



4-H Club/Group Meeting

Agenda 1

Updated August 2020

Meeting Agenda #1

Ask a member or small group of members to greet each person as they arrive. This helps members and attendees feel like they belong!

Agenda:

1. Opening Fun Activity: (youth/adult members of the club lead and participate in a get acquainted activity. See reverse for suggestion.
2. Take Attendance or Do Roll Call
You can do this in a fun way! Consider asking everyone to introduce themselves, and share their favorite snack, summer activity, vacation spot, etc.
3. Business Meeting (be sure youth have the opportunities to discuss and make decisions)
 - a. Call Meeting To Order
 - b. Ask for a Note Taker (pass out the notes template)
 - c. Stand and Say Pledges (pass out the 4-H pledge card for people to read, and hang the pledge in the meeting space)
 - d. Things to Discuss:
 - i. Review meeting dates, times and locations. Invite conversation about adjustments or keeping consistent as planned.
 - ii. Invite youth to brainstorm what the club should be called – a club name. Ideas for brainstorming – live discussion, post it note suggestions, small group brainstorming. Create a list, and vote at meeting two.
 - e. Call Meeting to End
4. Shared Learning or Learning By Doing Activity: What is 4-H, and Why is there a Pledge
 - a. Pass out “What Does 4-H Mean” sheet to each participant. Read through the front page, and explain the pledge and what it means.
 - b. Pass out pens/pencils to each participant. Invite them to fill out the back page of the sheet. When finished, invite a few to share their answers.
5. Celebration, Refreshments and Fellowship
Consider having a snack (you can ask families to help by bringing snacks to share). Invite people to talk, share and network. Allow people to leave when they need, but try to keep meeting to no longer than one hour.

Get Acquainted Activity Suggestion

Get to Know You Cards*

Give each person an index card or small piece of paper. Invite them to write their first and last name in large letters in the center of the card.

In the corners of the card instruct them to write the following.

- Upper left: Where they work or go to school
- Upper right: Hobbies or what they like to do for fun or relaxation
- Lower left: One thing they expect to do in 4-H
- Lower right: Facts about their family

Once they have completed the card, instruct them to find a person they don't know and discuss the information on the card with them. After a few minutes, have each pair join another pair (group of four people). Each person then introduces his or her partner to the others.

*<https://www.canr.msu.edu/uploads/236/67551/4-HGroupBuildingIdeas2.pdf>



4-H Club/Group Meeting

Agenda 2

Updated August 2020

Meeting Agenda #2

Ask a member or small group of members to greet each person as they arrive. This helps members and attendees feel like they belong!

Agenda:

1. Opening Fun Activity: See reverse for suggestion.
2. Take Attendance or Do Roll Call
3. Business Meeting (be sure youth have the opportunities to discuss and make decisions)
 - a. Call Meeting To Order
 - b. Ask for a Note Taker (pass out the notes template)
 - c. Stand and Say Pledges (pass out the 4-H pledge card for people to read, and hang the pledge in the meeting space)
 - d. Review Notes from Previous Meeting
 - e. Old Business:
 - i. Review brainstorming name list. Invite youth to add to the list. Then, have youth vote for the name of their club. See reverse for voting options, if needed.
 - f. New Business:
 - i. Discuss with group at every meeting, there will be shared learning opportunities, and they, as members, need to help identify what the topics of shared learning are. Invite youth to share their interests and what they might want to learn about as a group. They can use their clovers from meeting 1 to help. Brainstorm as in meeting 1, using different options. Voting on shared learning topics will happen at meeting 3.
 - g. Call Meeting to End
4. Shared Learning or Learning By Doing Activity: Learn the 4-H Language
 - a. Pass out "Learn the Language" sheet to each participant. Read through the front page, and explain the pledge and what it means.
 - b. Pass out pens/pencils to each participant. Invite them to fill out the back page of the sheet. When finished, invite a few to talk about what was the hardest to understand and if there are any questions.
5. Celebration, Refreshments and Fellowship

Get Acquainted Activity Suggestion

Toss-a-Name Game*

Have everyone make a circle. Toss a ball around the circle, person by person, with everyone saying their own name. When the ball comes back to you, say someone's name across the circle and toss them the ball. The person you tossed the ball to says someone's name across the circle and tosses the ball to them. (Make sure that no one is left out.) After everyone is fairly familiar with names, add a second ball and then another. Note: Balls must be tossed and not "zinged."

Ways Youth Can Vote in 4-H

Are you at a spot when the youth need to make a decision? Invite a youth to make the statement they wish to vote on (we will talk about parliamentary procedure in a later meeting). Then, use one of the methods to have the members of the club/group indicate their agreement or opposition:

- ***Show of hands.*** The acting leader, youth or adult, asks members to vote by raising their hand in agreement or in opposition.
- ***Standing vote.*** All members in agreement stand. The acting leader, youth or adult, has them sit down after counting the members and then asks members in opposition to stand.
- ***Secret ballot.*** The vote is written on a slip of paper, collected and tallied by individuals identified to count the vote. This is a form of voting that is most often used in elections, or topics that can be more polarizing or challenging.
- ***Roll call.*** Members verbally respond one at a time to announce their desire in agreeing or disagreeing with the proposed motion.

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4-H Club/Group Meeting

Agenda 3

Updated August 2020

Meeting Agenda #3

Ask a member or small group of members to greet each person as they arrive. This helps members and attendees feel like they belong!

Agenda:

1. Opening Fun Activity: See reverse for suggestion.
2. Take Attendance or Do Roll Call
3. Business Meeting (be sure youth have the opportunities to discuss and make decisions)
 - a. Call Meeting To Order
 - b. Ask for a Note Taker
 - c. Stand and Say Pledges
 - d. Review Notes from Previous Meeting
 - e. Old Business:
 - i. Review shared learning list. Invite youth to add to the list. Then, have youth vote on their top 3-4 shared learning topics. Keep this list to complete your calendar of events!
 - f. New Business:
 - i. Discuss with group: throughout the year, there are chances to have fun and celebrate. Clubs and groups can decide to have holiday parties, graduations, recreation nights (bowling, hayrides, etc.) and members need to help identify what the topics of shared learning are. Invite youth to share their ideas and what they might want to do for fun. Brainstorm as a group, using different options. Voting will happen at meeting 4.
 - g. Call Meeting to End
4. Shared Learning or Learning By Doing Activity: What is a 4-H Project?
 - a. Pass out "4-H Projects" handout. Read through the front page, explaining projects in 4-H. Pass out pens/pencils, and invite each participant to complete the back page with their interests, and tally to find their top project areas.
 - b. Discuss with members how they can add projects to their 4-H Online enrollment. It may be helpful to have the 4-H Online enrollment guide available, or, if possible, a computer to enroll in 4-H and select projects there. Check with your local Extension office if technology (computer, hot spot, etc.) is needed.
5. Celebration, Refreshments and Fellowship

Get Acquainted Activity Suggestion

*Imaginary Ball Toss**

This is similar to the “Toss-a-Name” game except that the ball is imaginary. Therefore, the ball can change weight and shape while it is tossed around. The person with the ball explains what kind of ball (e.g., helium balloon, bowling ball, football, a square ball, one that weighs 25 pounds) it is when he or she says someone’s name and “tosses” it. Everyone must use imagination and accept each person’s interpretation of how the “ball” tosses or is caught.

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4-H Club/Group Meeting

Agenda 4

Updated August 2020

Meeting Agenda #4

Ask a member or small group of members to greet each person as they arrive.

Agenda:

1. Opening Fun Activity: See reverse for suggestion.
2. Take Attendance or Do Roll Call
3. Business Meeting (be sure youth have the opportunities to discuss and make decisions)
 - a. Call Meeting To Order
 - b. Ask for a Note Taker
 - c. Stand and Say Pledges
 - d. Review Notes from Previous Meeting
 - e. Old Business:
 - i. Review brainstorming list of fun/celebration activities. Invite youth to add to the list. Have youth vote on their top 3-4 ideas. Keep this list to complete your club calendar.
 - f. New Business:
 - i. Discuss with group: as a group, we have a lot of skills and things that can help in the community. Part of 4-H is giving back to the community and doing service learning/community service (i.e. making cards for people, cleaning up a park, etc.). Invite youth to think about needs in their community and how the club/group can help. Invite them to brainstorm as a group, using different options. Voting will happen at meeting 5.
 - g. Call Meeting to End
4. Shared Learning or Learning By Doing Activity: Youth and Adult Leadership Roles
 - a. Learn about roles of youth in leading the club or group. Remind youth the club belongs to them, not the adults in the space, and how their voice is important in leading and guiding. Review the roles of Youth President (leads meetings), Youth Vice President (fills in for President, introduces guests), Youth Secretary (takes notes/minutes), Youth Treasurer (helps keep track of club money), and any other roles the club wishes to have. Invite youth to consider these roles.
 - b. Discuss adult opportunities to support the club. Roles could include: general volunteer, activity volunteer, project leader, etc. Pass out "Volunteering in 4-H" handout and the "Adult Volunteer Interest Form" to adults
5. Celebration, Refreshments and Fellowship

Get Acquainted Activity Suggestion

5-Minute Interview*

Have each member and group leader pair up with someone they don't know. One member of the pair interviews the other for 2½ minutes and then the interviewer and interviewee switch. Have each pair take turns introducing one another to the rest of the group.

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4-H Club/Group Meeting

Agenda 5

Updated August 2020

Meeting Agenda #5

Ask a member or small group of members to greet each person as they arrive. This helps members and attendees feel like they belong!

Agenda:

1. Opening Fun Activity: See reverse for suggestion.
2. Take Attendance or Do Roll Call
3. Business Meeting (be sure youth have the opportunities to discuss and make decisions)
 - a. Call Meeting To Order
 - b. Ask for a Note Taker
 - c. Stand and Say Pledges
 - d. Review Notes from Previous Meeting
 - e. Old Business:
 - i. Review brainstorming list of community service ideas. Invite youth to add to the list. Then, have youth vote on their top 3-4 ideas. Keep this list to complete your club calendar.
 - f. New Business:
 - i. Election of Youth Officers. Review the shared learning from meeting #4. Invite youth to “nominate” themselves or someone else for officer roles as decided by the club (President, Vice President, Secretary, Treasurer and any other office). Create a list of candidates, invite them to introduce themselves to the group. Conduct a vote, in this case, the recommendation is a ballot.
 - g. Call Meeting to End
4. Shared Learning or Learning By Doing Activity: Setting Individual and Club Goals
 - a. Pass out “Preparing for the New Club Year”. Tell families that although it says “new club year”, it is really about helping to set up goals for 4-H – individual, family and club goals. Read through the front page, discussing goal setting as you go.
 - b. Pass our pens/pencils and invite youth to complete the backside with their own individual goals. Encourage thoughts about what some goals might be for their family (discuss at home), and goals for the club. Club goals will be discussed at meeting #6.
5. Celebration, Refreshments and Fellowship

Get Acquainted Activity Suggestion

*Introductory Adjectives**

Sit or stand in a circle. Each person introduces himself or herself with two adjectives that describe them with the same first letters as their first and last names. For example, “Hi, my name is Caitlin North and I am creative and nice.” Go around the circle!

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4-H Club/Group Meeting

Agenda 6

Updated August 2020

Meeting Agenda #6

Ask a member or small group of members to greet each person as they arrive. This helps members and attendees feel like they belong!

Agenda:

****REMEMBER**, you now have officers to run meetings. The Youth President should run meeting. Vice President should introduce guests. Secretary should help with roll call and take minutes. ******

1. Opening Fun Activity: See reverse for suggestion.
2. Take Attendance or Do Roll Call
3. Business Meeting (be sure youth have the opportunities to discuss and make decisions)
 - a. Call Meeting To Order
 - b. Stand and Say Pledges
 - c. Review Notes from Previous Meeting
 - d. Old Business:
 - i. Discussion on Club Goals for the Year. Brainstorm with the group what you want to accomplish as a club for the remainder of the year. Encourage them to use their notes from Meeting #5 to help with this. Have them identify 2-3 goals for the year. Vote on them, if necessary.
 - e. New Business:
 - i. Filling out the Club Calendar for the Year: now that you have your goals, shared learning ideas, fun activities and community service, as a club, fill out your calendar for the year. You have 6 remaining months to fill in recreation activities/games and shared learning at meetings. Help young people fill out the calendar, and empower a youth leader or adult in the space to plan, identify guest speakers, and organize the recreation or shared learning. See calendar template on page 2.
 - f. Call Meeting to End
4. Shared Learning or Learning By Doing Activity: Identify a youth member to show other members how to do something (a demonstration, lead through a doing activity, etc.)
5. Celebration, Refreshments and Fellowship

Get Acquainted Activity Suggestion

*Get With the Beat**

Assemble the group into a big circle. Say your name with a motion for each syllable. The entire group then says your name with the motions. The next person says their name with a motion for each syllable. The entire group says your name with the motions, then the second person's name with the motions. Continue around the circle.

Sample 4-H Club Calendar Planner

Meeting (insert month or date)	Welcoming Activity		Shared Learning	
	Activity Description	Person Responsible	Topic/ Education	Person Responsible
Meeting 7				
Meeting 8				
Meeting 9				
Meeting 10				
Meeting 11				
Meeting 12				

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