

4-H Training Topics - Conducting Club Meetings

Background:

The purpose of this training is to present the parts of an effective 4-H Club meeting. Learning to participate in or conduct a business meeting is a skill used throughout life.

Resource:

4-H 101, Lesson 11,
<http://www.4-hmilitarypartnerships.org>

Materials Needed:

Handouts for **Lesson 11, pages 173-182**, note cards identifying a specific role needed for the club skit (e.g. President, Secretary, etc.), gavel, American and 4-H flags, newsprint paper (one sheet for each participant) and packing or masking tape.

Preparation Time:

Allow 15 minutes for preparation and set-up.

1 Opening Activity

What to Do	What to Say	Minutes
Have a sign up sheet at the door.	Welcome. Please visit with others and share memories of the first business meeting you attended as a youth. Was it a good or bad experience?	5

2 Curriculum

What to Do	What to Say	Minutes
Show 4-H 101 curriculum	4-H 101 is a curriculum developed to be a general overview and resource guide for those interested in starting new 4-H Clubs or working with existing clubs. It includes lots of information about youth development, 4-H and makes suggestions for making 4-H a fun and educational experience.	2

3 Staff Introductions

What to Do	What to Say	Minutes
Introduce yourself first then ask others to introduce themselves.	Please tell us your name, where you work and briefly what you remember about the first club meeting you ever attended.	3

4 Doing an Activity

What to Do	What to Say	Minutes
	<p>We have already talked about how to start a 4-H Club, the structure and some of the basics necessary for that club to be successful and youth to have a positive and fun experience. To quickly review what members need to do when the Club first starts:</p> <p>A 4-H Club needs to decide:</p> <ul style="list-style-type: none"> How often to meet When and where to meet How formal or informal they want to be in carrying out club business What they want to do at their club meetings <p>As a group, think about why members are involved. Plan the 4-H Club program to meet the needs of the youth.</p> <p>Remember 4-H should be fun! Celebrate accomplishments or just take time to focus on recreation once in a while. It's a great way to build a club team! Field trips, community service, and social events like hay rides and hot dog roasts can put excitement into the Club.</p>	10

4-H Training Topics - Conducting Club Meetings

4 Doing an Activity

What to Do	What to Say	Minutes
continued . . .	<p>Whether the meetings are formal or informal, the agenda needs to be well planned. The business meeting should last no more than 15-20 minutes and could include these parts:</p> <p>Call to Order</p> <ol style="list-style-type: none"> 1. Opening exercise such as pledges or a song 2. Roll call, introduction of guests 3. Reading of the minutes 4. Treasurer's report (if applicable) 5. Correspondence 6. Bills outstanding 7. Reports of committees 8. Unfinished business 9. Announcements 10. Adjournment <p>If the Club has no decisions to be made the agenda might be as simple as:</p> <p>Call to Order Pledge of Allegiance and 4-H Pledge Roll call Secretary and treasurers reports Announcements Adjournment</p> <p>The program (30-60 minutes) is a time to focus on education through project work. This could be through hands-on activities, demonstrations by members, presentations by project leaders or guest speakers. It is also a time when 4-H'ers can work on their record keeping. Field trips or tours that enhance project learning can be an enjoyable change of pace for members, leaders, and parents.</p> <p>The type of recreation (15-20 minutes) planned will depend on time allowed and what the facilities permit. It could include songs, active games, table games, brain teasers, or team building activities.</p> <p>It's also a good idea to evaluate what is happening. An evaluation may be done after a meeting, after completing a special project or activity or at the close of the program year. This will give you clues as you look at planning for another year.</p>	10

5 Activity

What to Do	What to Say	Minutes
Distribute the Club Skit Handout , page 179-182, 4-H 101. In order to save time fill in the blanks for the business meeting and assign individuals to serve in each of the roles by handing out the note cards prepared before the training. It may be necessary to give some participants more than one role if the group size is small. If time permits include the What Hat Are You Wearing demonstration. (ask 2-3 participants) to practice and present the demonstration.	Now it's time to experience a 4-H Club meeting. Specific roles have been handed out to participants. Take a few minutes to read through the club skit handout and then we will begin.	10

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6 Applying the Experience

What to Do	What to Say	Minutes
Discuss what was learned from the activity and how it might be applied to other activities during the week.	Was the 4-H Club meeting what you expected? Was it harder or easier than you thought it would be? Will the children/youth be able to run a club meeting? How can the skills learned from participating in and running a club meeting be used in other situations in the program?	5

7 Making a Plan

What to Do	What to Say	Minutes
Make a plan to help children/youth understand 4-H Club meetings.	Sitting in program work groups plan how to help Club members understand what should be included and how to run a business meeting. How will they learn about presenting demonstrations or other educational programs? When will this training be held? Who will attend? Who will serve as the adult leader?	10

8 Close

What to Do	What to Say	Minutes
Summarize and close.	Understanding and preparing for the first 4-H Club meeting is the final step in preparing for the 4-H journey. Be sure to make it fun for both youth and adults. Thanks for coming.	1

