



4-H Club Meeting Outline

Date: _____ Time: _____ Place: _____

Objectives for this meeting:

1. _____
2. _____
3. _____

Things To Do		Responsible Person
Activity for Early Arrivals		
Business	1. Call to order	
	2. Flag pledge	
	3. Roll call/attendance	
	4. Reading of the minutes	
	5. Treasurer's report	
	6. Committee reports	
	7. Unfinished business	
	8. New business	
	9. Announcements	
	10. Adjournment	
Program or Education		
Recreation and Refreshments		

The 4-H Club Program – Planning Sample sheet serves as an optional template for new volunteers to assist in the club planning process. This is a guide, not a requirement. Each club conducts meetings in different ways, and we encourage flexibility in club meeting planning in order to meet the needs of each individual club. The 4-H program believes in high-quality research-based experiences. Volunteers should work with their counties to access Iowa 4-H approved curriculum.

4-H Club Program – Planning Sample Sheet

Date: Time: Location: Hosts:

Pre-Meeting Activity ideas:

- Skittles Game- Send around a bowl of skittles for each youth to take a few. Instruct them to not eat their skittles yet! After everyone has their skittles explain that for every skittle they have, they need to tell something about themselves, based on the color of the skittles. You determine the topic of each color. For example, red skittles- share a goal you have that you want to achieve this year, orange skittles- share about an achievement that you are proud of, yellow skittles- tell about a hobby or favorite interest, etc.
- Gratitude activity- Use colored straws, pipe cleaners, or colored pencils, etc. Place the straws, pencils, etc. on the table or on the floor with youth sitting or standing around the table or circle. Instruct the youth to each pick up 2 or 3 straws, pencils, etc. Instruct the youth that each color represents a different category. For example, red-friends or family, blue-school or sports, orange-any category, green-4-H, etc. The youth share one thing that they are grateful for in each category that they chose.
- Would you rather game- Index cards with the “would you rather” questions can be written down in advance or you can let the youth write out the “would you rather” questions. For example, would you rather go horseback riding or hike up a mountain, would you rather travel by plane or by train, would you rather eat spicy food or cold food, etc.
- Scavenger Hunt- create a scavenger hunt of things located in your meeting area. Can do A-Z or any version of the scavenger hunt game.
- Hula Hoop fun- bring one or more Hula Hoop’s to the meeting, youth get to see who can hula hoop the longest.
- Compliment circle- Instruct the youth to stand in a circle and offer a compliment or strength that they have noticed about one of their fellow club members. Do this until all have heard a compliment or strength about themselves.



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- Name game- Instruct the youth to write their name backwards and practice the pronunciation, challenge them to use first, middle and last name.
- There are lots of ideas and activities out there! Have fun with your pre-meeting icebreakers and energizers!

Sample Business Meeting:

The sample business meeting is a guide, not a requirement. 4-H encourages a variety of clubs: traditional and non-traditional 4-H clubs, such as shooting sports, robotics, sports clubs, etc. There may not be a business meeting at each club each time they meet. It is important that each club, whether traditional or non-traditional be youth-led and provide opportunity for youth leadership and decision making. How that is done and what this looks like may vary from club to club. Club business meetings should not take more than 15-20 minutes.

Pre-meeting activity:

Pledge of Allegiance: (Youth Name)

Roll Call: Name one way you stay healthy; in what city where you born; what would you do with \$100.00; would you rather question, etc.

Introduction of Guest & Potential Members:

Secretary's Report:

Treasurer's Report:

Report of Officers & Committees:

Old Business:

New Business:

Announcements, dates to remember:

Leaders Report:

4-H Pledge:



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Education

Presentation(s): Youth Name(s)

Education can be many things beyond the youth led presentations as well. Education may be practicing an activity related to a program priority; cooking, exercise, service learning in the community, field trip to learn about a local business learning leadership skills, practicing a sport, etc.

Recreation

Be fun and creative with your recreation ideas! Include recreation and snacks in each meeting if possible. Get input from the youth on recreation ideas. Learn from other club leaders, etc. Recreation could include making cards for an upcoming Holiday for the local nursing home, children's hospital, etc. Recreation could include group games, tie dye t-shirts, decorating cookies, outdoor fun for the season, field trip, service learning, etc. Remember to think, what ways the recreation can be youth led are! Recreation provides opportunity for the youth to continue gaining skills such as communication and teamwork.

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BUILDING A VIBRANT CLUB

4-H Clubs are all about youth having fun, making friends, discovering one's voice, and learning to work with others. 4-H members will come to club meetings when their four needs are being met:

- **Belonging:** having fun with friends and making new friends.
- **Mastery:** learning new things and improving their skills.
- **Independence:** making decisions as a group and having a voice in club activities.
- **Generosity:** providing service to others.



Times suggested are approximate, no order of activities is implied.

Reference: Astroth, K. (1997). Beyond Resiliency, Fostering Vibrancy in Youth Groups. New Designs for Youth Development, 13(4).

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BEST PRACTICES FOR VIBRANT 4-H CLUBS

- Members should develop and follow a yearly club program plan.
- Use club newsletters, emails, or other communications effectively.
- Develop systems like using greeters to ensure all feel welcome.
- Meetings are youth-led. Volunteers are coaches, guides on the side.
- Utilize youth-led committees to empower members in club operations.
- Make opportunities for older members to mentor and provide leadership.



WELCOME ACTIVITIES 15-20 minutes

Engage members in fun activities as soon as they arrive, and help members get to know each other. Ideas for welcome activities include:

- Scavenger hunt
- Name games
- Introduction games
- Make thank you cards
- Guessing games
- Create something together
- Get-to-know-you games



EDUCATIONAL ACTIVITIES 20-30 minutes

Include learning in every club meeting. Encourage members to serve as educators. Ideas for educational activities include:

- Educational presentations
- Working exhibits
- Share the fun performances
- Project workshops
- Guest speakers
- Service learning
- Tours and field trips



RECREATIONAL ACTIVITIES 20-30 minutes

Have fun and create excitement. Recreational activities are a great way to encourage members to work together, be active, and try new things. Encourage members to lead or plan recreational activities such as:

- Games
- Songs
- Relays
- Puzzles
- Parties or social activities
- Outdoor activities



BUSINESS MEETINGS 20-30 minutes

Learning business meeting procedures is an important skill. Many clubs use parliamentary procedure. While it's not required, it is important that youth have and share voice in club decision-making, in whatever form that takes. Meetings may include:

- Call to order, roll call
- Flag pledge
- Reading of the minutes
- Decision-making
- Officer and committee reports
- Announcements