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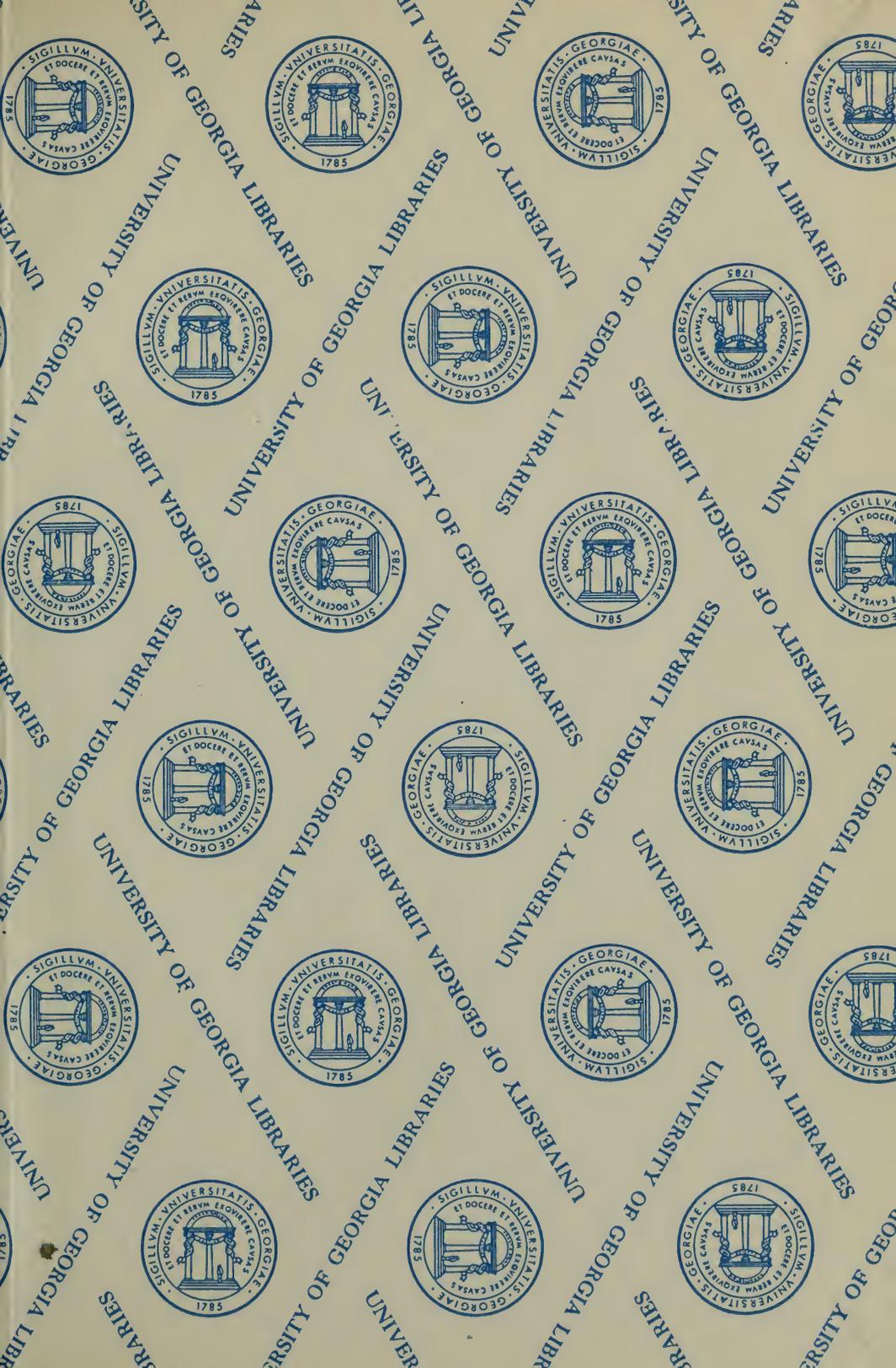
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# The Recreation Enabling Law Of Georgia

1-3 This is a reprint of an earlier date.

UNIVERSITY

November, 1965

**THE GEORGIA RECREATION COMMISSION**

7 Hunter Street, S.W. Atlanta, Georgia 30334

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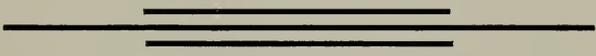
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## INTRODUCTION

Community recreation is expanding rapidly throughout Georgia as the State's political subdivisions move to satisfy the present and future leisure needs of their citizens.

City and county officials are recognizing the vital role that wholesome and organized recreation programs play in the social well-being of the people. Recreation is being considered by these officials as an essential community service and responsibility of Municipal and County governments.

Numerous recreation programs have been implemented through the State Recreation Enabling Law, enacted in 1946. The law is discussed in this publication to bring it to the attention of all governmental officials and interested citizen groups.

## GENERAL DESCRIPTION OF THE LAW

The Georgia Recreation Enabling Law, approved February 1, 1946 (Ga. Laws 1946, p. 152), and amended in 1953, 1963, and 1964, is permissive legislation enacted to serve as an instrument whereby communities can, at their discretion, meet their recreation needs.

This Act simply sets forth several steps which a governmental subdivision may take in starting a recreation system. Before implementing any of the following, it is suggested that the Enabling Law be studied carefully and legal advice obtained.

This Law permits:

1. That the governing body of a city or county may establish an organized recreation department under qualified leadership.
2. That by their resolution or ordinance, the governing body may designate a group which will be responsible for the conduct and maintenance of the recreation program and facilities.
3. That the authorized group, usually a recreation commission or board, may accept gifts, money, or property, to be used in the conduct of the recreation program.
4. That the governing authority of any municipality or county may upon its own motion, appropriate public funds for and provide for the establishment, maintenance, and conduct of an organized recreation department.
5. That they may, upon their own motion, extend to the voters an opportunity to approve a special "recreation tax" to be used for the operation and maintenance of a recreation program.
6. That a petition signed by at least 10 percent of the qualified and registered voters in a city or county can cause the question of a special "recreation tax" to be submitted to the voters through referendum.
7. That the governing body of any municipality or county may provide that bonds be issued for the purpose of acquiring lands or buildings for recreation purposes.
8. That any two (2) or more cities and counties may jointly establish and maintain a recreation department.
9. That trained and qualified recreation personnel may be employed for the purpose of administering the recreation program.

Numerous municipalities and counties throughout Georgia have utilized the Enabling Law to good advantage in offering recreation opportunities for their citizens. As increasing leisure presents a greater challenge, municipalities and counties will use the law more extensively.

**GEORGIA LAWS RELATING TO  
RECREATION FACILITIES IN COUNTIES  
AND MUNICIPALITIES**

(Ga. Laws 1946, p. 152 as amended by  
Ga. Laws 1953, p. 30; 1963, p. 553;  
1946, p. 213 and 1964, p. 319)

An Act empowering cities, towns, and counties, separately or jointly, in the State of Georgia to provide, maintain, and conduct supervised recreation systems and to acquire, establish, conduct and maintain parks, playgrounds, recreational facilities and activities, and authorizing such municipalities and counties to create recreational boards or commissions and prescribing their powers and duties.

Be it enacted by the General Assembly of the State of Georgia and it is hereby enacted by authority of the same:

Section 1. That this Act shall apply to all counties, incorporated cities and towns in the State of Georgia. The term "governing body" as herein used means the Mayor and City Council, the Commissioner and Commissioners, or either or both as the case may be, or the governing body by whatever name called, of any city, town or county coming under the provision of this Act.

Section 2. That the governing body of any city, town or county may dedicate and set apart for use as parks, playgrounds, recreation centers and for other recreation purposes, any lands or buildings or both, owned or leased by such municipality or county and not dedicated or devoted to another or inconsistent public use; and such municipality or county may, in such manner as may now or hereafter be authorized or provide by law for the acquisition of lands or buildings for public purposes by such municipality or county, acquire or lease lands or buildings, or both, within or beyond the corporate limits of such municipality, for parks, playgrounds, recreation centers and other recreational purposes, and when the governing body of the municipality so dedicates, sets apart, acquires or leases, lands or buildings for such purposes, it may, on its own initiative, provide for their conduct, equipment, and maintenance according to provisions of this Act, by making an appropriation from the general municipal or county funds.

Section 3. That the governing body of any such county or municipality may establish a system of supervised recreation and it may, by resolution or ordinance, vest the power to provide, maintain and conduct parks, playgrounds, recreation centers and other recreational activities

and facilities in the school board, park board, or other existing body or in a recreation board as the governing body may determine. Any board so designated, shall have the power to maintain and equip parks, playgrounds, recreation centers and the buildings thereon, and to develop, maintain, and operate all types of recreation facilities, or to operate and conduct facilities on properties controlled by other authorities, and it may, for the purpose of carrying out the provisions of this Act, employ playleaders, playground or community center directors, supervisors, recreation superintendents or such other officers or employees as it deems proper are needed and the recreation authority is authorized to develop a program of recreational activities and services designated to meet the various leisure time interests of all people.

Section 4. That if the governing body of any such county or municipality shall determine that the power to provide, establish, conduct, and maintain a recreation system as aforesaid shall be exercised by a park and recreation board, such governing body shall, by resolution or ordinance, establish in such municipality or county, a recreation board which shall possess all the powers and be subject to all the responsibilities of local authorities under this Act. Such board, when established, shall consist of five persons serving without pay, to be appointed by the Mayor or presiding officer, of such county or municipality. The terms of office shall be for five years, or until their successors are appointed and qualified, except that the members of such board first appointed shall be appointed for such terms that the term of one member shall expire annually thereafter. Immediately after their appointment, they shall meet and organize by electing one of their members president and such other officers as may be necessary; vacancies in such boards occurring otherwise than by expiration of term shall be filled by the Mayor or presiding officer of the governing body only for the expired term.

Section 5. That any two (2) or more counties, or any two (2) or more municipalities, or any county and municipality, or any county or municipality, or combination thereof, may jointly provide, establish, maintain, and conduct a recreation system and acquire property for and establish and maintain playgrounds, recreation centers, parks, and other recreational facilities and activities. Any school board may join with any municipality or any other school board in conducting and maintaining a recreation system.

Section 6. That a park and recreation board or other authority in which is vested the power to provide, establish, maintain, and conduct a recreation program may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to the applied principal or income, for either temporary or permanent use

for playgrounds, or recreation purposes, but if the acceptance thereof for such purposes will subject the municipality to additional expense for improvements, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the governing body of such municipality. Money received for such purposes, unless otherwise provided by the terms of the gift or bequest, shall be deposited with the treasurer of the municipality to the account of the recreation board or commission or other body having charge of such work or direct to the recreation board, and the same way be withdrawn and paid out by such body in the same manner as money appropriated for recreation purposes.

Section 7. That the governing body of any municipality or county may, pursuant to law, provide that the bonds of such municipality or county may be issued in the manner provided by law for the issuance of bonds for other purposes, for the purpose of acquiring lands or buildings, for parks, playgrounds, recreation centers and other recreational purposes and for the equipment thereof.

Section 8. That whenever a petition signed by at least ten percent of the qualified and registered voters in any municipality or county shall be filed in the office of the clerk of such municipality or county requesting the governing body of such municipality or county to provide, establish, maintain, and conduct a supervised recreation system and to levy an annual tax on the taxable property within the corporate limits of the municipality or county, for the conduct and maintenance thereof, it shall be the duty of the governing body of such municipality or county to appropriate funds for and to provide for the establishment, maintenance, and conduct of a supervised recreational system or in case of special tax to cause the question of the establishment, maintenance, and conduct of such supervised recreation system to be submitted to the voters to be voted upon at the next general or special election of the municipality or county, provided, however, that such question shall not be voted upon at the next general or special election unless such petition shall have been filed at least thirty days prior to the date of such election. In addition to the methods provided above, the governing authority of any municipality or county may, upon its own motion, appropriate funds for and provide for the establishment, maintenance, and conduct of a supervised recreation system, or in case of a special tax may, upon its own motion, cause the question of the establishment, maintenance and conduct of such supervised recreation system to be submitted to the voters to be voted upon at the next general or special election of the municipality or county, provided such motion has been made at least thirty days prior to the date of such election.

Provided, however, that any municipality is hereby authorized to levy a tax in excess of any limitation contained in its municipal charter if a referendum is held and a majority of the qualified voters of such municipality voting in such election shall vote in favor of such millage increase.

Section 9. That upon the adoption of such proposition, at an election the governing body of the municipality or county shall, by resolution or ordinance, provide for the establishment, maintenance, and conduct of such supervised recreation system as they may deem it advisable and practicable to provide and maintain out of the tax money thus voted, and the said governing body may designate, by appropriate resolution or ordinance, the board or commission to be vested with the powers, duties and obligations necessary for the establishment, maintenance, and conduct of such recreation system as provided in this Act.

Section 10. That the governing body of any municipality or county or school district adopting the provisions of this Act at an election shall thereafter annually levy and collect a tax sufficient to provide for an adequate recreation program for the area specified and of not less than the minimum nor more than the maximum amount set out in the said petition for such election, which tax shall be designated as the "recreation tax" and shall be levied and collected in like manner as the general tax of the municipality.

Section 11. That the cost and expenses of the establishment, maintenance, and conduct of a supervised recreation system of parks, playgrounds, recreation centers, and other recreational facilities and activities shall be paid out of taxes or other money received for their purpose, and the recreation board or commission, or other authority in which is vested the power to provide, establish, conduct, and maintain a supervised recreation system and facilities as aforesaid shall have exclusive control of all monies collected or donated to the credit of the "recreation fund."

Section 11A. Provided, however, that the provisions of this Act shall not apply to recreation or playground commissions, boards, or systems which are now created or which may hereafter be created by special acts of the legislature.

Section 12. Be it further enacted, that all laws and parts of laws in conflict with the provisions of this Act are hereby repealed.

Georgia Recreation Commission

September 21, 1964

## FUNCTIONS OF THE STATE RECREATION COMMISSION

The Georgia Recreation Commission is an advisory agency of State government. It is the responsibility of the Commission to render consultive services, upon request, to the State's political subdivisions on matters relating to recreation.

The following are among the specific services offered to Georgia cities and counties:

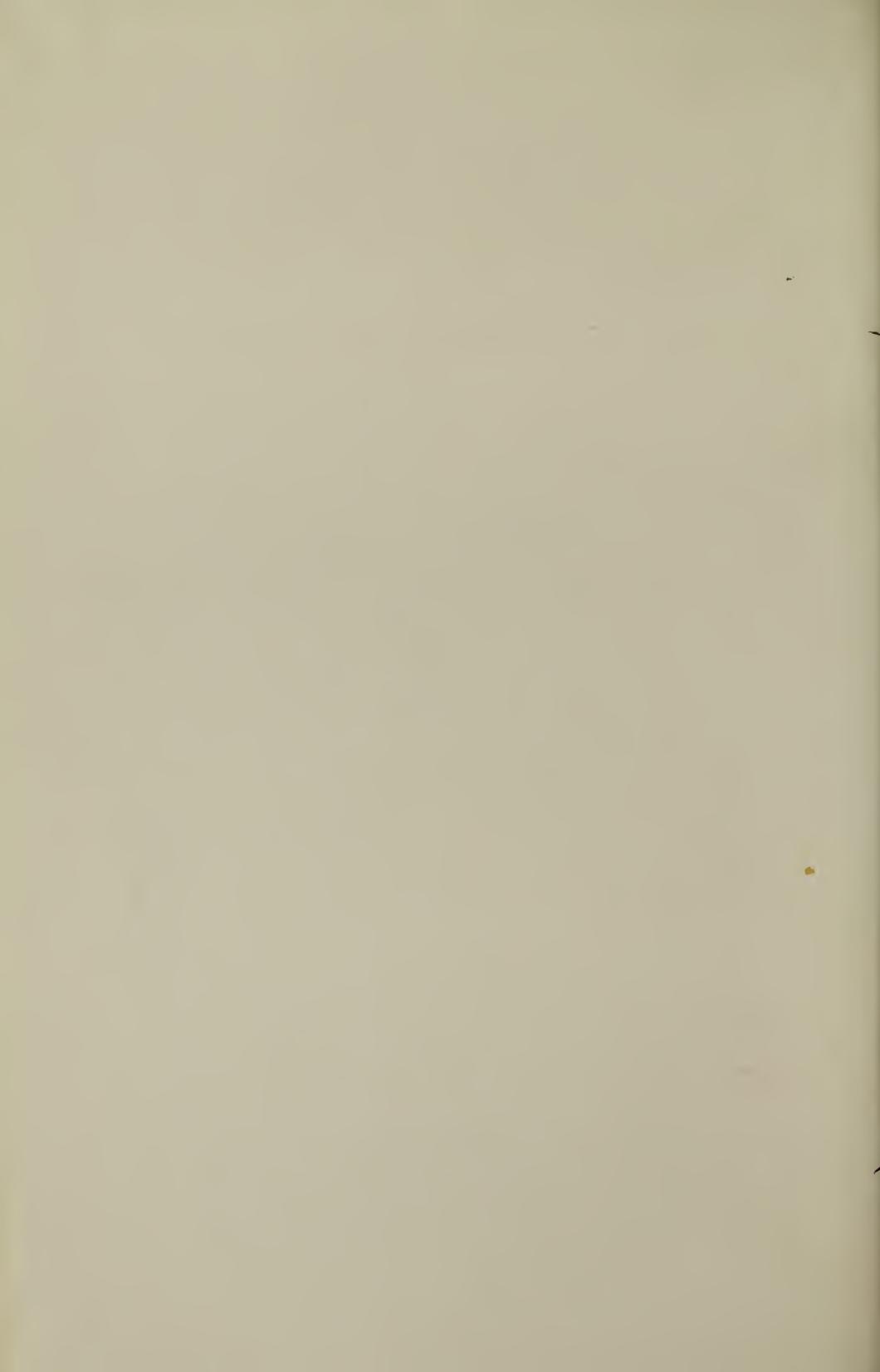
1. To study and appraise recreation needs of the State and specific communities.
2. To cooperate in the promotion and organization of local recreation departments for counties and municipalities.
3. To advise local recreation departments in the planning and financing of their program.
4. To provide assistance in securing and improving local and state recreation legislation.
5. To assist cities and counties in obtaining qualified recreation leadership.
6. To serve as a clearing house for the exchange, publication, and dissemination of information regarding recreation programs, plans, and services.
7. To promote institutes and workshops on all phases of recreation.
8. To promote standards of recreation leadership, finance, areas and facilities, and programs.

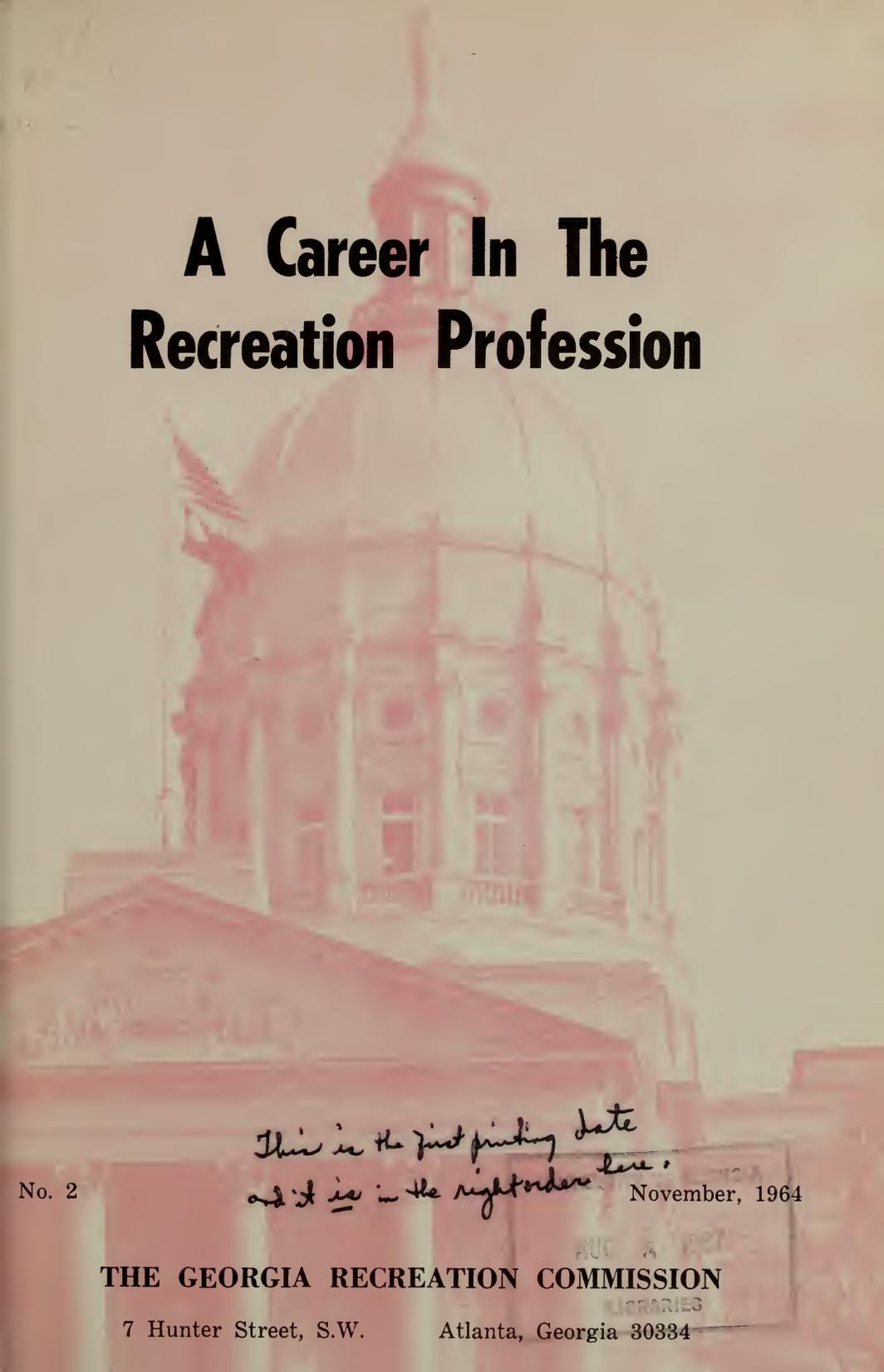
Additional information and assistance may be obtained from:

### THE GEORGIA RECREATION COMMISSION

7 Hunter Street, S.W.  
Atlanta, Georgia 30334  
Telephone: 524-5550







# A Career In The Recreation Profession

No. 2

*This is the first printing date  
and it is in the right order here.*

November, 1964

**THE GEORGIA RECREATION COMMISSION**

7 Hunter Street, S.W.

Atlanta, Georgia 30334

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Executive Director

W. Tom Martin, Jr.  
Assistant Executive Director

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## A LOOK AT RECREATION

Recreation has been with man since the dawn of time. Every person, young or old, male or female, rich or poor has some activity(s) which he engages in during his leisure solely for the joy and pleasure derived from that activity.

This is recreation, and contrary to many beliefs the range of activities is endless. What may be recreation for one person may be work for another and vice versa. Probably the biggest determining factor in recreation is the motivation and attitude of the participant. When participation ceases to be voluntary and for the enjoyment and satisfaction the activity affords, then the activity ceases to be recreation.

Recreation is flexible. It can be organized or unorganized; participated in as an individual, as a group, as a family, or as a crowd. It may be an expensive activity or cost very little. Millions of dollars, for example, are spent each year on boating, fishing, and hunting. On the other hand, such activities as hiking, dancing, singing, and reading may be relatively inexpensive.

Since the turn of the century, organized recreation has taken its place along side the other social institutions of the community (home, school, church, government) as a necessity in the life of the people. The planned program of organized recreation has become very important in providing activities for the large area of the population which can meet its needs in no other way.

The planned, well-rounded, recreation program presents activities in areas such as

SPORTS & ATHLETICS

SOCIAL RECREATION

ARTS & CRAFTS

NATURE & OUTING

MUSIC

LITERARY

DANCE

DRAMA

## ABOUT THE PROFESSION

With the advent of automation, industrialization, and technology, man in modern society is finding himself with more and more free time. Experts say that Americans today are enjoying more leisure than ever before, and they predict Americans will have **660 Billion** more hours of leisure in the year 2000 than they had in 1950.

All of this points to the fact, and sociologists agree, that unless there is adequate planning for the wise use of this increasing leisure, it will be more destructive than satisfying and rewarding for the people of this country. This has provided the recreation profession with probably the greatest challenges and opportunities of any profession in the country today.

Because recreation has come to be recognized as a basic human need along with health, education, religion, and work, the need for trained, qualified professionals to help plan and conduct wholesome leisure pursuits has made available an estimated 2000 jobs yearly.

It is true that at one time in this country recreation was thought to be only child's play. Adults felt that leisure meant idleness, and idleness was the devil's workshop.

Today these thoughts and feelings are a rarity. Adults today recognize the importance of wholesome leisure activities. They recognize this not only for their children, but for themselves and their parents of later maturity.

Thousands of men and women are now serving as recreation professionals in public, private, commercial, and voluntary agencies. This opportunity and challenge awaits those young people with initiative, imagination, leadership qualities, and organizing and planning ability.

## THE GEORGIA RECREATION SOCIETY

The Georgia Recreation Society is the State's professional organization for recreation leaders. Membership in this organization provides the opportunity for affiliation with national as well as state recreation leaders and fellow workers. The society is a branch of the American Recreation Society, the national organization for professional leaders, and cooperates closely with such groups as the American Association of Health, Physical Education, and Recreation, American Institute of Park Executives, and others.

The aims and objectives of this Society are:

1. To unite in one organization all recreation leaders and others interested in recreation in Georgia.
2. To foster and maintain high standards of recreation in Georgia.
3. To promote and provide in-service training for members.
4. To promote recognition of recreation as a profession.
5. To improve and expand recreation.
6. To inform the public of the trends and values of recreation.
7. To keep membership informed on developments in the field.
8. To promote fellowship.
9. To promote desirable recreation legislation.
10. To work cooperatively with other groups interested in recreation.
11. To further the interests of the recreation movement in any other appropriate manner.

# THE PROFESSION OFFERS VARIETY IN EMPLOYMENT

(Agencies and Organizations)

The provision of recreation services has become accepted as an essential function of all agencies dealing with the welfare of human beings. For example, among such agencies and organizations employing recreation personnel are:

MUNICIPAL, COUNTY, AND STATE RECREATION AGENCIES

MUNICIPAL, STATE, COUNTY and  
NATIONAL PARK DEPARTMENTS

FEDERAL AGENCIES

COLLEGES AND UNIVERSITIES

CHURCHES AND RELIGIOUS ORGANIZATIONS

INSTITUTIONAL

(hospitals, correctional, penal, homes for the aging, etc.)

VOLUNTARY AGENCIES

(Y.M. and Y.W.C.A.'s, Boy and Girl Scouts, 4-H clubs  
Red Cross, Settlements, boys' and girls' clubs, etc.)

PRIVATE CLUBS AND RESORTS

COMMERCIAL ENTERPRISES

CAMPS

ARMED FORCES

SCHOOLS

INDUSTRY

## THE PROFESSION OFFERS VARIETY IN POSITIONS

Many types of programs, services, agencies, and positions are available in the broad field of recreation. Salaries depend upon the size, nature, and responsibility of the work. Employment opportunities are occurring regularly and leadership positions include:

SUPERINTENDENTS OF RECREATION

DIRECTORS OF RECREATION

CONSULTANTS

FIELD REPRESENTATIVES

ATHLETIC DIRECTORS

CENTER DIRECTORS

INDUSTRIAL RECREATION DIRECTORS

COUNSELORS

PARK SUPERINTENDENTS AND WORKERS

COLLEGE UNION DIRECTORS

SUPERVISORS

CAMP DIRECTORS

HOSPITAL RECREATION SUPERVISORS

SPECIAL ACTIVITIES DIRECTORS

SERVICE CLUB DIRECTORS

PROGRAM DIRECTORS

## PROFESSIONAL PREPARATION

The recreation profession like the other professions of our society depends on professional leadership for success. As the field of recreation continues its rapid growth and as more and more communities organize recreation programs, the requirements for proper professional preparation will be required. The requirement of a degree in recreation is becoming prominent. Some sixty colleges and universities across this country have recognized this increasing demand as they have established special curriculums for recreation.

Several institutions of higher learning in Georgia offer courses in recreation while one offers a degree in recreation and another offers a major in the field. These two institutions are presented on the following pages. For additional information write directly to the institution.

### GEORGIA SOUTHERN COLLEGE (Statesboro, Georgia)

The curriculum leading to a Bachelor of Science Degree in Recreation at Georgia Southern College is designed to provide the recreation student with a background in all activity phases in the field of recreation. This will permit the graduate to be qualified for immediate leadership roles upon graduation. In addition to the 80 quarter hours of general education required of all students, the recreation major receives an academic background in sports and athletic contests, dance, arts and crafts, nature and outdoor activities, music and social activities. Other activities in the field of recreation may be experienced on an elective basis. These courses are supplemented by 30 hours of professional recreation courses such as organization, administration, leadership, etc. Upon completion of all the professional courses the student is required to spend a full quarter working in the recreation area of his interest. This experience, known as Recreation Internship, carries 15 hours of credit and completes the student's academic requirements. This provides him with the opportunity of working with and learning from experienced professionals in the state.

For further information consult the college catalogue or contact:

Dr. H. Douglas Leavitt  
Head, Recreation Curriculum  
Georgia Southern College  
Statesboro, Georgia 30459

UNIVERSITY OF GEORGIA (Athens, Georgia)

The Division of Health, Physical Education, and Recreation offers a major in recreation leading to the following degrees: Bachelor of Science in Education with a major in Recreation; Master of Science in Education with a major in Recreation; and Specialist in Recreation (one year beyond Masters Degree). The Park and Recreation Curriculum offered is designed to serve the present day needs and interests of the recreation field. The curriculum allows for specialization in Municipal Park and Recreation Administration, Camping and Outdoor Recreation, Recreation for the Ill and Handicapped, and Youth-Serving Agencies. This curriculum draws upon the resources of the Department of Landscape Architecture, the Department of Horticulture, the School of Forestry, the College of Arts and Sciences, and, of course, other departments and divisions of the University.

Course requirements and curriculums are listed in the University Catalogue. For additional information contact:

Dr. Ernest B. Smith, Chairman  
Division of Health, Physical Education,  
and Recreation  
University of Georgia  
Athens, Georgia 30601

## THE GEORGIA RECREATION COMMISSION

The Georgia Recreation Commission is an advisory agency of State government created by enactment of the State Legislature in 1962. It is the responsibility of the Commission to render consultive services, upon request, to the State's political subdivisions on matters relating to recreation.

Among the specific services offered are to cooperate in the promotion and organization of local recreation departments for counties and municipalities; to study and appraise recreation needs of the State and specific communities; to advise local recreation departments in the planning and financing of their program; to provide assistance in securing and improving local and state recreation legislation; to assist cities and counties in obtaining qualified recreation leadership; to serve as a clearing house for the exchange, publication, and dissemination of information regarding recreation programs, plans, and services; to promote institutes and workshops on all phases of recreation; to promote standards of recreation leadership, finance, areas and facilities, and programs; to cooperate with federal, state, local, private, and commercial agencies and groups and with individuals in their recreation interests.

The Commission also maintains a personnel service to which persons interested in recreation employment may apply for assistance.

For additional information and assistance regarding recreation, the profession, or the personnel service contact:

## THE GEORGIA RECREATION COMMISSION

7 Hunter Street, S. W.

Atlanta, Georgia 30334

Telephone: 524-5550





# **TEEN CLUBS**

## **A GUIDE FOR THEIR ORGANIZATION AND OPERATION**

No. 3

*This is a reprint of an earlier date,*

May, 1965

**THE GEORGIA RECREATION COMMISSION**

7 Hunter Street, S.W. Atlanta, Georgia 30334  
Telephone 524-5550

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Edited by John H. Davis      Compiled by Roy A. Hammond

April, 1965

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DIRECTOR OF RECREATION

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## FOREWORD

Teen-agers are constantly searching for a place which they can call their own. In many communities it has been found that the Teen Center or Teen Club meets this basic need. The Teen Club is the organization itself while the Teen Center is the building which houses the organization. Numerous communities since World War II have established Teen Clubs for their young people.

Programs offered through such clubs offer youth the opportunity to find a release from the pressures of everyday life. A good teen club will offer boys and girls the opportunity to participate in a well planned program of recreation, provides an atmosphere for wholesome fun and fellowship and promotes interest in the worthy use of leisure time.

Teen-agers who hold membership in the teen club benefit greatly through the counseling and guidance of qualified leaders who administer the programs. Clean living, clean speech, good sportsmanship and other desirable character traits are outgrowths of these programs.

Although a large number of teen clubs are in existence in Georgia, many communities have no such program. Furthermore, it is a recognized fact that many communities offer no recreation activities at all for their citizens—young or old. Every community, regardless of its size, has the resources to implement the organization and operation of a teen center and club. It does not necessarily have to be a great financial undertaking.

Communities throughout the state are desirous of information concerning the organization and operation of teen clubs. Since many requests of this nature have been received by the Georgia Recreation Commission, it was felt that such a publication was important.

It was with these concepts in mind that the Georgia Recreation Commission asked several recreation leaders in the state to collaborate on the compilation of information for the publication. Agreeing immediately that such a publication was needed the group went to work and this publication is a result of their research, experience, training, and ideas.

The Georgia Recreation Commission expresses its gratitude to this committee for their generous contribution in making this publication possible.

John H. Davis  
Executive Director  
Georgia Recreation Commission

## INTRODUCTION

The Teen Center or Teen Club is fast becoming one of the finest programs offered to young people today. It is a known fact that teenagers are constantly searching for a place which they can call their own. The Teen Center or Teen Club meets this basic need.

A program of this type offers to youth the opportunity to find a release from the pressures of everyday life. A good teen club will offer youth the opportunity to participate in a well planned program of recreation, as well as provide an atmosphere for good, wholesome fun and fellowship and create a greater interest in the worthy use of leisure time. Teenagers who belong to such clubs benefit greatly from the ideals set forth by the counseling and guidance of qualified leadership in administering a program for clean living, clean speech and clean sportsmanship.

It is with these ideas in mind that the following pamphlet has been published by the Georgia Recreation Commission. It will aid those who wish to benefit from the establishment of a Teen Center or Teen Club program in their community.



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# ORGANIZATION AND PLANNING

## WHERE TO BEGIN!



Teen Clubs or Teen Centers are normally sponsored by established agencies or civic organizations. It is usually through the efforts of interested individuals and such civic or public agencies that programs of this type are begun. Most frequently, this type of program will come directly under the sponsorship of an established municipal Recreation Department. At any rate, the project should be discussed with local civic leaders and organizations. Their ideas and assistance should be sought and the program launched as a community-wide project. It is through this arrangement that the best results will be obtained.

From the outset the young should be heard. They must not be excluded from the planning. It is wise to invite several outstanding young people to participate in formative planning. This is extremely important for several reasons but primarily because:

- A—It will give the active adult group the important Teen-Age viewpoint.
- B—Youth will more readily accept a program and participate therein when they are included in its planning.

### PRINCIPLES OF EFFECTIVE TEENAGE GROUP ORGANIZATION\*\*

“A set of organizational principles for high-school-age youth groups may be derived from the combined experience of the existing types of groups:

A maximum of self-direction within the group should be encouraged.

There should be a stated purpose or one informally understood. This purpose must be acceptable to the membership. The young people should either formulate it for themselves or share equally with adults in its formulation. Whether stated or understood, the purpose should present a challenge to teenagers' attitudes and behavior. It should be within their power to achieve. It should fire their imagination and increase their resourcefulness. It should allow for exposure to the best of the world's spiritual values.

Intelligent and wise adult guidance should be provided.

Adequate help must be available for adult leaders through maintenance of resources that provide constructive ideas and program helps of all kinds, and through frequent conferences with more experienced adult leaders.

It is an advantage to have the club group related through the sponsoring agency to other groups having the same essential purpose. If at all possible, the group or groups should be related in some vital way to the sponsoring agency itself.

Membership policies should be worked out by the young people with adult help and guidance. The policies recognize the teenage need to be chosen and to belong and do much to assure the congeniality of the group. No blackballing or fraternity practices are tolerated. There is no feeling of exclusiveness, since all members know that any group of boys and girls willing to accept the purpose may become club members.

In general, the group functions better if third and fourth year high school students are in one club and first and second year students in another. When all four years of high school are represented in a single group, the older ones tend to drop out. Young people greatly appreciate the freedom to make up their own groups that no unbreakable or arbitrary rule should be made. When teenagers know their choice is free, they usually group themselves in the recommended way.

Provision should be made for a council of representatives from all club groups, regardless of school grade groupings. The purpose of this council is to consider measures for the common welfare and to create legislation for all groups. A further purpose is to provide a medium of experience in democratic, representative government. Community, county, state and national legislative councils enlarge this experience. Such larger councils also encourage the members to keep the groups they represent from becoming ingrown and self-centered.

Adequate provision needs to be made for interclub meetings, forums, conferences and social activities. The young people benefit when allowed to assume a major role in planning the programs and formulating the rules for these activities. In the case of large conferences involving more than a single daytime or evening session, adults must assume responsibility for financial arrangements, living quarters, speakers and for some of the rules.

Careful consideration needs to be given to the choice of meeting places, leadership for the group, and reserves of program materials and aids suitable for helping the groups to understand and meet their own needs. These matters should be considered during the first organizational planning.

When the adult leaders are found, they should discuss all organizational principles. Agreement needs to be reached on what are to be the guiding principles and how they are to be carried out.

Sponsors of the groups and leaders should formulate rules that the young people must adhere to. Such rules should be few and simple but strictly enforced. Necessary rules would involve such things as fire or sanitary regulations, chaperonage of parties, hours and places for meetings. Other types of adult rules would be directly related to stated policies of the sponsoring organization. These rules constitute the backbone of the necessary adult authority.

The young people should know from the beginning exactly what the adult rules are and wise leadership would call for a frank statement of the reasons for them. The young people should also know from the beginning that within the circumference of these necessary, reasonable, adult rules, they have complete freedom. This is what a balance between adult authority and youthful freedom means.”

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\*\*Roberts, Dorothy M. "Leadership of Teen-Age Groups" New York: Association Press, 1950) Pgs. 42 through 45.

Young people soon realize that they cannot stand alone. They are constantly in need of adult help and guidance. This is the main purpose for an adult board of directors, as well as a teen council or youth committee. Teenagers should always be encouraged to govern themselves in a fair and proper manner and close cooperation between the adult board and the youth board will result in the tremendous success of an organized teen club.

*SUGGESTED  
CONSTITUTION AND BY-LAWS*



Teenagers realize more fully every day that responsibility is a constant companion of their daily life. In order to operate and maintain a workable teen club, a strong constitution and by-laws is a necessity. Without a firm governing power, no organization can thrive and survive.

The following example will give a good, general idea of a solid constitution and by-laws:

*CONSTITUTION  
ARTICLE I - NAME*

The name of this organization shall be.....

*ARTICLE II - OBJECT*

The object of this club shall be to offer the opportunity of participation in a broad recreation program; to assist its members in a practical application of wholesome fellowship; and to create greater interest in the worthy use of leisure time.

### *ARTICLE III - MEMBERSHIP*

Section 1—Membership in this club shall be for all boys and girls between the ages of \_\_\_ and \_\_\_ inclusive. (It is advisable to organize 2 clubs if possible in order to place youngsters into closer age groupings.) Visitors' cards shall be given to visitors by special permission by one current member.

Section 2—Membership shall be by application in the prescribed manner.

Section 3—All members must have in their possession a current membership card in order to be eligible to attend the meetings or functions of club.

### *ARTICLE IV - CONDUCT*

Section 1—There shall be no gambling, drinking of intoxicating liquors or any other act not becoming to a lady or a gentleman.

Section 2—Any member may be suspended for violation of the provision of Section 1 of this Article in accordance with the regulation made by the Executive Board.

Section 3—Members damaging or destroying property of this organization shall pay in full the cost of the damage.

### *ARTICLE V - GOVERNING BODIES*

Section 1—Adult guidance of the youth program shall be provided for by an Adult Advisory Council or Committee which shall be organized by an interested adult group. It shall function in accordance with the constitution and by-laws written for and by its own organization, which shall not be in conflict with this constitution.

Section 2—The officers of the club and advisor shall be the executive body of this club. The membership of this Council shall be composed of the President, the Vice-Presidents, the Secretary and Treasurer.

### *ARTICLE VI - OFFICERS*

Section 1—The officers shall be President, a Vice-President or Presidents, Secretary and Treasurer.

Section 2—All officers shall be elected by secret ballot of the members present and shall continue in office six months. An election shall be held each six months on the first Thursday of the seventh month and the first Thursday of the first month.

Section 3—A majority of all votes cast shall be necessary to elect.

Section 4—Vacancies in office shall be filled by special election called for that purpose.

Section 5—Only members in good standing shall have the right to cast a ballot at any election.

#### *ARTICLE VII - MEETINGS*

Section 1—Regular meetings for the entire membership shall be held on the first of every month.

Section 2—Special meetings may be called by the President.

#### *ARTICLE VIII - QUORUM*

Two-thirds of the active membership of this club shall constitute a quorum.

#### *ARTICLE IX - AMENDMENTS*

Section 1—This constitution may be amended at any regular meeting by a two-thirds vote of the membership present, the proposed amendments having been submitted in writing and posted in a prominent place on the premises of the club at least one week before being voted upon.

Section 2—By-laws may be adopted, amended, or repealed at any regular meeting by a majority vote of those present.

#### *BY-LAWS*

#### *ARTICLE I - HOURS AND DAYS*

The Club shall be open on.....of each week from.....  
to......

#### *ARTICLE II - DUES*

The dues shall be.....

#### *ARTICLE III - DUTIES OF OFFICERS*

Section 1—The duties of officers shall be such as their titles imply and the by-laws state.

Section 2—The President shall appoint all Standing Committees, with the approval of the Executive Board.

Section 3—The Treasurer shall be Chairman of the Finance Committee.

#### *ARTICLE IV - COMMITTEES*

Section 1—There shall be six standing committees.

Section 2—Each committee shall be composed of.....members.

Section 3—The Finance Committee shall be responsible for the collecting of dues and the club expenditures. It shall present all unpaid bills to the Executive Board for their approval.

Section 4—The Property Committee shall be responsible for procuring and maintaining the necessary facilities for carrying on all program activities.

Section 5—The Membership Committee shall be responsible for membership drives, receiving and approving applications, and recommending the suspension or expulsion of members.

Section 6—The Program Committee shall plan the program activities and shall be responsible for their execution.

Section 7—The Publicity Committee shall be responsible for the publicity proper, plus the publicity of all activities sponsored by this organization.

Section 8—Any other committees deemed necessary and desirable may be appointed by the President with the approval of the Youth Committee.

Section 9—All standing Committees shall be appointed for a 6-month period.

#### *ARTICLE V - MEETINGS*

Section 1—The order of business shall be:

- a. Call to order
- b. Reading of the minutes
- c. Communications from the President

- d. Report of the Treasurer
- e. Reports of Standing Committees
  - 1. Activities
  - 2. Finance—Presentation of unpaid bills for approval
  - 3. Facilities
  - 4. Project
  - 5. Publicity
  - 6. Membership
- f. Report of Special Committees
- g. Unfinished business
- h. New business
- i. Adjournment

*ARTICLE VI - PARLIAMENTARY AUTHORITY*

Roberts' Rules of Order shall be the parliamentary authority of this club, subject to special rules which have been or shall be adopted.

*ADULT ADVISORY BOARD  
CONSTITUTION AND BY-LAWS  
CONSTITUTION*

*ARTICLE I - NAME*

This organization shall be known as the Adult Advisory Board for the..... This Board shall operate in cooperation with the Constitution and By-Laws of the Teen Club and the policies and procedures of the Recreation Department.

*ARTICLE II - PURPOSE*

The Adult Advisory Board will serve in an advisory capacity, make suggestions and recommendations concerning programs, and help in the advancement of the recreation program for the youth of..... It is also the major purpose of the Adult Advisory Board to select and appoint chaperones to all Teen Club functions. Supervision of the Teen Club functions will be supplied by the Recreation Department, but chaperones will be the sole responsibility of the Adult Advisory Board.

### *ARTICLE III - MEMBERSHIP*

Section 1—The membership of the Adult Advisory Board shall consist of ten members, both men and women chosen from the community.

Section 2—The Superintendent of Recreation and the Youth Director shall also serve on the Advisory Board.

Section 3—A rotation plan of membership shall be used.

### *ARTICLE IV - OFFICERS*

Section 1—The officers of the Adult Advisory Board shall be chairman, co-chairman, secretary, and treasurer. The remaining six members will serve as committee chairmen or committee members.

Section 2—The chairman, co-chairman, secretary and treasurer shall constitute the executive committee.

### *ARTICLE V - MEETINGS*

Section 1—The Advisory Board shall hold only called meetings.

Section 2—The Advisory Board is requested to have at least one or more members present at the monthly meeting of the Teen Council. The Teen Council meets the first Sunday of every month for a luncheon and meeting at 1:00 P.M.

Section 3—The Executive Committee reserves the right to call off or postpone a meeting at its discretion. A meeting may be called at the discretion of the Executive Committee.

### *ARTICLE VI - AMENDMENTS*

Section 1—This Constitution may be amended at any annual meeting by two-thirds vote of those present and voting. Provided, notice of the proposed amendment has been submitted at a previous regular business meeting of the Advisory Board.

Section 2—All such proposed amendments should be submitted in writing and signed by two members.

## *BY-LAWS*

### *ARTICLE I - MEMBERSHIP*

Section 1—The membership of the Adult Advisory Board shall consist of ten members chosen from the City of.....

Section 2—Qualifications: Members selected for this Board should have a keen interest in the youth of our community. Their primary concern should be the building of better citizens of tomorrow with the boys and girls of today. These members should also be concerned with the advancement of a well-rounded recreation program for the youth of the City.

Section 3—The Superintendent of Recreation and the staff of the Recreation Department shall act as planning partners with both the Teen Council and the Adult Advisory Board allowing all members to participate freely.

Section 4—A rotation plan of membership shall be used with one-year and two-year terms. Five members of the Board will be elected for one-year terms and five members for two-year terms. Vacancies will be filled by vote of the entire Board.

Section 5—The membership shall be selected by a nominating committee.

### *ARTICLE II - POLICIES*

Section 1—The Advisory Board's year shall extend from September 1 to August 31.

Section 2—A nominating committee of three members appointed by the chairman and approved by the Executive Committee shall present at the September 1 meeting names of persons selected for office and membership on the Board. Nominations from the floor will be accepted. The election shall be conducted by ballot and a majority of the votes cast shall constitute an election.

Section 3—Where there is but one candidate for an office, the election by ballot may be dispensed with and the election proceeded by acclamation.

Section 4—There shall be an annual election of officers each year. An officer shall be eligible for the same office if so nominated.

Section 5—The newly elected officers and appointed committee chairman shall assume office at the September meeting. The retired officers shall surrender to the successors essential books and papers pertaining to their respective offices.

### *ARTICLE III - DUTIES OF OFFICERS*

Section 1—Chairman

1. shall preside at the regular Board meeting.
2. shall preside at executive committee meetings and at all called meetings.
3. shall be responsible for the appointment of all chaperones for the Junior Teen Club functions.
4. shall help with the co-ordination of the work of the volunteer and professional worker.
5. chairman shall make suggestions and recommendations to the recreation staff concerning the needs and desires of the community.
6. shall with the approval of the Executive Committee fill vacancies occurring in offices and appoint standing and special committees.

Section 2—Co-Chairman

1. to take the place of the chairman in all duties when necessary for the chairman to be absent.
2. shall assist the chairman in the appointment of chaperones for Teen Club functions.

3. to help any special committee that may be needed during the year.
4. to keep the chairman and the recreation staff informed of community needs and desires.
5. to handle publicity when necessary.

### Section 3—Secretary

1. The secretary shall keep in permanent form the minutes of all called meetings of the Advisory Board and conduct all correspondence.
2. The secretary shall be responsible for sending out all announcements and preparing all special reports.
3. The secretary shall be responsible for notifying in advance all chaperones for Teen Club functions.

### Section 4—Treasurer

1. The treasurer shall receive all money, pay bills and disburse funds as directed by the Board.
2. The treasurer shall make monthly statements to the Board, compile a financial report and present it at the annual meeting.

### Section 5—Standing Committees

1. All necessary committees shall be appointed by the chairman and the Executive Board.
2. These committees will function under the guidance of the chairman and the Executive Committee in cooperation with the Recreation Department.

## *ARTICLE IV - QUORUM*

Six members shall constitute a quorum.

## *ARTICLE V - ORDER OF BUSINESS*

1. Call to order
2. Roll call



3. Reading and approving minutes
4. Reports of officers
5. Reports of recreation staff and standing committees
6. Reports of special committees
7. Unfinished business
8. New business
9. Adjournment

#### *ARTICLE VI - AMENDMENTS*

Section 1—These By-Laws may be amended at any regular business meeting of the Adult Advisory Board by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been given at a previous regular business meeting.

Section 2—All such proposed amendments should be submitted in writing and signed by two Board members.

#### *LEADERSHIP*



One of the most important factors in the success of a Teen Club is its leadership. Without properly qualified personnel, the best results cannot be obtained.

One of the major reasons for success in many of our larger Teen Clubs is the fact that they have a full or part time paid director. However, this cannot always be possible due to budget limitations. It is entirely up to the Adult Advisory Board and Youth Council that a wise decision in the selection of the leadership be made. In many cases, a Teen Club will only function on weekends therefore making it possible for a good leader to be available.



A good leader has the ability to realize the delicate balance between too much supervision or not enough. The best results can be accomplished through the application of assisting the teenagers to utilize the resources made available by leisure.

In many communities, volunteer leadership is used to extensive advantage. Sometimes a volunteer works into or becomes an excellent full time director when funds are made available. Volunteers who specialize in various fields such as art, music, drama, hobbies, etc. are very anxious to work with clubs of this type. These volunteers are usually willing to learn and improve their leadership techniques through in-service training programs provided by the community or established municipal recreation program.

It is easy to see that without qualified leadership, a program of any type cannot and will not succeed. It cannot be stressed enough that the leadership of the young people should be in the hands of a person with the education, experience, background and knowledge of the opportunities which should be offered to all youthful citizens. Leadership is the basic foundation of any successful organization.

## PROGRAMS AND ACTIVITIES

Programs and activities of a Teen Club would generally include everything that a club does other than its regular meetings. This can best be understood by breaking it down into types of programs and activities. First of all, programs should be geared to fulfill the needs of the young people. Second, it should encourage the worthy use of their leisure time. Third, and most important, it should create and maintain interest.

### I. Needs

Needs vary in every community according to its size and customs. Usually though, the most important needs are a place to socialize, a varied athletic program for boys and girls where facilities are available and equally important, a place and person or persons to lend a listening ear to problems, temper and complaints.

### II. Leisure Time

Using leisure time constructively can be both fun and informative. The young people should be encouraged to find projects that they feel are worthy of devoting their time and effort. Below is a list of projects that have been suggested and carried out by Teen Club members.

1. Adopting a needy family and assisting them all during the year as time and funds permit.
2. Coaching midget football teams and cheerleaders.
3. Sponsoring a community Halloween Parade.
4. Preparing Thanksgiving baskets.
5. Stuffing envelopes for various charity drives.
6. Raising money for various charitable organizations.
7. Refreshments for local homes for aged.

The fellowship enjoyed while working on these projects can be quite rewarding. In most instances, funds have to be raised and this in turn creates an opportunity to have a "get together" for all members.

### III. Creating and Maintaining Interest

Every Club needs a periodic "shot in the arm" to keep its members alive and out of a rut. Some suggestions are:

1. A "Member of the Month" award. All members vote by secret ballot on the person they feel has contributed most to the Club in the past month.

2. Publish a monthly newspaper staffed entirely by Club members.  
Try to include articles that will be of interest to all members.
3. Have a party every month.

Here are some ideas:

- (1) Crazy Hat
- (2) Early Morning
- (3) Splash Party (swimming)



- (4) Back to School
- (5) Skating



- (6) Halloween



- (7) Hobo
- (8) Physical Fitness
- (9) Beatnik Ball

- (10) Shipwreck
- (11) Dance for Seniors



- (12) Week of Western Parties
  - a. Wagon Train Jamboree
  - b. Shoot 'um Up
  - c. Cowhand Coffee (morning)
  - d. Long Branch Saloon
  - e. Wind Up-Round Up



- (13) Tacky
- (14) Comic Strip
- (15) Freshman-Sophomore Dance  
(This is held on the same night as the Junior-Senior)

One of the most important factors of a successful Teen Club program is its annual membership drive. Without this program the Teen Club would be nonexistent.

Set aside one week each year for Membership Drive Week. Suggested time would be the week before school starts in the fall.

Two months in advance, the Teen Board, Director and Adult Board or Advisors should meet, plan, discuss and set up committees. Members of the Teen Board should head up these committees and enlist help from the membership at large. Special activities should be planned for each night of the week and a typical week will be outlined later. Assign adults to certain nights to assist the teenagers. The teenagers assigned to a particular night should be responsible for decoration, entertainment, refreshments, etc. They should meet with the adult assigned to their night and form plans, making a list of everything needed for their party. When all plans have been completed by the individual groups, a general meeting should be held to review the complete week of activities. Money should be allotted for each night and each group should be on his own to complete plans for that night. It is suggested that a prize be given to the group having planned the best party of the week.

Publicity will play an important part in making the week successful. Local newspapers should be used to the best advantage. Tapes can be made at local radio stations outlining the week's activities and inviting all teenagers to attend. These tapes can be played during the day and night beginning a week before the first party. Dozens of posters should be made. A suggested time for this would be on Sunday afternoons at the Teen Club where there is plenty of room, all necessary material is available, the teenagers can exchange ideas with each other on their posters and at the same time listen to their favorite records on the juke box while they are working. It is suggested that poster making start approximately one month before the week of activities. Posters must be eye catching to be effective: For example, a poster advertising a Record Hop could have several 45 RPM records pasted on; For a Beatnik Party, draw a face, add toy sun glasses and a wig pasted on for hair: For a Kick-Off Dance honoring football players, ask permission of a local store to use their display window, secure a football uniform from the school and have it stuffed, using this together with a poster giving details. A football and a miniature goal post would make a very attractive, eye-catching display. For a Blast-Off Dance, toy rockets from the dime store could be used very effectively in carrying out the theme "blast off."

A typical Membership Drive Week could be as follows:



**MONDAY—SWIM PARTY AND DANCE** (8:00 to 9:30 swim; 9:30 to 11:00 dancing). If the swimming pool is owned by the City, secure permission for use of the pool. Teenagers who are qualified life guards could serve in that capacity for 30 minute shifts. After swim party, dance could be held in the Teen Club using juke box for music. Variation to this could be a watermelon cutting immediately following the swim party and eliminating the dance party. Pool could be decorated with colored lights, balloons, water lilies, flowers, etc.



**TUESDAY — LIVE RADIO BROADCAST** from Teen Club. Disc jockeys would provide entertainment by giving away records, albums and interviewing teenagers on air. This can be financed by various business concerns buying advertising time. Teen Club could be decorated with old records, album folders, musical notes and station call letters.



**WEDNESDAY—LUAU**—Teenagers should attend in Hawaiian attire. Borrow grass mats from local funeral home to be used on floor; palm trees can be made out of brown and green crepe paper, using chicken wire as frame (directions for making palm trees are included in booklet advertising crepe paper); use fish nets on ceiling, filled with fish shaped balloons; gather truck loads of bamboo and use effectively around walls, over doors, windows, etc.; hanging flower baskets filled with artificial flowers can be hung from ceiling. (Flowers can be bought months in advance when they are on sale) and contact local florist to see if they will help arrange flowers in baskets. Several stalks of bananas hung from the ceiling are effective and can be used for refreshments later in the evening. Full moon can be made from an old lamp shade frame, covered with orange crepe paper, light bulb used inside and placed in an open window above the palm trees. Refreshments, in addition to the bananas, might consist of punch served from a scalloped watermelon, and pineapple and cheese cubes served on colored toothpicks. Almost any type of refreshment could be used for this night.



**THURSDAY—RECORD HOP**—Get the teenagers' favorite disc jockeys to spin records. Variation would be a Sock Hop with the teenagers deco-

rating their sox and a prize given for the best. Decorate with records and sox hung from the ceiling. (Sox can be secured from a mill if one is nearby).



FRIDAY—TALENT SHOW with all contestants being Club members. Prizes donated by local business firms. Or have a Hobo Party with everyone dressing the part. Focal point of decoration could be an old iron wash pot from which punch is served in tin cans (the mothers of the teenagers can save cans for this purpose.) It would be necessary to start saving tin cans a month or so in advance in order to have a sufficient number. Label trash cans "city dump" and serve cookies from a table covered with old newspapers. Or have a Kiddie Party—everyone dressed as a small child or baby. Decorations are endless for this type party; suckers, baby bottles, rattles, etc. Give prize for the best dressed boy and girl.



SATURDAY NIGHT—KICK-OFF DANCE. Make this the Saturday night preceding the opening of the school year and kick-off the football season, honor the football players, cheerleaders and say goodbye to the members who are leaving for college. Use a football field as the theme for decoration. Erect a goal post for the entrance; this can be made from large tubes of cardboard, wrapped with crepe paper using the school colors, cardboard football players (which can be colored school colors) and cardboard footballs can be bought at a reasonable price and should be used to advantage throughout the club. Draw large figures on cardboard squares and mark off the yard lines. Post football schedule in large letters on bulletin board or on wall. Entertainment could be a band that is a favorite of the teenagers. Refreshments might be chips and dip, cokes, etc.

Sell membership cards during the entire week but do not require a new membership card until the night of the Kick-Off Dance. Everyone attending that night should present a new card at the door.

Contact various concerns in an effort to get soft drinks, potato chips, fritos, dip, cheese, pineapple, bananas, etc. donated. Contacts for these items should be started at least a month in advance.

This has been tried for several years by one Teen Club in the State and accounts for approximately 300 to 500 members joining during the week.

## *PUBLICITY AND PUBLIC RELATIONS*



Publicity and public relations go hand in hand in building a good image in your community for your Teen Clubs. It has been said, "It pays to advertise" and a Teen Club must operate on this basis. Any businessman who has something good to sell to the community will naturally publicize it. A Teen Club is certainly something good and needs to be sold also. Without letting people know what you have to offer, they, of course, will not come to buy and receive. Publicity and public relations is one of the most important phases of Teen Club operations. Good public relations help to build a good image for the teen club and good publicity sells the Teen Club to its community. There are many phases of publicity, and when they are used right, they fall into place as public relations as well as publicity. All Teen Clubs should use the following forms of publicity: newspapers, radio, television, posters, speeches to all service and civic clubs, announcements in schools and churches, personal contact and telephone contacts.

When the above forms of publicity are used in a planned and coordinated program, it can do wonders for your Teen Club program. The Teen Club Director and the teenage leaders should spend one third of their active time in publicity and public relations work.

## *SERVICE PROJECTS*

A Teen Club, like any other organization, must have a purpose for existing. Without such a purpose, all organizations tend to die. Service projects for a Teen Club are a must.

A Club should not wait to be asked to join in any drive that will make the community a better place in which to live. It should take the initiative and offer its services to the leaders of the community. The Teen Club has a responsibility to do this, and once service has been offered, they must go all out and make every effort to do the best job possible.

Teen Clubs should work in the following service projects: all charitable drives, local and national, such as March of Dimes, Heart Fund, Easter Seals, etc. The Teen Club should also work with garden clubs to beautify the community and work with churches in membership surveys. Teen Clubs should also work with all civic clubs on various civic projects.

If a Teen Club will realize that it exists for a purpose and follow the rules in the above paragraphs, they will find that the community will accept and respect them as a vital part of the community program. They will also find that many people will be willing to help them build their image in the community and most important of all, they will see that their budget will begin to climb steadily.



The basic rules for a Teen Club's existence would have to be as follows:

1. Realization that the youth of the community have a great responsibility.
2. That their responsibility to the adults of the community is much greater.
3. Realization that they must have a reason to exist.
4. Service projects.
5. They must have a good publicity and good public relations program to achieve their purpose for existing.

## *TEEN CLUBS' RESPONSIBILITY TO THE COMMUNITY*

The basic foundation for any good recreation program is for the recreation personnel and the youth of the community to realize and firmly believe that they have a great responsibility to their community. In many communities when full time programs are conducted, responsibility seems to be a one way street where the responsibility lies only on the community's shoulders. Many Teen Clubs feel that they should be given everything by their community and not give anything in return. In a community such as this, the Teen Club dies and the recreation program with it; however, in a community where responsibility is shared, the results are terrific and everyone benefits. The Teen Club leaders should, of course, set an example of good citizenship and morals for all the teenagers in the community to follow. The Teen Club should take pride in doing things to benefit, not only themselves, but the entire community. They should take an active part in such things as charity drives, clean up drives, get out and vote campaigns and any other activity that might make the community a better place in which to live.

If the Teen Club realizes and respects other people's feelings, and the leaders are the right type, they can mean as much or more than churches and schools.

### *HOW A TEEN CLUB WAS ORGANIZED*

The following is a brief example of how a Teen Club in Georgia was successfully organized:

- I. A committee was formed from one civic organization. This committee consisted of five very interested adults. They were adults who very definitely knew the need for a Teen Club in the community and had the determination to see that one was organized.
- II. This committee contacted all other civic organizations, ministers, principals, parents and interested citizens to urge them to attend an organizational meeting. Five such meetings were necessary.
- III. A Board of Directors was organized from these meetings. This Board was composed of representatives of civic clubs, businessmen and women and parents of teenagers. A committee was appointed to work on By-Laws for the parent organization.
- IV. A committee was appointed to secure a Charter.
- V. Officers were elected with each area of the community being represented by an officer of the board.

- VI. A committee was formed to attend the City Council meeting for the purpose of securing a room in the city recreational building, which was under construction, to house the Teen Club and to obtain the necessary funds to employ a director. Both were granted on a trial basis.
- VII. A date was set for the opening of the Teen Club and cards were sent to all known teenagers in the community advising them of this date.
- VIII. Before the opening date, committees from the Adult Board contacted local business concerns and civic organizations and by the opening night a 200 play juke box had been purchased by one civic organization with the help of the City Council, four ping-pong tables, two tables and a variety of small games had been donated to the Teen Club.
- IX. A director was employed and the Teen Club officially opened.
- X. A committee from the Adult Board of Directors met with the Director of the Teen Club and a group of teenagers to assist and encourage them to organize, set up their own By-Laws and elect officers. This group of teenagers elected officers and became known as the Teen Board. Officers consist of President, Vice President, Secretary-Treasurer and Sergeant-at-Arms. These officers serve for a period of one year. The Teen Board is composed of 24 members, six each from the Freshman, Sophomore, Junior and Senior classes. These members must have leadership ability as the future success of any youth organization will depend upon the strength of the Teen Board.
- XI. Application forms and membership cards were printed and each teenager upon joining and paying his membership fee was given a membership card which must be presented at the door each time he visits the Teen Club.
- XII. The Adult Board of Directors meets once each month. This Board is open to any and all interested adults.
- XIII. The Teen Board meets every two weeks and more often when special events are being planned.
- XIV. To successfully organize a Teen Club, it takes close cooperation between all involved—adults and teenagers. It can be done by one civic organization, by a group of parents or just a group of interested adults who realize the need for a Teen Club in their community. It

is easier for all concerned when several different groups join forces, as was done in this instance, but it is not necessary.

- XV. After the club has been organized, the first and most important thing to do is establish a set of rules and regulations. The Director and teenagers should work on these together.

### *GEORGIA YOUTH WORKSHOP*

The Georgia Youth Workshop was created in 1946 by a group of recreation professionals and interested individuals for the purpose of offering the teenagers of Georgia an opportunity to learn how to plan, organize and maintain a Teen Club. The Workshop has seen some 2500 to 3000 young people in attendance for the past 18 years. These young people have received information, techniques and skills in promoting Teen Clubs to their individual communities.

The program for the annual Workshop is planned very carefully and thoroughly to correspond with the wants and desires of the young people of our state.

The entire week of the Workshop is dedicated to teenage and adult leaders who, in working side by side, learn to live better with themselves and others. In addition, they receive materials, skills and sources of supply that will enable them to operate and maintain youth clubs in their respective areas. They are also given the opportunity to take home the "inspiration and know how" received from contact with some of the state's most outstanding religious, education and recreational leaders.

The week long program for the Workshop will generally consist of sessions dealing with: "Fund Raising," "How to Make Your Teen Club Click," "Juvenile Delinquency," "Organization and Government of Teen Clubs," "Interest Groups"—where you learn by doing, "Fun Time," "Swap Shop"—the exchange of unique and different ideas, "Talent Night," "Singspiration" and "Vespers." In addition to the regular program, each year a prominent authority on youth and their problems is selected as keynote speaker.

The Georgia Youth Workshop is sponsored by the Georgia Recreation Society and is under the direction of a five member Adult Advisory Committee and a 25 member Youth Board appointed by the President of the Georgia Recreation Society. The Workshop is very proud of the fact that it is one of the very few Workshops of its kind in the United States.

For the past 19 years it has successfully conducted its program of "Building Better Citizens of Tomorrow with the Boys and Girls of Today."

## FUNCTIONS OF THE STATE RECREATION COMMISSION

The Georgia Recreation Commission is an advisory agency of State government. It is the responsibility of the Commission to render consultative services, upon request, to the State's political subdivisions on matters relating to recreation.

The following are among the specific services offered to Georgia cities and counties:

1. To study and appraise recreation needs of the State and specific communities.
2. To cooperate in the promotion and organization of local recreation departments for counties and municipalities.
3. To advise local recreation departments in the planning and financing of their program.
4. To provide assistance in securing and improving local and state recreation legislation.
5. To assist cities and counties in obtaining qualified recreation leadership.
6. To serve as a clearing house for the exchange, publication, and dissemination of information regarding recreation programs, plans, and services.
7. To promote institutes and workshops on all phases of recreation.
8. To promote standards of recreation leadership, finance, areas and facilities, and programs.

Additional information and assistance may be obtained from:

### THE GEORGIA RECREATION COMMISSION

7 Hunter Street, S.W.

Atlanta, Georgia 30334

Telephone: 524-5550











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