



4-H Club Meeting Guide

PRE - MEETING ACTIVITY:

Have something for the early arrivals to do.

OPENING ACTIVITY:

The purpose of this activity is group building. The Pre-Meeting activity can lead right into this or one activity can sometimes serve both purposes. This is especially important with new clubs or clubs with lots of new members.

BUSINESS MEETING:

The organizational leader and club president should meet prior to the meeting to prepare the agenda. Use the 4-H Club Meeting Agenda sheet for help in developing an agenda. The agenda should include:

Call To Order

Flag Salute and Pledge

Roll Call and Introduction of Guests

Reading and approval of Minutes

Treasurer Report

Committee Reports

Unfinished / Old Business

New Business

EDUCATIONAL PROGRAM or ACTIVITY:

The educational program at regular club meetings can be one of the most important parts of the 4-H meeting. This part of the meeting provides an opportunity for the members to join in a group learning experience. The learning experiences may take many forms including demonstrations, guest speakers, tours, learning games and hands-on project related activities. The program or activity should be fun, interesting, and age appropriate for all members.

RECREATION:

Youth (and most adults) come to meetings to have fun and socialize. Include some form of recreation in every meeting. Recreation can be placed almost anywhere in the meeting schedule. Ideas include: games, drama activities, thought for the day, music, stories or story telling.

REFRESHMENTS:

Youth like to eat even more than adults, so be sure and have refreshments.

DELEGATION:

Almost all of these parts can be delegated to officers, members or adult club leaders. The more people who are involved in contributing and feeling a part of the club, the better the club will function.