



## 4-H Youth Development Volunteer Training

# Module 1: Communication *Club Meeting Tips*

### To prepare for 4-H Club meetings

- check in with all club officers
- check in with participating adults
- have supplies ready
- include emergency and waiting activities
- arrive early
- prepare the meeting place environment

### To keep the meeting moving

- encourage officers to help younger members understand meeting functions and processes
- use committees when decisions would require too much deliberation by a large group
- change activities when the group loses interest
- mix up the order of activities (food first, presentations next, and meeting third)
- limit business meetings (20 to 30 minutes)

### To make the meeting entertaining and fun

- keep activities hands on to engage members in learning
- be animated
- include social and recreation opportunities that include everyone
- keep smiling and be positive at all times
- spend 40 to 60 minutes on education, presentations, and recreation

### To offer leadership opportunities

- encourage older club members to serve as junior leaders for the club
- encourage younger members to hand out or gather materials, lead the pledge, demonstrate parts of hands-on activities and the like
- make club activities the responsibility of the members
- encourage adults to guide and nurture

