

SENTINEL

Steps to Success

BEFORE THE MEETING:

- ◆ Attend your Officer Team Meeting if one is held.
- ◆ Decide the best way to set-up for the meeting based on what the program and recreation for that meeting will be.
- ◆ If you cannot attend a meeting, notify the president ahead of time so he or she can appoint a fill-in.
- ◆ Be familiar with the proper methods for displaying, folding, and storing flags.
- ◆ Be an authority on proper flag etiquette and history for your club. Consider doing a talk or demonstration during the 4-H year to remind members of what the flags stand for.



DURING THE MEETING:

- ◆ Arrive early to set-up for the meeting, properly display the flags, and be available to discuss items of business with the leaders and other officers if needed. Remember, you are part of an officer TEAM—make sure to do your part!
- ◆ Lead the pledge by saying “I” at the proper time. Encourage members to pay respect to the flags at ALL times. If they aren’t, don’t be afraid to stop the pledges and remind the members to the importance of our flags and what they stand for in our country.
- ◆ Help the president maintain and follow parliamentary procedures.

AFTER THE MEETING:

- ◆ Lead clean-up after the meeting. Help your leader and guest presenters (if there were any) carry things their cars.
- ◆ Carefully take the flags down and package them for safekeeping until the next meeting.



TYPES OF MEETING ARRANGEMENTS:

Different meeting arrangements are useful in different situations. To decide which type of arrangement is best suited to your club during for a particular meeting, think about the program and recreation that are planned. Do you need lots of open space? Do you need everyone to be facing in one direction? Do you want everyone to be able to see everyone else's face? Are you trying to encourage the group to talk to each other, or are you trying to discourage talking? Think about when each of these arrangements would be most useful. ...And when they wouldn't.

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XXXX XXXX
XXXX XXXX
XXXX XXXX
XXXX XXXX
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Theatre

```
XXXXXXXXX
X         X
X         X
X         X
```

U-Shape

```
XXXXXX XXXXXX
XXXXXX XXXXXX
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Classroom

```
      XXXX
     X   X
    X   X
   X   X
  X   X
 X   X
X   X
 X   X
  X   X
   X   X
    X   X
     X   X
      XXXX
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Circular

FLAG ETIQUETTE:

Our United States Flag is more than scraps of colorful cloth sewn together. It is a symbol of our country.

Likewise, the 4-H Flag is a symbol of our youth program and what we believe 4-H offers to each of its members.

Refer to the "Understanding & Honoring the American Flag at 4-H Meetings," and "Guidelines for Folding Flags at 4-H Activities" handouts for details on the proper methods of folding and displaying these flags.