

4-H Club Meetings



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WELCOME TO 4-H – you and your club members are in for an exciting year. This manual is designed to help you understand the parts of a club meeting and the importance of each one. As you have been told by your 4-H Agent, 4-H is a youth driven organization where we utilize youth in conducting the club meetings and making decisions in setting the yearly club goals and in planning the club agenda and programs for the coming year. As a leader, it is your responsibility to make sure your club officers and members are all a part of the planning process. Work with your parents, other club volunteers, and most importantly your 4-H Agent to have a successful year.



What Happens at a 4-H Club Meeting?

The 4-H club consists of three parts – business, educational program, and social/recreation. The suggested length of time for the business meeting is 1/4 of your scheduled time together. The educational portion is often the largest part of the meeting, followed by a shorter social time of recreation/refreshments. Club meetings usually follow this format, but keep in mind, you can be as creative as you and your club officers want. At times you may want to move the agenda around so the same thing does not happen at every club meeting.

THE BUSINESS MEETING (1/4 of scheduled time)

- Meeting is called to order by the club president
- American and 4-H Pledges are recited
- Club membership roll call
- Minutes of last meeting are read by the club secretary
- Treasurer 's report is given by the club treasurer
- Correspondence is read by the secretary
- Committee reports are given by committee chairmen
- Unfinished business (things from previous meetings that still need to be discussed, decided upon or reported on)
- New business (things not discussed at a previous meeting)
- Make assignments, club leader announcements
- Adjournment



EDUCATIONAL PROGRAM (1/2 of scheduled time)

Many different methods can be used to present an educational program for the members. This is an important part of the club meeting and should be included in all regular club meetings throughout the year. 4-H clubs should try to choose topics of interest to all, regardless of the projects in which members are enrolled. Parents often have special talents or interests areas that they can share with the club. This is a good way to get parents more involved. Here are some program ideas:

- Project demonstrations/illustrated talks by club members
- Project talks or panel discussions by club members or others
- Slides, movies, videos, guest speakers
- Judging contests or activities, games, quizzes, skill-a-thons, etc.
- A project activity – something for the fair
- Working on the club 's community service-learning project

RECREATION/TEAM BUILDING (1/4 of scheduled time)

Clubs that have fun will be more active, do more things and get along better. Fun should be included in every club meeting. This is also another good way to use your older club members in a leadership/mentoring role. There are a number of recreation guides and game books available at your local bookstore. Songs may also be considered as a form of building relationships and having a good time.

Planning a Good 4-H Club Meeting



Good meetings take place in a safe and inclusive environment. As the club leader you can help to make meetings both enjoyable and educational. At each meeting include activities that members feel are important to them. Involve club officers and members in planning meetings and you will be able to stimulate continuing interest. You should meet with your club president and possibly other officers a few days prior to your club meeting to assist with planning the agenda. Or better yet, have them plan the agenda for you. As a result of proper planning, you will have meetings that are fun and provide quality learning experiences.



Well planned meetings give the members an opportunity to:

- Make new friends
- Share ideas
- Learn physical, social, intellectual, and emotional skills
- Enjoy recreational activities and develop healthy lifestyles
- Develop self-confidence and leadership
- Participate in decision making
- Develop a sense of pride
- Form cooperative attitudes
- Develop positive relationships with caring adults
- Value and practice service to others

Well planned meetings also consider these factors:

Meeting Location: Explore available meeting places and consider how well each one will meet the needs of your club and your members. Light, available space and room arrangements influence meetings. Meetings can be held in a public or civic facility as well as in members' homes (liability issues may exist in private homes).

Seating Arrangement: Use the seating arrangements to create a feeling of informality and friendliness. Think about how the individual feels and reacts in different room set ups such as rows, larger circles, table groupings and even pairs. More is learned when a positive atmosphere is created by casual seating. Different seating arrangements can be used to help break up fixed groups. Hearing and participation will also be better in a casual arrangement.

Length: The length of your club meeting will depend on the ages of your members and the business and activities you have planned. Younger members sometimes have earlier bedtimes and this may affect evening meetings on school nights. Be clear when meetings start and finish and then start and finish at those announced times.

Balance: Every meeting should include a variety of experiences. Plan for a balance of business, learning and recreation. A planning committee of members and parents will be helpful in insuring that meetings meet the needs and interests of all the club members.



Just Before the Meeting: Activities for early arrivals help the group develop a spirit of togetherness. Members can plan and lead games to help others have fun. Helping everyone feel welcome and accepted is vital to enthusiastic participation and cooperation. This could also be the time where you have your refreshments instead of at the end as everyone is leaving. Activities for early arrivals may include:

- Set up meeting room
- Scrambled word games
- Outdoor sports (supervised)
- Puzzles
- Board games
- Indoor sports (supervised)
- Set up exhibits
- Singing
- Crafts



The Business Meeting

The BUSINESS MEETING usually includes roll call, reading of the minutes by the secretary, treasurer 's report, committee reports, old and new business and leader announcements. The opening of the business meeting should involve all members.

Use the club roll call as a way to get members actively involved by having them respond in ways other than saying “here ” or “present ”. Here are some ideas – but let the officers decide what the roll call will be.

- Kind of Bird
- Good Habits I Admire
- Favorite school subject
- Favorite holiday
- Favorite food
- Favorite animal
- Favorite 4-H project
- Favorite sport
- Good health habit

To keep the business meeting interesting and moving, plan the meeting with your club officers. Do not wait until the day of the meeting to plan the agenda and program. Your president will feel more confident if he/she knows and understands what business is to be discussed.

Refer items that will require extensive planning or discussion to committees. This also gives members an added opportunity to participate in activities and feel they are an important part of the group.

During the business meeting make sure each member understands the business being discussed, feels free to ask questions, and offers opinions and helps make decisions. This is a great opportunity to learn parliamentary procedures in a fun way.

Here are some ideas for the business part of the meeting.

- Elect officers
- Plans for judging teams
- Plan future programs
- Plan a fund-raiser
- Plan a family get together
- Set up committees
- Plan a field trip
- Plan a community service-learning project

4-H Club Officers



Only 4-H club members can vote and hold elective office in a 4-H club. Successful clubs and good club meetings depend on leadership for good club officers. These officers are elected by and from members of the club. Following is a list of officers and their duties. As club leader, it is your responsibility to facilitate officer elections and to train your club officers. Use the *Florida 4-H Officer Training Handbook* (4H GCM 11) as a resource and guide for electing and training your officers.

President	Presides at meetings. Guides the meetings in a tactful, positive way. Appoints committees as needed. Attends County 4-H Council meetings.
Vice President	Serves in the absence of the President. Serves as Program Committee Chair, leads the committee in planning the annual program. Helps president coordinate club committee.
Secretary	Keeps complete and accurate minutes of meetings. Keeps records of each member and their attendance. Handles all correspondence. Keeps record of committee reports.



Treasurer	Takes care of all club funds. Under guidance of club leader, handles deposits and bills. Collects dues when approved by club. Keeps treasurer 's book up to date. Gives monthly report to club on treasury balance.
Historian	Keeps the club scrapbook up to date. Takes photographs (or gets them from other club members) of club activities and events. Cuts articles from newspaper about club members for the scrapbook.
Reporter	Writes short news article about special events and activities for Newsletter.
Song/Recreation	Plans and lead songs for club meetings. Provides leadership for Recreation at club meetings and activities.



The Educational Program

The EDUCATIONAL PROGRAM is an important part of the 4-H experience for your club members. This part of the meeting provides an opportunity for the members to join in a group learning experience. The learning experience you provide can take many forms. The topic of the program may or may not be related to a specific 4-H project. Listed below are some ideas for club meeting programs.

- Demonstrations by members
- Guest speakers
- Presentation on how to give a demonstration
- Community service-learning project
- Judging contest or activity
- Craft ideas for fair exhibits
- 4-H project activity
- Movie or video (discussion)
- Exhibit display
- Tour or field trip
- Quiz Bowl or Skill-a-thon

Recreation/Refreshments



RECREATION AND REFRESHMENTS occur at many club meetings. Refreshments should be simple, inexpensive, and nutritious. You could have a Refreshment Committee where each month someone different brings the refreshments – another way to get parents involved. If you have refreshments, you can also make it a time to promote good nutritional habits – serve veggies and fruit instead of the sugary snacks. Whether or not refreshments will be served at club meetings, as well as how to provide them, are decisions which should be made in concert with other parents.

Here are some ideas for the recreation part of the meeting.

- Songs
- Recreation
- Team-building Activities
- Ice-breakers
- Games
- Trust Activities
- Refreshments

Looking Ahead



LOOKING AHEAD: Will your members come back? Anticipation is half the fun. If members of your group are to remain active and involved, they need to look forward to the next meeting. Make sure they know the date, time and place. Alert them to the focus of the program, and be sure individual members know their specific responsibilities.

As you and your club members learn more about 4-H, you may want to expand your interest and go beyond the basics of business, project work, and recreation. Ideas for other educational and service-learning programs are numerous. Possibilities include the areas of health, safety, citizenship, environmental stewardship, community service-learning, and cultural understanding. A variety of fun activities adds enthusiasm and enjoyment to club meetings.

As the club leader you want to involve club officers and members in *“Designing Your Own Clover”*. You might want to discuss responses with the entire group. This activity involves all members in planning club activities for the entire year and can be found in the *4-H Club Planning Leader’s Guide (4H GCL 20)*.



You can use the *4-H Club Planning Workbook* (4H GCW 20) with club members to set yearly goals and monthly club meeting programs (see example pages below). Club officers should be involved in all phases of club program and activity planning. The *Florida 4-H Club Officers ' Handbook* (4H GCM 11) is available to help club officers with their roles and responsibilities. The following page contains a *4-H Club Meeting Checklist* to help club officers assess the quality of each meeting.

Samples of Club Goals, Calendars and Meeting Plans

CLUB GOALS (example)

1. Enroll 5 new members
2. Increase family participation
3. Have 100% of members complete at least one project record
4. Have 75% of members participate in one community service-learning project
5. Have at least 50% of members give at least one demonstration or illustrated talk.

CLUB CALENDAR (example)

CLUB CALENDAR				
MONTH	PROGRAM, EVENT OR ACTIVITY	DATE & TIME	PLACE	PERSON RESPONSIBLE
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				

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CLUB MEETING PLANS (example)

CLUB MEETING PLANS	
DATE:	PROGRAM TOPIC:
JOB:	PERSON RESPONSIBLE:
Business	
Arrange for meeting place	
Plan business agenda	
Lead pledge to American flag and 4-H Pledge	
Education	
Contact program presenter	
Introduce speaker or presenter	
Present Demonstration or Illustrated Talk	
Recreation	
Lead recreation	
Lead singing, icebreaker, or team-building activity	
Provide refreshments	

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4-H Club Meeting Checklist

	<u>Good</u>	<u>Average</u>	<u>Needs Improvement</u>
Meeting was well planed	_____	_____	_____
Each officer did his/her job	_____	_____	_____
Preside used an agenda	_____	_____	_____
Secretary had minutes prepared	_____	_____	_____
Treasurer had report prepared	_____	_____	_____
Business meeting moved along well	_____	_____	_____
All members took part in discussion	_____	_____	_____
Meeting room was set up when members arrived	_____	_____	_____
Meeting place was comfortable	_____	_____	_____
There was a program or activity	_____	_____	_____
The program/activity was interesting	_____	_____	_____
Recreation was included	_____	_____	_____
Recreation was well led	_____	_____	_____
Refreshments were served	_____	_____	_____
Each member spoke at least two times during the meeting	_____	_____	_____

Use this check list to do a quick evaluation of your 4-H club 's meeting.

Club Performance Recognition

Club recognition systems exist to recognize clubs for their performance. Clubs may strive to reach specific standards of performance just as individual club members work to achieve standards. Florida 4-H provides four levels of recognition—bronze, silver, gold, and emerald—for 4-H Club attainment. Each of the four levels of standards is available for clubs to achieve. Criteria for *Club Performance Standards* can be found on the Florida 4-H web site.



BRONZE Clover

Club will receive a BRONZE Clover Certificate and name printed in the 4-H newsletter.

SILVER Clover

Club will receive a SILVER Clover Certificate and name printed in the 4-H newsletter.

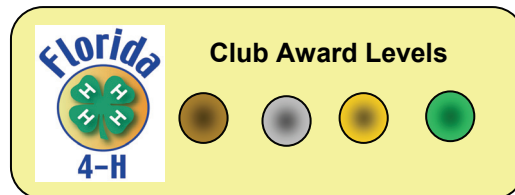
GOLD Clover

Club will receive a Gold Clover Certificate and name printed in the 4-H newsletter.

EMERALD Clover

Club will receive an EMERALD Clover Certificate, name printed in the 4-H newsletter and name in a news article submitted to the local newspaper for publication.

For further information about the Florida 4-H Program go to the Florida 4-H web site at:
<http://www.florida4h.org>



For more information about 4-H Club Awards and Recognition please contact your Club Leader.

Standards of Excellence for 4-H Clubs and Groups

Check the following Club Performance Standards completed during the 4-H year. Documentation may come from meeting minutes, scrapbooks, photos, newspaper articles, letters, etc., and should be attached to this form.

Club/Group Name _____
County _____
Club/Group President Signature _____ Date _____
Organizational Volunteer Signature _____ Date _____
Total Number of checked responses for the 20 Excellent Standards _____

Club Performance Standards

- Club/group had a planned annual program that includes group goals. (Ex: recruit 4 new members; 75% of members will attend camp; all members will choose one county learning activity to attend.)
- Club/group members were actively involved in planning the club/group's annual program.
- Club/group selected an area of focus for their annual program. (Ex: health & fitness; environmental science; pet care; community service; intercultural understanding.) OR club/group is represented in the community, by serving on a committee, council or board with adult partners.
- Club/Group members were involved in implementing the annual program/activities. (Ex: planning and bringing snacks; leading the pledges; calling club/group members for a meeting or assignment; presenting a demonstration; organizing a tour; introducing a speaker; leading recreation; teaching others.)
- A calendar for the year was printed and distributed to members, parents, volunteers, and the local Extension Office. (Ex: identify meetings dates, locations, educational programs; special projects; social events; county or district events.)
- All members were invited and at least 75% of club/group members were involved in at least nine club/group activities during the year. (Ex: meetings; club/group tours; recognition event.)
- Club/Group officers were elected or appointed, and fulfilled their leadership roles.
- Club/Group completed at least one (1) community service project.

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Standards (continued)

Club completed at least one (1) promotion activity that promotes 4-H visibility at the county or county level. (Ex: participating in a community parade; radio interviews during 4-H Week; project displays in business windows; or doing website development for County 4-H office.)

Club has completed at least one (1) project that promotes 4-H visibility at the county, city, district, state, multi-state, national or global level.

Club recruited at least one (1) project volunteer for at least 75% of the member's project areas.

95% of the members made progress toward individual 4-H project goals.

Club developed a method to communicate with families at least three (3) times per year regarding club/group activities, education, and achievements. (Ex: newsletters; e-mail; calling up activity that includes families.)

Club planned at least one (1) activity to include parents and families in club/group. (Ex: project showcase; skating party; tours; recognition event.)

Club took part in a variety of non-competitive activities and/or meetings beyond the 4-H club level. (Ex: county project workshops; council meetings; interstate exchange programs.)

Club led recognition event was held for members, volunteers and parents.

Club planned and implemented at least one multi-club activity. (Ex: doing multi-club service; several clubs managing a community or county event; conducting a multi-club or social event.)

Club participated in competitive 4-H events beyond the club/group level. (Ex: county events; state fair; project area competitions.)

Club group consistently had a safety/supervision ratio of 1 adult to 10 youth.

Club's ethnic composition of the club reflects the diversity of the surrounding community, does not reflect the diversity of the community, then successful efforts to contact minority person, by mail, and through mass media may be used. Work with your county 4-H help achieving this goal.)

12-13 Checked of 20 questions = **BRONZE** Clover Club Award
14-15 Checked of 20 questions = **SILVER** Clover Club Award
16-17 Checked of 20 questions = **GOLD** Clover Club Award
18-20 Checked of 20 questions = **EMERALD** Clover Club Award

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HEAD

HEART

HANDS

HEALTH



I pledge...

*my Head
to clearer thinking
my Heart
to greater loyalty
my Hands
to larger service
and my Health
to better living
for my club
my community
my country
and my world.*

The 4-H Pledge

The **HEAD** represents:

1. Thinking, planning and reasoning.
2. Gaining new and valuable knowledge.
3. Understanding the whys.

The **HEART** represents:

1. Being concerned about the welfare of others.
2. Accepting the responsibilities of citizenship.
3. Determining the values and attitudes by which to live.
4. Learning how to live and work with others.
5. Developing positive attitudes.

The **HANDS** represent:

1. Learning new skills.
2. Improving skills already known.
3. Being useful, helpful, and skillful.
4. Developing respect for work and pride in accomplishment.

The **HEALTH** represents:

1. Practicing healthful living.
2. Enjoying life.
3. Using leisure time wisely.
4. Protecting the well being of self and others.

The 4-H Pledge, first adopted in 1927, summarizes 4-H as the four-fold development of youth through the Head, Heart, Hands and Health.

Post a pledge banner at your meeting site. At the end of the first meeting, give everyone a card with the 4-H pledge to take home.

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2. Joy Jordan: contact person, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville, 32611.
3. This information was developed by Judy Butterfield, Regional Specialized Agent, 4-H Youth Development, Dale Pracht, Community Based Organizational Systems in 4-H Youth Development, and Joy Jordan, 4-H Youth Development Specialist, Department of Family Youth and Community Sciences, and IFAS, University of Florida. Revision, November 2007.

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