

4-H Club Meeting #3 & beyond

Session Summary

- ❖ Installation of Members (Optional)
- ❖ Club Goals
- ❖ Projects

BEFORE THE MEETING

- ❖ **Meet with the club president to build the agenda for the club business meeting** (see attached worksheets).

Work with the president to learn how to run a meeting using the sample agenda.

Discuss the best way to keep order during your meeting. (Gavel, throwing a ball to the person speaking, etc.)

- ❖ **Goal Setting Activity—What do you want to learn/do this year? (see below)**
- ❖ **Pick a project to work on in your project area.**
- ❖ **Pick an Intro Game and ending game**

Goals setting activity:

Have the youth get in groups of 3 or 4. Each group gets a large piece of paper and a pen. The groups space out from one another. One person from each group is sitting in a chair, the rest are standing over that person. The only person who can write is the one sitting in the chair. So, if a person standing wants to write down a goal, they need to tap the person sitting down on the shoulder and take the sitting positions (the old writer now needs to stand.) They continue rotating into the sitting position to write their goals. Ask the youth to fill up the page with ideas, or have a treat for the group that comes up with the most ideas.

- ❖ **Gather the following needed materials**

Meeting Procedure #3 and Beyond

Session Summary

- ❖ Business meeting
- ❖ Goal Setting Activity
- ❖ Project activity

Activity #1 --Pledge of Allegiance and State 4-H Pledge

Activity #2—Intro Game

Activity #3--Business part of the meeting (10-15 minutes)

Activity #4--Goal setting activity (or others as needed)p

Activity #5--Project activity (20-60 minutes)

Activity #6-Game

Activity #7-Snack-pick next snack person

- ❖ Prior to closing the meeting, remind the members of the next meeting date and time and who is bringing snack.

Use this format for meetings beyond this as well, adding in activities you wish to do.



CLUB MEETING AGENDA



Place _____ Month _____ Date _____ Hour _____

BUSINESS (President is in charge of the business portion of the meeting)

Call to order

Opening ceremonies

Pledge to the American Flag

led by _____

4-H Pledge

led by _____

Songs (if part of meeting) led by _____

Roll Call (Secretary)

Answered by _____

Reading and approval of minutes of last meeting (Secretary)

Reading and approval of the treasurer's report (Treasurer)

Reading of correspondence _____

Report of committee _____

Old business _____

New business _____

Announce next meeting: Place _____ Date _____ Hour _____

Things to do before the next meeting _____

Adjourn the business meeting and turn meeting over to program chairman.

PROGRAM (Vice President as Program Chairman is in charge of this educational part of the meeting)

What Planned:

Person responsible:

RECREATION (Recreation Leader is in charge of this portion of the meeting)

What Planned:

Person responsible:

