



# 4-H FUN PACK

**110 Fun and Enlightening  
Games and Activities  
for 4-H Members**

Created By  
Kelly Schram and Sherry Dechant



Agriculture and  
Agri-Food Canada

Agriculture et  
Agroalimentaire Canada

## The 4-H Motto

*“Learn to Do by Doing”*

## The 4-H Pledge

*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, and my country.*



## The 4-H Grace

*(Tune of Auld Lang Syne)*

*We thank thee, Lord, for blessings great  
on this, our own fair land.*

*Teach us to serve thee joyfully,  
with head, heart, health and hand.*

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## INTRODUCTION

When we were first commissioned to compile a resource of games and activities for 4-H leaders we were excited by the number of resources available on this topic. Being busy parents and active volunteers in a number of organizations we knew how challenging it was to find activities that were both interesting and educational for a variety of participants. As the project progressed, we became increasingly excited about what this resource could provide to leaders. Our friends and neighbors began to be recipients of games that we thought might fit their needs as coaches, leaders and volunteers. While these games are largely designed or adapted from other sources, this FUN PACK is a convenient, useful package that brings these games and activities together in one resource.

The FUN PACK is designed to be used by leaders, staff and senior members or anyone that is working in a leadership role, at the club level or within their communities. It consists of 110 games and activities, categorized according to the skills they teach. 4-H leaders can use these activities when planning meetings, camps, theme days, project days etc. Each game or activity is chosen to be fun and teach skills valuable to 4-H members. Our resource starts with activities designed to help plan a successful program. It goes through helping the group work more effectively, develops leadership skills, problem solving and taking initiative.

When choosing games or activities we suggest you consider a number of factors. First identify what you are trying to teach or do with your group when choosing an activity. Consider next, the nature of your group: the number of individuals, the age and skill set of those individuals, and how the group is functioning as a whole. Next, make sure you have the materials and space needed to successfully complete the selected game. Identify a few games to try. Don't be afraid to choose a couple of games to teach the same skill, and to use a game more than once if it is appropriate. Mark your favorites and pass them on.

The games and activities can be used as energizers or in a definite manner to teach specific skills. Each game or activity focuses on one main skill. This is listed at the top of each activity immediately following the game title. Below this, you will notice that all the games utilize one or more other skills. Try and use a variety of activities so that people with all learning styles benefit. Remember all people do not learn in the same way.

The rules for the games are not set in stone, therefore, use the imaginations of your members, parents and leaders to adapt the games to work for your group. 4-H encourages family participation; therefore you may notice that many games suggest participation by everyone.

Feel free to pass this FUN PACK on to other leaders, members, or families in an attempt to have different people come up with games for your meetings, project days or special events. In any instance, having others find and facilitate games will provide you with a variety of different types of activities. Inevitably, this will lighten your workload, and also give others the opportunity to select games that will develop, and use their own personal skills and the skills of others in your group.

We hope you have as much fun using this resource as we had putting it together!

Kelly Schram and Sherry Dech



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# **UNIT ONE**

## **Program Planning**



"You don't just stumble  
into the future you  
create it for yourself."

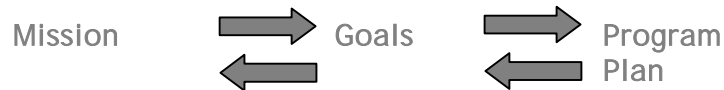
Author Unknown





## PROGRAM PLANNING

A program plan is the outline of events and activities that your members, leaders, and parents follow to reach the goals of the club. A successful program plan provides detail and shows how each activity supports your organization's mission.



Good programs don't just happen. A program plan is more than a random list of activities. Developing a plan requires time, thought and commitment from your members. The effort put into developing a plan is worth it. It will give clear direction when making decisions about activities. It focuses the club's resources on activities that achieve the mission. It's also a way to increase member contribution and involvement.

Follow these steps to develop a program plan that will interest and involve your members and project the image you want for your club.

### Identify Your Club's Purpose

Use the club's mission statement in developing program plans. A mission statement outlines the reason you exist as a club. A good mission statement briefly describes what the club plans to do, for whom and how. Frequent discussion on the club's purpose helps keep the club on track and ensures that members are aware of why the club exists. Critically review your mission statement every few years and update if necessary.

Clear goals and objectives of the club are essential when developing a successful program plan. Ensure that your programs support the club's goals. If the programs do not relate to the goals, you need to review both the goals and the programs. One or the other needs to be changed to achieve a good fit.

### Analyze the Situation

Take a look at your existing programs. Do you need to do a member or community survey? Have there been changes since you developed your original program plan? Are there gaps in your programs that need to be filled with new approaches or activities? A thorough assessment is a good place to start.

### Identify Alternatives

Look at a variety of solutions, ideas and activities to achieve the club's goals. Let your creative juices flow. Use brainstorming techniques, discussion groups, surveys and suggestion boxes to collect/generate ideas. Involve as many of the members as you can to explore alternatives. The best program plans are developed when many members express their needs and interests. Member involvement is key to the success of the program plan. Members also take more responsibility if they have been involved from the beginning.

### Review Your Resources

List all the resources the club has - money, time, physical and human resources. Compare the cost of the alternatives with the resources of the club. You want to achieve the maximum impact with these resources. Don't discard an excellent idea just because you might lack some resources. Perhaps some modification of the activity will enable you to implement the plan. Review the resource itself. For example, is there any way to get more money, volunteers or the space required? Consider how you can share resources with other clubs. Creativity does wonders to stretch limited resources.



### Make Decisions

Once all the ideas have been compiled and the alternatives and necessary resources have been thought through, it's time for decisions.

Focus the planning in a few areas. The temptation to try everything can lead to frustration and dissatisfaction. If there are too many ideas and activities, go back to the overall purpose of your club. This helps you decide which plans need to be done now, done later, and which plans should be eliminated.

### Fill in the Details

The details and action to carry out the ideas need to be outlined. On a flow chart or spreadsheet, outline the specific tasks to be done, who's responsible, the timelines and the date each task is to be completed. This written record becomes an easy and valuable reference. It also helps build the accountability needed to get things done. It keeps group members well informed and can form the basis of regular progress reports from the members or committees.

### Evaluate

A part of any successful program plan is the criteria used to evaluate success. Think about how you will know when the organization has reached its goals or at least made progress toward achieving its goals. The evaluation criteria should be identified early in the program planning process.

Set specific times to measure success. Evaluation shouldn't be left to be done at the completion of an event, activity or program. Reviewing the program plan regularly ensures things are on track. Some built in flexibility is needed to revise the plan as changing circumstances dictate.

Celebrate the successful parts of the program. Learn from the ineffective activities. By evaluating the program and the planning process each year, you can improve your planning skills and increase the odds of achieving your goals.

### Summary

Take the time to develop a clear and meaningful program plan for your organization. Your image, performance and long-term success depends on it.

Adapted from Program Planning for Organizations, 1989, written by Ruth Friendship-Keller, with the permission of the Ontario Ministry of Agriculture and Food.

### Notes

Use the activities on the following pages to assist your club with Program Planning. Although most of them follow a sequence, your club can pick and choose the ones that would be the most beneficial for your club. It is a good idea, at some point, to assign or have volunteers form a Program Planning Committee.



## SURVEY TO ASSIST GOAL SETTING

### MAIN SKILL:

- Program Planning

### Other Skills:

- Communication

### Purpose:

- To allow members to clarify their ideas about what they would like to see happen during the year.

### Benefits:

- Having members answer written, open-ended survey questions is a way to generate ideas on goal setting.

### Materials:

- copy of the survey for each member
- pens and/or pencils for each member

### Instructions:

- 1) Each individual is handed a copy of the Goal Setting Survey.
- 2) Members answer the questions.
- 3) The sheets are collected and the answers assessed and compiled by the Program Plan

### Committee:

- 4) The committee can come up with a Mission Statement and goals using the information gathered on the survey.
- 5) Another option to come up with a Mission Statement and goals would be to brainstorm with all the members of the club.

*Remember not to set too many goals. You need to concentrate on just enough goals so that it's a challenge to reach them.*





## GOAL SETTING SURVEY

I want to learn more about ...

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Just for fun we could ...

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We could help our community by ...

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We can make money by ...

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I would be willing to help with ...

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## WORKING WITHIN THE 4 - H CLOVERLEAF

### MAIN SKILL:

- Program Planning

### Other Skills:

- Communication
- Creating a positive environment

### Purpose:

- To gather information that is useful in Program Planning.

### Benefits:

- Opportunity to discuss issues pertaining to group dynamics.
- You can problem solve issues that damage group dynamics.

### Materials:

- white poster paper and markers or
- a photocopy of the cloverleaf and pens and/or pencils

### Instructions:

- 1) Make a large outline of the 4-H Cloverleaf on poster paper or use a photocopy of the 4-H cloverleaf found in the CREATING A POSITIVE ENVIRONMENT section of the FUN PACK. (Pg. 37)
- 2) Brainstorm with the members all the things we need to do to work well together. Write these things inside the outline.
- 3) Discuss all the things that keep us from working as a group. Write all these on the outside.
- 4) Talk about the responses given. You can post the cloverleaf at your meeting site, and have members add on as they feel necessary.

### Variations:

- Write goals of the organization on the top of the page.
- Brainstorm activities that will meet the goals of the club inside the outline.
- Write activities that don't meet the goals the club outside the outline.

*Margaret Fraser*



## SURVEY TO ASSIST PROGRAM PLANNING

### MAIN SKILL:

- Program Planning

### Other Skills:

- Communication

### Purpose:

- To allow members to clarify their ideas about what they would like to see happen during the year.

### Benefits:

- Having members answer written, open-ended survey questions is a way to generate ideas on program planning.

### Materials:

- copy of the survey for each member
- pens and/or pencils for each member

### Instructions:

- 1) Each individual is handed a copy of the Survey To Assist In Program Planning on the next page.
- 2) Members answer the questions.
- 3) The sheets are collected and the answers assessed and compiled by the Program Plan Committee.

*Note: This survey can be completed instead of, or as a compliment to, the Brainstorming Ideas For The Program Plan activity in this section.*





## SURVEY TO ASSIST PROGRAM PLANNING

Name: \_\_\_\_\_

For the 4-H year to be a success we need input from members and parents so that decisions we make reflect what our membership wants.

Please take a few minutes to answer the questions below, this will assist in developing goals and a program plan for the year.

1. How many days per month are you willing to commit to 4-H.?

One\_\_\_\_\_ Two\_\_\_\_\_ Three or more\_\_\_\_\_

2. When would you like meetings to be:

Weekdays afterschool\_\_\_\_\_ Weekday evenings\_\_\_\_\_ Friday evenings\_\_\_\_\_  
Saturday\_\_\_\_\_ Sunday\_\_\_\_\_ Other\_\_\_\_\_

Please specify all that work for you.

3. What projects are you hoping to complete this year?

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4. Is there something we did last year that you would like to do again?

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5. Do you have any ideas for:

a) Recreation?

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b) Trips?

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c) Education/Business?

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d) Charity/Community Service?

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e) Fund-raising?

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f) Something that combines two or more of the above?

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7. Are you interested in being a:

Member\_\_\_\_\_ General Leader\_\_\_\_\_ Assistant Leader\_\_\_\_\_ Project Leader\_\_\_\_\_

8. Would you like the club to have parent meetings? Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, how many should we have:

One\_\_\_\_\_ Two\_\_\_\_\_ Three or more\_\_\_\_\_ (specify)

9. We would like 4-H to be a more complete family experience. Parents along with siblings (if you would like to bring them), are welcome and encouraged to attend any or all activities. If you are present, there are many ways you can help out the leaders and members. We also welcome new ideas and suggestions for improvement.

If you are present at an activity, would you be willing to help out where needed?

Yes\_\_\_\_\_ No\_\_\_\_\_



## BRAINSTORMING IDEAS FOR THE PROGRAM PLAN

### MAIN SKILL:

- Program Planning

### Other Skills:

- Communication

### Purpose:

- Provides the opportunity for group members to participate in program planning. Brainstorming allows for the unrestrained offering of ideas or suggestions by all members of the group.

### Benefits:

- Allows all group members to participate no matter how articulate.
- Brainstorming is a good technique for generating new ideas.
- Allows a broad range of ideas to be identified.
- Allows creative ideas to be identified.
- Ideas and activities suggested can be evaluated.

### Materials:

- flipchart or white board and markers

### Instructions:

- 1) Write the topics listed in instruction #2 on the tops of a series of flip chart paper or on a white board.
- 2) Topics for brainstorming should include educational activities (project-related), business activities (meetings), recreational events, community service activities, communication activities and fund-raising events plus any other projects or activities that are specific to your club.
- 3) Remember to include community events that are happening in which the group may want to participate
- 4) All ideas suggested should be recorded. Write them on the flip chart or white board for all to see.



- 5) No evaluation of ideas takes place until the brainstorming session is completed. It is important that members are discouraged from making comments on the ideas of others. This could inhibit the groups' creativity.
- 6) The Program Plan Committee will need to determine which club activities and events the club should include in the program plan. It is helpful to the committee if the general membership prioritizes the events and activities suggested.

*Note: This is a fairly long and involved activity. The second set of steps (on the next page) can be completed at a separate time, therefore breaking up the activity.*





## FORMULATING THE PLAN

### MAIN SKILL:

- Program Planning

### Other Skills:

- Team Building
- Meeting Management/Parliamentary Procedure
- Problem Solving

### Purpose:

- To help clubs set priorities for the year.

### Benefits:

- To help clubs set priorities
- Help individual members learn planning skills
- List of activities club members, parents, and leaders have identified. (Pg. 4)
- Copy of compiled survey information. (Pg.7)
- Copy of brainstorming information.(Pg.9)

### Instructions:

- 1) After the clubs' activity and event suggestions have been collected and prioritized the Program Plan Committee will want to meet (at a separate time) to put together the club's plan for the year. The Program Plan Committee needs to consider some important points when they are putting together the 'Plan'. Suggestions need to be looked at and the committee needs to decide such things as:
  - Are the suggestions appropriate for the situation of the club this year?
  - What was learned from last year's program that could help to avoid problems this year?
  - Activities and events chosen should work towards one or more of the established club goals. The club may want to emphasize some goals more than others.
  - You may want to plan several things to help accomplish these goals.
  - Do suggestions provide for involvement of the entire 4-H family?
  - Are they of interest to all ages?
  - Do the ideas allow the opportunity for everyone to get involved.
  - Is there a balance between education, fund-raising, community service, business, communication and recreation.
  - Are the suggestions realistic?
  - Do the suggestions conflict or compete with district, regional or provincial events.
  - What types of clinics or project workshops are needed?
  - Which ideas, activities and events, when put together into a plan, will allow for the opportunity of growth and achievement by the members.
- 2) Once the committee has made final decisions on what to include and what to omit from the program plan the committee needs to type up the plan - including dates and times (if possible).
- 3) The Program Plan could also include names of those responsible for each



event/activity. This information can be gathered through the Committees, Committees, Committees Activity in the CONFLICT MANAGEMENT/DEALING WITH DIFFICULT PEOPLE section of the FUN PACK.

- 4) The final draft of the Program Plan will need to be presented to, and approved by the members of the club.



## A QUICK LOOK AT OUR 4-H CLUB

### MAIN SKILL:

- Program Planning

### Other Skills:

- Communication
- Creating A Positive Environment

### Purpose:

- This activity will help you take a quick look at your club program and assess it.

### Benefits:

- The points on the survey will stimulate discussion of specific things that caused either positive or negative feelings.
- The discussion will enable you to decide which things you want to change and which you want to do over again.

### Materials:

- copies of the survey for each member
- pens and/or pencils

### Instructions:

- 1) Give a copy of the survey to each member. The survey could be completed part way through the year to assess how things are going. It could also be done at the end of the year or at the beginning of a new year - in both of these latter cases the questions will be answered based on the year before.
- 2) Put a check in the box that best describes the situation in your club.
- 3) After everyone has had a chance to fill in the survey the Program Planning committee should collect them and discuss the responses. The general factors listed on the survey will stimulate discussion of specific things that caused either positive or negative feelings. From this discussion, you will be able to decide which things you want to change and which you want to do over again.
- 4) The opinions of those in the club will provide the committee with information needed when it comes time to develop the club's program plan for the coming year.



## CLUB EVALUATION SURVEY

### Attendance at general meetings

Needs much Improvement	Needs some Improvement	O.K.	Good	Excellent
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### Attendance at other club activities

Needs much Improvement	Needs some Improvement	O.K.	Good	Excellent
------------------------	------------------------	------	------	-----------

### Members know about club happenings

Needs much Improvement	Needs some Improvement	O.K.	Good	Excellent
------------------------	------------------------	------	------	-----------

### Parents aware of club happenings

Needs much Improvement	Needs some Improvement	O.K.	Good	Excellent
------------------------	------------------------	------	------	-----------

### Parents involved in club functions

Needs much Improvement	Needs some Improvement	O.K.	Good	Excellent
------------------------	------------------------	------	------	-----------

### Number of leaders involved

Needs much Improvement	Needs some Improvement	O.K.	Good	Excellent
------------------------	------------------------	------	------	-----------

### Members assuming club responsibilities

Needs much Improvement	Needs some Improvement	O.K.	Good	Excellent
------------------------	------------------------	------	------	-----------

### Variety of programs at general meetings

Needs much Improvement	Needs some Improvement	O.K.	Good	Excellent
------------------------	------------------------	------	------	-----------

### Club year-long program plan

Needs much Improvement	Needs some Improvement	O.K.	Good	Excellent
------------------------	------------------------	------	------	-----------



## GETTING INVOLVED FORM

### MAIN SKILL:

- Program Planning

### Other Skills:

- Coaching
- Conflict Management/Dealing With Difficult People
- Initiative Tasks
- Team Building

### Purpose:

- To find out the interests and talents of parents and other adults involved in your 4-H club.

### Benefits:

- You can create a more complete and exciting program plan.
- Discover strengths and weaknesses of people.
- Find out what people like and dislike.
- Involve more people in activities and events.
- You know who to ask when you want a certain job done.
- You can involve people the way they want to be involved.
- Parents tend to be happier if their ideas can be considered and/or used.

### Materials:

- copies of Getting Involved Form
- pens and/or pencils

### Instructions:

- 1) Photocopy the form on the next page.
- 2) Provide one to each parent not each couple.
- 3) Have them fill it out and hand it back to you.
- 4) This can be done at a meeting while members are doing project work or it can be taken home and handed in at a later date.
- 5) Provide a copy to other leaders in your club so they also have the information. This may make planning for them a little easier also.
- 6) If you receive information that a parent would like to look after a certain activity or teach a certain skill try and make it happen.

*Important: This is an activity designed to encourage parents and other adults to be a more active part of the 4-H club.*





# GETTING INVOLVED FORM

We invite you to share your time, interests and talents with our 4-H club. To help us find out where our strengths are (psst . . . we all have some), we ask you to complete this inventory.

NAME: \_\_\_\_\_

	I have done	I would like to	I would need help	I would rather not
Teach members how to make or do something.				
Help members do community service or fundraising activities.				
Recruit new volunteers or sponsors.				
Work with members on a committee to plan an event (party, tour, and so on).				
Driving to field trips or events.				
Teach judging, communication or other skills. Please specify.				
Help provide light refreshments.				
Telephoning.				
Lend house, garage, backyard, barn, farmyard for occasional meeting.				

Please list any hobbies or interests that you would like to share with the club:

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

Who would you recommend to share an interesting idea or hobby with the club?

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

Would you help as:

\_\_\_\_\_ A weekly helper (about 2 hours a week)

\_\_\_\_\_ An occasional helper (1 hour a month)