
4-H LEADS FOR LEADERS

THE 4-H CLUB MEETING

90501F

Leader's Guide



4-H members want to be active and learn. As a volunteer leader, you can help make meetings enjoyable and educational. If you involve group members in planning meetings, you'll be able to stimulate continuing interest.

Well-planned meetings give youth and opportunity to:

- make new friends;
- share ideas;
- acquire new knowledge;
- enjoy recreational activities;
- develop self-confidence and leadership;
- participate in decision-making; and
- have fun!

Place

Explore available meeting places and consider how well each one meets the needs of the program and the youth.

Lighting, available space and room arrangement all influence meetings. How large is the group? How much room do you need for activities or recreation? Members' homes offer many advantages if they can accommodate the members. Other meeting places may include community buildings, schools and buildings of other organizations.

Members should leave the meeting place, whether it is a home or public building, clean and orderly. This is out of respect for others and to be able to use it again!

Seating

Seating people in a circle or semicircle creates a feeling of informality and friendliness. More is learned when a positive atmosphere is created by casual seating. Different seating arrangements help break up cliques. Hearing and participation will also be better.

Time and Length of Meetings

Should the meetings last one or two hours? The ages of the members, subject and activities all affect this decision. Older members usually stay with an activity longer than younger ones. Younger members sometimes have early bedtimes, which affects evening meetings on school nights.

Be clear when meetings start and finish so parents can make transportation plans.

It helps to set a definite meeting time each month, i.e., the second Monday or third Tuesday. Consult with parents to find a meeting date satisfactory to all.

Frequency of Meetings

Frequency of meetings depends on club needs. Some leaders think meetings should be held more often when the club is new to take advantage of the members' initial interest. Younger members can lose interest when meetings are too far apart.

To remain active, every club should meet at least once a month.

Flags and Banners

Younger members feel the spirit of belonging when they see flags, banners and other symbols at the meeting. They like to wear t-shirts, quote pledges, mottos and creeds. These identify the meeting as 4-H and give members the feeling they are part of a big organization.

Parts of a Meeting

Every meeting should include a variety of experiences. Plan for a balance of business, learning and recreation. The group should work together in selecting what is to happen and how it will be done.

Group Building. Take 15 to 20 minutes to help the group develop a spirit of togetherness. Members can plan and lead games to help others have fun. Helping everyone feel welcome and accepted is vital to enthusiastic

participation and cooperation. Recreation, celebration and group interaction are essential for every meeting!

Group Discussion. Take 15 to 20 minutes for youth to learn and practice decision-making and leadership skills. It is not a forum for adults to dominate the discussion. Keep the business part of the meeting as brief as possible. It should be planned ahead by the officers working with the leader. Committee chairpersons should prepare to give reports.

You will want to make sure that every member understands what is discussed and that each member feels free to ask questions, offer opinions and help make decisions.

The following order of business is often used.

1. *Call to order.* The president rises and says, "The meeting will please come to order."
2. *Pledges.* Younger members like to be asked to lead the pledges. It gives them recognition and is something they can do well.
3. *Roll call.* It is interesting to assign topics for answering roll call. Topics should be appropriate for the subjects to be discussed at the meeting . . . What are your summer plans? . . . Give a safety suggestion . . . and so forth.
4. *Reading and approval of minutes.* President says, "The secretary will read the minutes of the last meeting." Minutes are read. President says, "Are there any additions or corrections?" If there are none, the president says, "If not, they stand approved as read." If there are corrections, they are made and the president says, "The minutes stand approved as corrected."
5. *Reading of correspondence.* The president says, "Are there any letters to be read?" The secretary reads any correspondence.
6. *Treasurer's report.* President says, "Will the treasurer please give the report?"
7. *Committee reports.* President should call upon chairperson of each committee for a report.
8. *Unfinished business.* Discuss anything left over from previous meetings should be discussed.
9. *New business.* Any club member may bring new business before the club or the president may state the business and ask for a motion on it.
10. *Announcements.* Announce all upcoming events, including the next meeting. Include time, place, what will be done and what materials the members need to bring.
11. *Adjournment.* A member may say, "I move the meeting adjourn." The motion is voted upon. Or the president may say, "There being no other business, the meeting is adjourned."

The *4-H Club Officer's Guide* gives information on the duties of officers, how to conduct a meeting and parliamentary procedure.

Program or Activities, 20 to 30 minutes

The program is informal and should be planned to fit the needs of the club. The program may consist of one of the following.

1. Guest speaker. Arrange for interesting speakers who can share information that is helpful to the members. A highway patrol or police officer, doctor, nurse, dentist, etc., can be invited if the club is working on health or safety. City, county or state officials might help with a citizenship or government topic. A foreign visitor, traveler or person with a distinctive nationality background can give a program emphasizing international relations. Be alert to resources available in your own community. Ask an Extension agent or 4-H member to speak on a topic!
2. Films, slides or educational materials. Some visual aids are available through your local Extension office, the state 4-H office or the Colorado State University Audio-Visual Services. Ask your local Extension office for a list of resources or what they recommend.

The *Colorado 4-H Project Selection/Educational Media Guide* contains a list of projects, goals and objectives. It also lists resources available through the state 4-H office or material that Extension specialists put into the Colorado State University audio-visual system.

3. Tours. Members learn more when they see a practice carried out than when they hear about it. Opportunities for tours are endless and fit into most projects and activities represented in the club. Consider the grocery store not only for foods members, but for those raising products that are processed and sold in retail markets. The hospital might be of interest to those working with health, safety, transportation, nutrition, food service, accounting, child development, etc.
4. Demonstrations or illustrated talks. Each member should have an opportunity to share project work with the club. Large clubs may need to include two or three presentations at each meeting so every member can participate. Individual project leaders or junior leaders can help members prepare.

Materials that may help you prepare demonstrations and illustrations talks include:

- *4-H Demonstrations and Illustrated Talks*. Tells how to prepare demonstrations and illustrated talks and how they can be used as part of the club meeting. (Available to leaders.)
- *4-H Speech Arts Presentation Check Sheet*. Score sheet used for judging demonstrations and illustrated talks in county and state competition.

5. Project training.

- Project lesson. Project clubs will have subject matter training at their meetings. Larger clubs, with many projects included may have only an announcement of when their next project training will be held.

Whenever project training is given, the 4-H member's and leader's manuals are the best source of information for training.

- Judging. Judging activities give members practice in making decisions and telling why they were made. Judging is a valuable teaching technique. It provides another way to present project information to the members and stimulate interest in the project. A variety of guides are available to help you.

Group Building

Recreation, music or a social event will do wonders for morale. The age and size of the group determines the kinds of activities. Those responsible for recreation also need to consider the meeting place, time and preferences of group members.

Recreation might also include seasonal parties, picnics, hayrides, wiener roasts, skating, swimming or pizza parties, etc.

Many clubs serve refreshments at meetings. If your club has them, see that it is a way for members to select simple, nutritious and inexpensive refreshments or snacks, as well as how to serve them.

Looking Ahead

You may want to expand beyond the basics of business, education and recreation. Ideas for other educational and service programs are numerous. Look around. What does your community need that your club can do?

Make the Meetings Democratic

The leader who helps members learn to think, speak and discuss in a group, to respect another's point of view, to take part in organized business meeting and to act for the good of the group is showing outstanding leadership qualities. Some things you can do to accomplish this are:

1. Let club members plan their own activities. Ask them questions to help them think and plan. Help them see ahead.
2. Ask club members instead of telling them.
3. Provide opportunity for all club members to participate. Plan the yearly program with the members so each person has a part.
4. Never do anything yourself that members can do.
5. Give positive reinforcement. Praise participation, group planning, group decisions, initiative, and leadership shown by club members.

Evaluate Your Meetings

Involve the officers, a committee or the entire membership in discussing the following questions:

- Do members and leaders enjoy coming to meetings?
- Do all individuals in the group voice their opinions and try out their ideas?
- Are meetings and activities fun as well as informational?
- Do members learn at least one new thing at each meeting?
- Are members kept informed on what is happening?
- Are leaders and members enthusiastic about what they are doing in 4-H?
- Do all members feel they are a "part of" or "belong to" the group?
- Do members feel they are getting somewhere or making progress?
- Are there any things you need to improve in your club?

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4-H Club Meeting Agenda Sheet

Place: _____ Date: _____ Time: _____

Business:

Call to order

Opening: *Pledge of Allegiance*

4-H Pledge

Song

Roll Call

Introduction of visitors

Reading of Minutes

Treasurer's Report

Reporter's Report

Other Officer's Reports

Leader and Junior Leader Reports: _____

Committee Reports: _____

Communications: _____



Old Business: _____

New Business: _____

Announcements: _____

Adjournment of Business Meeting

Program: _____

Recreation: _____

Adjournment