



# 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	Treasurer's Report
Flag Salute and Pledge	Committee Reports
Roll Call and Introduction of Guests	Unfinished / Old Business
Reading and approval of Minutes	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 for members. 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.



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4-H Club Visited: \_\_\_\_\_

# of Evaluators: \_\_\_\_\_

Date Club Visited: \_\_\_\_\_

4-H Club Evaluating: \_\_\_\_\_



# 4-H Club Meeting Check List

	Great	Ok	Could Improve
1. All meetings are well planned	_____	_____	_____
2. Each officer does his/her job well	_____	_____	_____
A. The President uses an agenda	_____	_____	_____
B. The Secretary has minutes prepared	_____	_____	_____
C. The Treasurer has report prepared	_____	_____	_____
3. Business part of the meeting is short and snappy	_____	_____	_____
4. All members take part in discussion	_____	_____	_____
5. Meeting place is set up when members started arriving	_____	_____	_____
6. Guests are introduced and made to feel welcome	_____	_____	_____
7. Educational program is interesting	_____	_____	_____
8. At least one demonstration given at each meeting	_____	_____	_____
9. Recreation is suitable to the meeting place and size of group	_____	_____	_____
10. Officers avoid doing all the talking	_____	_____	_____
11. Refreshments are served	_____	_____	_____
12. There is fun, learning and fellowship during the meeting	_____	_____	_____

Additional Comments: \_\_\_\_\_

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