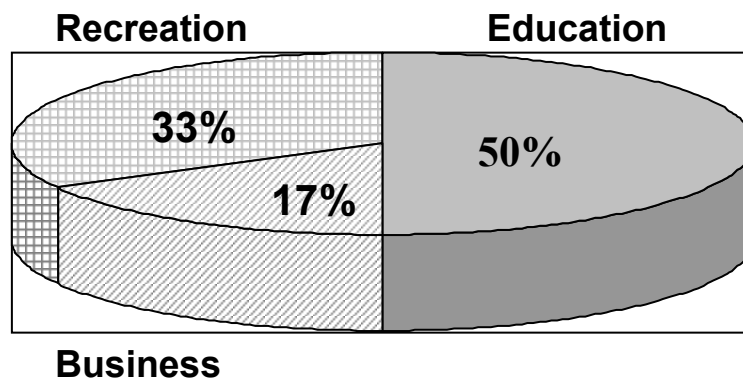


## A 4-H Club Meeting

There are three parts to every good 4-H meeting—Business, Education and Recreation. All three are necessary for variety and balance, which keeps the interest of the members and makes the 4-H meeting worthwhile. A good rule of thumb for planning regular meetings is: 20-25 minutes for the business meeting (17%); 40-45 minutes for educational activities (50%); and 20-25 minutes for recreation (33%).

The 4-H meeting is one of the educational tools used by the program. A club is the local group in which 4-H members learn leadership and cooperation through fun and educational programs.



### 4-H club activities encourage members:

- to develop decision-making skills
- to cooperate in group or team efforts
- to practice and refine leadership abilities
- to develop skills in group communications
- to try new and different ideas
- to gain new knowledge and skills
- to take pride in group or team endeavors
- to build self-confidence

### A 4-H meeting should be:

- Scheduled on a regular/consistent date, time, and place. Clubs organized on a yearly basis will probably meet once a month on a specific day. Other clubs may meet twice a month or may not meet for a period of two or three months. The 4-H members, their parents, and the Organizational leader make this decision. Short-term special interest clubs may meet weekly for a specified period of time.
- Run by the youth officers, with supervision and instruction from positive and caring adult volunteers.
- Educational, having a planned program or learning experience.
- Fun and enjoyable for members and families.
- An opportunity for recognition and peer support.
- Well organized. A well-organized meeting is planned in advance, starts and ends on time, moves briskly, uses parliamentary procedure, and is informative and educational.

The **Organizational Leader** provides primary leadership for the 4-H club. This individual(s) coordinates, guides, and provides leadership for the club. The leader's most important role is to encourage, involve, and develop other volunteers. Activity and Project leaders assist the Organizational leader. The **Activity Leader** provides leadership for planning and coordinating an activity through the use of a committee of youth and adults. Possible committees might include: Share-the-Fun, Picnic, Service-Learning Project, etc. **Project Leaders** provide the leadership in learning about and teaching 4-H members about a specific subject matter. **Teen Leaders** are youth interested in developing their leadership skills by assisting with local leadership. As they demonstrate their skills and sense of responsibility teens may serve as an activity, project, and/or organizational leader.

A sound 4-H club requires the commitment of 4-H membership and their families. The **4-H family** needs to enthusiastically participate in club meetings, committees and activities. The local and county programs depend on the 4-H family sharing time, talents, and skills with the entire program.

The **local club officers** are responsible for planning and conducting club meetings and club business. The organizational leader and/or an appointed volunteer work closely with the development of the officers' skills in organization, parliamentary procedure, and leadership.

## Parts of a 4-H Club Meeting

### Business

- Opening ceremony – 4-H Ritual and Pledge
- Monthly business meeting

### Educational Program

- Speeches/demonstrations done by members
- Lesson or Program

Program could include one or more of the following:

- Judging activity
- Guest speaker, video, etc.
- Group activity to learn by doing
- Tour

### Recreation & Refreshments

- Games, songs, etc.
- Snacks or meal



**Important People**

4-H Volunteers needed to

- Create a learning environment for youth and adults
- Structure learning experiences for youth and adults
- Help the learner interact with the information

## 4-H Volunteers & Parents

The Oklahoma 4-H Program is committed to providing Parent-Volunteer Training on the local, county, district and state levels. The training opportunities provide individuals with positive social interaction with their peers and an opportunity to exchange ideas. For your personal development and 4-H skill enhancement watch your county newsletter for details and check out the **Oklahoma 4-H Home Page** at [www.agweb.okstate.edu/fourh](http://www.agweb.okstate.edu/fourh) for district and state opportunities.



Oklahoma Cooperative Extension Service  
4-H Youth Development  
[www.agweb.okstate.edu/fourh](http://www.agweb.okstate.edu/fourh)

(4-H Project meetings and Special Interest Club meetings are held to give instruction and learn about a specific subject. These meetings are primarily educational and recreational. The project leader will coordinate the meeting with the assistance of volunteers and teen leaders.)

## BUSINESS MEETING – 17% of the club meeting

To keep the meeting interesting, it must be short and snappy. It should be well planned by the officers prior to the meeting. A 4-H volunteer should be involved with guiding the agenda preparation. Committee work should be done outside of the business meeting. The committee report and action on the report are part of the business meeting. (See series 1C for more information on committees.)

The business meeting is a small democracy in action—the group elects officers and follows parliamentary procedure. Keep in mind the club meeting is the medium for learning parliamentary procedure. It should be used with common sense. As 4-H members develop their knowledge and understanding of parliamentary procedure it should be more firmly followed.

Elected officers of a 4-H club are: president, vice-president, secretary, treasurer, reporter, and recreation leader. The role of the executive committee (club officers) is to provide leadership in planning and carrying out the things important to club members. Remember a 4-H club is a small democracy in action - everyone has a voice in the decision making process. The rights of the minority are considered but the wishes of the majority rule.

4-H volunteers must be willing to work with the decision of the group. One responsibility of the 4-H volunteers is to help the group/individual think through the consequences of each alternative before a decision is made. Once the decision is made, volunteers are there to support and work through the choices. If something fails, use it as a positive learning experience. Let the group discuss what they could do differently next time. Remember – we offer learn more from our mistakes than our successes.

### **EDUCATION – 50% of the club meeting**

The largest part of a 4-H meeting is the education. This is time wisely used to teach new skills and concepts, subject matter, and life skills.

A second part of this educational time is club members conducting speeches, demonstrations or illustrated talks related to their 4-H projects. The real test of whether 4-H members are learning a new skill or increasing their knowledge comes when he/she shows someone else how to do it. In 4-H we call this public speaking. Public speaking opportunities at the local club will include members doing planned and organized speeches, demonstrations or illustrated talks. *All club members* should do at least one speech, demonstration, or illustrated talk during a club meeting each year.

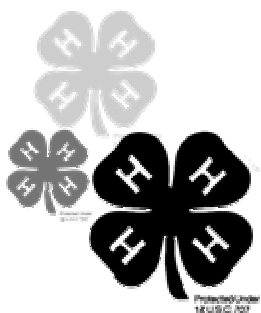
### **RECREATION – 33% of the meeting**

Recreation is vital to a 4-H club meeting. It can include singing and /or games and snacks. Recreation can be used anytime. Have fun before the meeting, during the meeting, while someone is getting ready, to change the tempo, to relieve tensions, or at the close of the meeting. Through recreation, boys and girls learn cooperation, how to follow and give directions, and how to better understand themselves and others.

Many clubs serve refreshments at meetings, although they are not essential. Serving refreshments offers another learning opportunity to teach nutrition, economics, manners and the gracious skills of a host/hostess. Parents and volunteers should help by giving suggestions and guidance.

**4-H CITIZENSHIP** - 4-H meetings teach democracy, leadership and provide an avenue for the development of citizenship. Local clubs should plan community service projects. Through these projects the membership should learn to identify a need, learn about the need/situation, decide how to make a difference, put the plan into action, evaluate the success of the project, and celebrate their success. This process is called “Service-Learning.”





## Review Questions Unit 1B

Name \_\_\_\_\_ County \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Club \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Date Completed \_\_\_\_\_

A minimum of three (3) 4-H Parent-Volunteer Home Study Lessons may be completed as one of the two necessary trainings required to maintain active status as a Certified 4-H Volunteer. The completed review questions from each lesson must be filed annually by the date specified by your county office.

Name the three parts to a well-planned 4-H meeting:

- 1.
- 2.
- 3.

As a rule the percentage of time allotted for each part of the meeting is as followed:

Business \_\_\_\_\_ percent

Education \_\_\_\_\_ percent

Recreation \_\_\_\_\_ percent

The 4-H Club meeting is a \_\_\_\_\_ tool.

Match each of the following:

- |       |                       |   |
|-------|-----------------------|---|
| _____ | Organizational Leader | A. Volunteer learning about and developing leadership talents.  |
| _____ | Activity Leader       | B. This volunteer's most important role is encouraging, involving, and developing volunteers.                   |
| _____ | Project Leader        | C. With the help of a committee this volunteer plans, coordinates, and conducts Share-the-Fun, a picnic, etc... |
| _____ | Teen Leader           | D. Learns about and teaches specific subject matter to 4-H members.   |

A family's responsibility at the local and county level is to (complete this statement)

Who is responsible for planning and conducting a club meeting?

What is one difference between a regular club meeting and a project club meeting?

Most clubs have the following six officers:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Committee work and discussion is part of a business meeting. \_\_\_\_\_ True \_\_\_\_\_ False

Two important components of the educational portion of the meeting include:

1. \_\_\_\_\_
2. \_\_\_\_\_

Name three ways recreation can be used effectively?

The "Service Learning Process" has six steps. Identify each.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

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