



# Wisconsin 4-H Community Clubs

## 4-H Meeting Guide Handout

Here are helpful hints to consider as youth and adult leaders are planning effective 4-H meetings.

### **Before the 4-H Meeting Date**

The organizational leader (or leader in charge of the business meeting) and the youth officers/leaders need to meet prior to the meeting to prepare the agenda. Working together can prepare everyone for a well-run meeting. Use the 4-H Club Meeting Planner on the next page as an aid.

### **Pre-Meeting Activity**

Have something for the early arrivals to do. This could include something fun or something to help prepare for the meeting. Being ready with an activity or two sets the stage for creating a welcoming environment.

### **Opening Activity**

The purpose of an opening activity is team building and creating a welcoming environment. The pre-meeting activity can lead right into the opening activity or one activity can sometimes serve both purposes. This activity is especially important with new groups, but also serves a purpose for a long-standing 4-H Club.

### **Business**

Make sure all business comes before the members, allowing time for discussion and decisions. How the group makes decisions should be decided at the first meeting of the group each year. Practicing decision making can be part of an educational activity and help teach all members how to do their role. The secretary or note taker needs to keep accurate notes of all decisions made. Copies of the notes should be available to all members.

### **Educational Program or Activity**

The educational program is an opportunity for the members to join in a group-learning experience. The learning experience may include demonstrations, guest speakers, movies, tours, learning games and hands-on activities, such as crafts and project related activities. The program or activity should be fun, interesting and educational. Well planned programs and activities take into account the needs, ages and interests of young people.

### **Recreation**

Youth (and most adults) come to meetings to have fun and get something done. Include recreation in every meeting. The recreation can take place anytime during the meeting. Ideas for recreation include games, group activities, dancing, fitness activities, stories, music, skits, and drama. Remember that young people get bored when sitting for more than a few minutes. Youth need to move their bodies and enjoy activities where they can "let off a little steam."

### **Refreshments**

Youth like to eat, so be sure to have refreshments. If the meeting is right after school, refreshments should be the first activity on the agenda. Limit high sugar sodas and snacks. Model good eating behaviors by serving fruits, veggies, whole-grain crackers and dip, cheese, juice, milk or water.

### **Delegation**

Use delegation as a way to teach and practice leadership development. Most parts of the meeting can be delegated to youth leaders, parents and other interested adults. The more people you can get involved contributing to and feeling a part of the club, the better the club or group will function.



# Wisconsin 4-H Club Meeting Agenda Planner

## Community Clubs

### 4-H Community Clubs

The three components of a 4-H Club meeting are:

- Business
- Education or Program
- Recreation and Refreshments

The total meeting should be about 1 hour in length. Planning is the key to an efficient and fun meeting. Youth officers should work with the club team leaders in preparing the agenda for the 4-H club meeting. The business portion should last no more than 15-20 minutes and could include:

Agenda Item	Things To Do	Person Responsible
Call to order		
Flag pledges		
Roll call/attendance		
Secretary's Report/Reading of the Minutes		
Treasurer's report		

Committee reports		
Unfinished business		
New business		
Announcements		
Adjournment		



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