be self-reliant, good citizens. Not knowing the history of 4-H in Liberia, one student came across 4-H on the internet and found commonality with its stated vision and mission. The students wrote to the National 4-H Headquarters in the U.S. to ask permission to establish 4-H clubs in Liberia. One of the Program Specialists, James Kahler, gave permission to establish 4-H Liberia as an independent, country organization. With this information, the students re-established 4-H Liberia.

The first club that was established was at Lott Carey Baptist School in Brewerville, one of the original pilot schools for agricultural education in the 1950s. Rabbit rearing and corn production were the first projects of the club. By 2010, 4-H Liberia established eight clubs.

In 2011, Trent McKnight, a former 4-H member and national president of the Future Farmer of America, came to

History of 4-H in Liberia Continued...

Liberia through ACDI/VOCA's Farmer-to-Farmer program and helped lead a strategic planning session for 4-H Liberia. Within the five-year strategic plan, 4-H Liberia prioritized school gardens and leadership development.

In 2012-2013, through the help of the United Nations' World Food Program (WFP) and the Ralph C. Norman Foundation USA, 4-H Liberia established 150 school garden clubs and sixteen 4-H Clubs in thirteen counties, excluding Lofa and Grand Cape Mount. Through this project, 4-H Liberia trained 750 Parent Teacher Association (PTA) members and agriculture science teachers, printed 900 4-H manuals, and involved 3,200 students.

The government of Liberia, supported by the World Food Program, used crops grown in the school gardens in the school feeding program.

In 2014, 4-H Liberia partnered with the United States African Development Foundation (USADF) to establish 72 4-H Clubs in six counties. The purpose of the project was to train students in agricultural

education, entrepreneurship, and leadership. The program reached 3,000 students in agricultural education and leadership; 45% of these students were female.

In 2014, 4-H Liberia also established a partnership with AgriCorps to bring U.S. college graduates of agriculture to teach agricultural education and leadership in Liberia. AgriCorps Fellows help strengthen 4-H programs at the local and national levels.

4-H held its first youth leadership camp in December 2016 to promote agriculture as one of the best tools to build the nation. The camp consisted of sessions about entrepreneurship, agri-business, gender, sustainable agriculture practices, leadership, integrity, and 4-H meeting procedures. In addition to the support from USADF, 4-H Liberia received support from ACDI/VOCA and 4-H partners in the U.S.

In June 2017, 4-H held its first agricultural fair in Monrovia with students from 38 schools attending. A top school garden was selected, and students sold their produce at the local market.

History of 4-H in Liberia Timeline

1952	The School Garden Initiative began in Liberia as a joint effort between the Ministry of Education and the Ministry of Agriculture.
1960s	The first 4-H Club was started in Maryland County by U.S. Peace Corps Volunteer Sandy Covey. Through an effort by Peace Corps, 4-H became a component of the School Garden Initiative.
1970s	4-H gained traction and at its height had 1,950 Clubs and 27,000 members.
1990s	4-H was disbanded due to the Liberian Civil Wars.
2006	Nine university students from three universities in Monrovia reorganized 4-H as an NGO.
2010	Eight active 4-H clubs.
2012	4-H received a grant from the World Food Program and began to scale.
2014	4-H Liberia partnership with the United States African Development Foundation established 72 4-H Clubs in six counties.
2015	CARI (Central Agricultural Research Institute) hosted the first agriculture training for 4-H advisors.
2016	The top 50% of 4-H clubs grossed an average of \$810 per school. 4-H Liberia held their first National Agriculture Leadership Camp.
2017	4-H Liberia held the first National Agriculture Fair with 38 schools attending.
2018	Over 72 clubs in operation in six counties, involving more than 2,500 young people, 45% of which are female.

4-H Club Officers & Responsibilities

The offices of a 4-H Liberia Club shall be: president, vice-president, secretary, treasurer, chaplain, and advisor. Other officers may be elected as deemed appropriate by the local advisor and/or governing body. Officers must be in junior or senior high.

A local teacher will serve as advisor. The roles of the officers shall be:



President Stationed by the Rising Sun

1. Preside over meetings according to accepted rules of parliamentary procedure
2. Appoint members to committees and serve on them as non-voting member
3. Coordinate the activities of the club
4. Represent the club in public relations and official functions in the community



Treasurer Stationed by the Palm Tree

1. Receive, record and deposit 4-H funds and issue receipts
2. Maintain financial records from the School Demonstration Farm
3. Present monthly treasurer's report at club meetings
4. Collect membership dues and special assessments



Vice President Stationed by the Cutlass

1. Assume all duties of the president if the president is absent
2. Coordinate all committee work
3. Work closely with the president and advisor to assess progress toward meeting club goals



Chaplain Stationed by the Image of Rainfall

1. Open meetings with prayer
2. Respect all religious affiliations within the 4-H Club
3. Be a model of good character



Secretary Stationed by the Flag

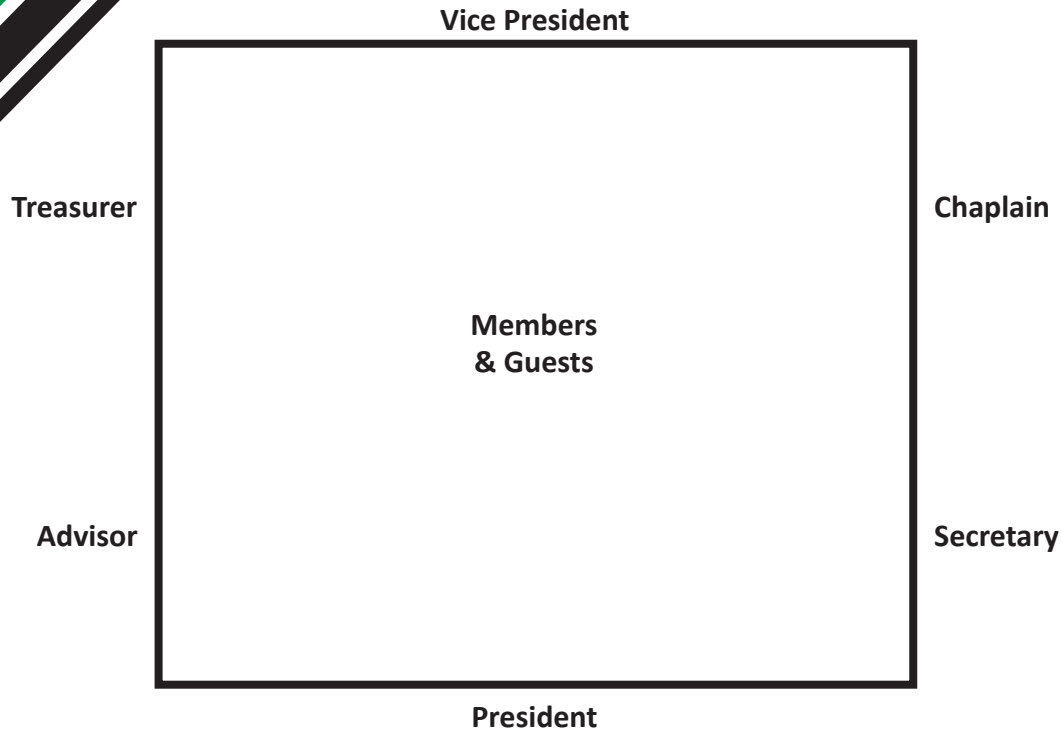
1. Prepare and post the agenda for each club meeting
2. Prepare and present the minutes of each club meeting
3. Place all committee reports in the designated area
4. Be responsible for club correspondence
5. Maintain member attendance, activity records and issue membership cards
6. Maintain Labor Records from the School Demonstration Farm
7. Maintain all records in an Official 4-H Club's "Secretary's Book"



Advisor Stationed by the Rabbit

1. Must be a paid agriculture science teacher at the school
2. Supervise year-round 4-H Club activities
3. Inform prospective students and parents about the 4-H Club
4. Train students in improved agricultural practices
5. Train students in leadership, organization, and parliamentary procedure
6. Work alongside students in the school demonstration farms using improved practices
7. Work with the PTA to provide support
8. Work with farmers in the community and train them in the improved agricultural practices used by 4-H

Layout of the Meeting Room



* Officers should be placed around the membership with the President at the front. The above diagram illustrates the location of the officers. Officers should speak loudly and clearly so the entire membership can hear.

Opening Ceremonies

When the time set for the opening of the meeting arrives, the president, after quietly arranging for any necessary officer substitutions, rises, raps for attention, secures order, and proceeds as indicated below. The other officers rise as called upon by the vice president, and remain standing until seated by the president.

President: "The meeting room will come to order. We are now holding a meeting of the (school name) 4-H Club."

"Mr./Mdm. Vice President, are all officers at their stations?"

Vice President: (Rising and facing the president) "I shall call the roll of officers, determine if they are at their stations and report back to you, Mr./Mdm. President."

Vice President: (Calling roll of officers) "The chaplain."

Chaplain: "The chaplain is stationed by the image of rainfall."

Vice President: "Why by the image of rainfall?"

Chaplain: "Rainfall represents the blessings of God for all of life. I, too, will seek God's blessings for our club and be a model of good character and upright living."

Vice President: "The treasurer."

Treasurer: "Stationed by the Palm Tree."

Vice President: "Your duties there?"

Opening Ceremonies Continued...

Treasurer: "The Palm Tree is a symbol of resourcefulness. Just as we find both food and shelter from the Palm Tree, so I will strive to seek and steward financial resources for our club."

Vice President: "The secretary."

Secretary: "Stationed by the flag."

Vice President: "Your duties there?"

Secretary: "Upon our flag stands the Lone Star. The Lone Star is a symbol of freedom and independence. Just as our forefathers recorded their deeds to create the first, independent African nation, so I will keep an accurate record of all meetings."

Vice President: "The advisor."

Advisor: "Here by the rabbit."

Vice President: "Why stationed by the rabbit?"

Advisor: "The rabbit is a traditional symbol of knowledge and wisdom. Being older than the rest of you, I am asked to advise you from time to time, as the need arises. I hope that my advice will always be based on true knowledge and ripened with wisdom."

"Mr./Mdm. Vice President, why do you keep a cutlass at your station?"

Vice President: "The cutlass is the symbol of labor and the first step to making a farm. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to assist at all times in directing the work of our organization. I preside over meetings in the absence of our president, whose place is beneath the rising sun."

Advisor: "Why is the president so stationed?"

Vice President: "The rising sun is the token of a new era in agriculture, dawning a Green Revolution of abundant food supply. If we will follow the leadership of our president, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation. Mr./Mdm. President, all officers are at their stations."

President: (Rises and faces the vice president)

"Thank you, Mr./Mdm. Vice President."

(All take seats at tap of gavel.) "The secretary will call the roll of members."

Secretary: "There are members and guests present, Mr./Mdm. President."

(The secretary may call the complete roll if necessary and report on that basis. However, it is a time-consuming procedure for a local club when all members' names are in the Secretary's book where they can be quickly consulted and checked beforehand.)

President: "Thank you. 4-H members, what is our motto and pledge?"

(All members stand at 3 taps of gavel.)

All members in unison: "To make the best better."

"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."

(All are seated at 1 tap of gavel.)

President: "May we fulfill our motto and pledge, I now declare this meeting of the (chapter, district, etc) 4-H Club duly opened for the transaction of business, or attention to any matters which may properly be presented."

* Proceed with the regular order of business.

Developing potential.

Closing Ceremonies

When the business at hand has been disposed of or an appointed time for closing has arrived, the procedure is as indicated below.

President: “Mr./Mdm. Secretary, do you have a record of any further business which should now be transacted?”

Secretary: (Rises, replies and is seated.) “I have none, Mr./Mdm. President.”

President: “Does any member know of any new or unfinished business which should properly come before this meeting?” (If no answer, proceed as follows.) “We are about to adjourn this meeting of the (school name) 4-H Club. As we mingle with others, let us be diligent in labor, just in our dealings, courteous to everyone, and, above all, honest and fair in the game of life. Fellow members and guests, join me in a salute to our flag.”

(Taps three times with gavel to call members to stand, face the flag at the reporter’s station and with their right hands over their hearts, repeat the following pledge.)

All in unison: “I pledge allegiance to the Flag of Liberia and to the Republic for which it stands, one Nation indivisible, with liberty and justice for all.”

President: “I now declare this meeting adjourned.” (Taps once with gavel and the meeting is adjourned.)

Gavel Rules

- **One tap**—signifies passage or failure of a motion or calls participants to sit down.
- **Two taps**—calls the meeting to order.
- **Three taps**—calls the members to rise. The membership rises in unison on the third rap.
- **Several, quick taps**—restores order.

Basic Parliamentary Procedure Rules

Who runs the meetings?	President
The president must recognize me before I can...	Speak
The speaker must always...	Stand
How many people can talk at a time?	One
When I am speaking, I should only talk about...	The subject we are discussing
To bring up a new discussion topic, I must make a...	Motion
To move forward with a motion, it must require someone to...	Second the motion
If I want to change a motion, I must offer an...	Amendment
At the end of the discussion, the members must...	Vote
In order for a motion to pass, how many members must vote for it?	A majority: Half of the members present plus one
Is the advisor allowed to tell students how to vote?	No

Parliamentary Procedure: Know the Motion

Main Motion

This will be the most common type of motion that you will use. All main motions start with: *"I move that...."*

Examples of motions in your 4-H club include:

"I move that our club goes on a field trip."

"I move that we grow cassava on the school demonstration farm." *"I move that we have a football match on Friday."* All motions require a second. The proper way to second a motion is, *"I second the motion."* No thirds, fourths, or fifths are needed. After a motion is seconded, the president opens the floor for orderly discussion with only one person discussing at a time. There can only be one main motion open for discussion at a time. After discussion, the members vote on the main motion. A majority of the members present (50% plus one) is required to pass a motion. If the vote is a tie (7 in favor and 7 against), the president casts the deciding vote.

To Amend

To amend means to change. The motion to amend is made if you want to change the main motion. You can change the motion by adding words, changing words, or deleting words from the main motion. *"I move to amend the main motion by [adding] [changing] [deleting]..."*

Examples of motions to amend in your 4-H club include: *"I move to amend the main motion that our club goes on a field trip by adding 'to a commercial farm' after 'field trip'."* *"I move to amend the main motion that we grow cassava on the school demonstration farm by changing cassava to vegetables."*

"I move to amend the main motion to have a football match on Friday by deleting 'Friday'."

The motion to amend requires a second. After a motion to amend is seconded, the president opens the floor for orderly discussion on the amendment only with only one person discussing at a time. If the amendment passes, then the main motion is changed, if amendment fails, the main motion remains the same. A majority of the members present (50% plus one) is required to pass an amendment. If the vote is a tie (7 in favor and 7 against), the president casts the deciding vote. After the vote on an amendment, the president returns the discussion back to the main motion (as amended, if the amendment passes). After discussion, the members vote on the main motion.

Motion to Adjourn

At the closing of a meeting, there must be a motion to adjourn. A member would say, *"I move to adjourn the meeting."*

Note that a motion to adjourn is slightly different: It is made at the very end of the meeting, and it requires a "second." There is no discussion allowed. Since there is no discussion allowed, a motion to adjourn must be voted on right away, but it cannot be made while a club is discussing a main motion.

The main motion must be voted on first. If there are no main motions before the club, the motion to adjourn may be made and voted on. A majority of the members present (50% plus one) must pass the motion to adjourn.

Learn *by* **doing.**

SMART Goals for your 4-H Club

SPECIFIC: Why should this goal be accomplished? Who will be involved? Where will they be doing it? When should it be accomplished?

Example: Our 4-H club will grow tomatoes, spinach, and raise chickens to feed 100 students five times a week in school for a year.

MEASURABLE: How will you know you are accomplishing your goal?

Example: Starting from August of this year, at the beginning of each week our 4-H club will provide the school cook with two boxes of tomatoes and spinach as well as 10 chickens to cook for the school feeding program for a year.

ACHIEVABLE: Do you have what you need to accomplish these goals? What can you do to bring you closer to your goal?

Example: Starting in August, our 4-H Club will plant 10 tomato plants and 10 rows of spinach in the school garden every eight weeks so we can harvest two boxes of tomatoes and spinach for school meals each week.

REALISTIC: Are all club members willing and able to help? Are partners such as teachers or elders in the community willing and able to help?

Example: We have some land in the school to raise chickens and grow some tomatoes. The principal lives near the school and has agreed to let us grow spinach on some land in her backyard. We have 40 members in our club and an agriculture extension agent who comes to the school once a week to advise us.

TIMELY: When will this goal be accomplished? How often will club members carry out activities to accomplish this goal?

Example: Ten of our club members will be responsible for harvesting the tomatoes and spinach each Monday, while the other ten will be responsible for selecting the chickens to be given to the school cook on Mondays. The other five will be responsible for maintaining the chicken coop and buying quality chicken feed for the chickens each Friday.

Specific • Measurable • Achievable • Realistic • Timely

4-H Liberia empowers young people to become

self-sufficient citizens

by developing their potential in premiere leadership,
agricultural sustainability, and essential life skills.

Example Record Templates

4-H Club and School Demonstration Farm Financial Record Book				
Date	Description	Income	Expenses	Balance
End of Season	Total			

Income: _____ – Expenses: _____ = Profit or Loss

[illegible]

Club Name: _____

[illegible]

Example Meeting Minutes

MINUTES OF THE MEETING

The meeting of the _____ 4-H club was called to order by _____
(*person presiding*). The meeting was held at _____ (*location*) on
_____ (*date*) at _____ o'clock.

The minutes from the previous meeting were read and approved.

Number of members present: _____. There were _____ boys and _____ girls.

Others attending, including adults, guests and new members, were:

Business included: (*committee reports, old and new business, decisions*)

Education included: (*talks, demonstrations, working in the school farm, etc. and by whom*)

Recreation/social included: (*activity, sports, teamwork games, etc.*)

The next meeting of the club will be held at _____ (*location*) on
_____ (*date*) at _____ o'clock.

Respectfully submitted by: (*signature of club secretary*):



4-H Pledge

**I pledge my Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
And my Heath to better living,
For my club, my community,
My country, and my world.**