Meeting Agenda Submission Guidelines

Iowa 4-H Clover Kids is looking for meeting agendas and lessons from Clover Kids volunteers. If you can answer "yes" to the following questions your meeting agenda/lesson is eligible to be added to the Clover Kids website at: [http://www.extension.iastate.edu/4h/Clover/](http://www.extension.iastate.edu/4h/Clover/). Send your meeting agendas to Katie Peterson at katie.jp@iastate.edu or Brenda Welch at bwelch@iastate.edu.

- Did you use the Clover Kids Meeting Agenda Template? Available for download at: [http://www.extension.iastate.edu/4h/Clover/ckagendas.htm](http://www.extension.iastate.edu/4h/Clover/ckagendas.htm)
- Are the sources of ideas, activities, crafts, games, etc. listed?
- Are the ideas, activities, crafts, games, etc. from research-based non-biased sources?
- Are the ideas, activities, crafts, games, etc. easily replicated? (Can other volunteers teach the lesson?)
- Are the children doing something and not just watching?
- Will the children be interested in the activities, crafts, games, etc.?
- Does it fit a child's short attention span (and even the group's attention span)?
- Will all the children be involved in the activities, crafts, games, etc.?
- Is there a long wait time for a turn at the activities, crafts, games, etc.?
- Are the games non-competitive? (No winners and no losers.)
- Are the activities, crafts, games, etc. physically and emotionally safe? (Refer to the Youth Development section of the Toolbox for more information.)
- Are the activities, crafts, games, etc. developmentally appropriate? (Keep in mind children's physical, social, mental, and emotional characteristics. Refer to the Youth Development section of the Toolbox for more information.)
- Are the activities, crafts, games, etc. intended for Clover Kids? (Not a younger version of a 4th - 12th grade activity.)
- Will the youth experience success?
- Are there appropriate accommodations and supplies for the activities, crafts, games, etc.? (Think through each aspect from getting to the activity to transitions to clean up!)
- Are the activities, crafts, games, etc. fun, positive, and focused on the 5 life skill areas? (Self-understanding, social interaction, learning to learn, physical mastery, and decision making)
- Can you process the activities using the Experiential Learning Model? (Do, Reflect, Apply)
- Can the activities, crafts, games, etc. be completed by a Kindergarten through third grader?

Please note that Iowa State University Extension and Outreach staff reserve the right to adapt, edit, or change your meeting agenda/idea/lesson. You will be given credit for your ideas.