

Y⁴ur 4-H Meeting

The Best It Can Be



A companion piece to the video “Your 4-H Meeting – The Best It Can Be”

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Introduction

Successful 4-H meetings do not happen by chance. Great meetings require careful planning, club officers who know and use good meeting procedures, and respectful and responsible club members who are attentive, who are prepared to be involved, to express their ideas and give feedback to the club officers and committee chairs. By following a well-planned agenda that officers have discussed in advance, a lot of meeting business can be accomplished in a short time. By having officers, members and leaders working together, you can make the meeting the very best it can be.

A Feeling of Belonging

The best 4-H meetings take place in a warm and friendly atmosphere. Each member feels responsibility for the club and feels valued as a club member. All members have opportunities to develop their life skills through their project work, learn how to work well with others through club activities and practice leadership by having some club responsibility during the year.

A lot of “behind the scenes” work is needed, especially for school 4-H clubs, for meetings to run efficiently. Meeting with your officers and committee chairs before the meeting can help a great deal.

For Use in Planning:

4-H Club Meeting Outline

(To be filled out by president and leader before each meeting)

Date: Time: Place: _____

Person(s) responsible _____

Meeting setup

Call to order.....President

Pledge of Allegiance

4-H Pledge

Roll Call.....Secretary

Reading of Minutes.....Secretary

Reports:

Financial

Treasurer

Other

Committee Reports

Unfinished Business

New Business

Educational Program

Adjournment.....President





4-H Club Meeting Order of Business

Call to Order

President: “Will the meeting please come to order. (Raps gavel on desk.) Will everyone please stand for the Pledge of Allegiance and the 4-H Pledge?”

Will _____ and _____ lead us in these pledges?”

(Two different members each month)

1. Pledge of Allegiance

2. 4-H Pledge

President: “Everyone, please be seated. Will the secretary call the roll?” *(Only clubs with fewer than 25 members should call the roll. Larger clubs should pass a sign-in sheet around.)*

Secretary calls the roll.

“Will the secretary read the minutes of the last meeting?”

Secretary reads minutes.

President: “Are there any additions or corrections to the minutes? *(short pause)* If not, the minutes stand approved as read. Will the treasurer please give a report?”

Treasurer gives report.

“Is the reporter ready with a report?” *(Must report on a 4-H activity and/or new article(s) since last meeting. Not same as secretary’s minutes.)*

Reporter reports.

President: “Will the health chairman give the report?”

Health chairman reports.

“Will the safety chairman give the report?”

Safety chairman reports.

“Will the CRD chairman give the report?”

The CRD chairman reports.

President: “Is there any old business?”

President: “Is there any new business? Does our leader have any announcements? I will now turn the meeting over to the vice president for the program.”

Program: Vice president presiding

“_____ will give a project talk.” or

“_____ will present a demonstration today on _____.” or

“_____ will present a special program titled _____.”

(Members present program.)

“This concludes our program. I will now turn the meeting back over to the president.”

President: “Welcome 4-H club agents (Name of agents). I now turn the meeting over to” the club leader, a resource volunteer or 4-H agents to make announcements and present a program.”

President: “Does our leader have any additional announcements? Do I hear a motion to adjourn the meeting? Is there a second to the motion? The meeting is now adjourned.”





For Use in Planning:

4-H Club Meeting Evaluation

(To be filled out by president and leader after meeting)

Evaluation of meeting: _____

Things that need attention or following up: _____

Plans for next meeting: _____

Activities for Early Arrivals

It's good to have some kind of activity available for members who arrive early. Generally there is at least a 10-minute gap between when members begin arriving and when the meeting begins. Typically activities should run somewhere between 5 and 15 minutes.

Activities may include:

- Setting up the meeting room
- Scrambled word games
- Puzzles
- Board games
- Or setting up exhibits

Sample Quizzes and Puzzles

These respond to the constructive and linguistic urges (putting together a right answer). They are appropriate for a change of pace or a short break. They work best for small groups (10-30) and are usually quiet. Of course, you will need to duplicate or prepare your props before you are ready to use them. If you are using a helper, make sure you both know what the other will do. Rehearse!!!!

Can you think of a situation where these will add a little something extra? Would a quiz at one of these times get the group involved? Use these as starters. You can find the answers to the quizzes and puzzles given in this manual.

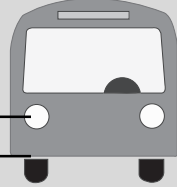
You will want to set a time or call time when someone finishes or an activity slows.





Transportation Scramble

Here are some modes of transportation scrambled. What are they?



Torgacd

 Dog Cart

Tfra

Raint

Ceyilcb

Cukrt

Lmaec

Rotyell

Cotrxax

Torwboa

Lisgeh

Noace

Seorh

Relaevot

Talioab

Nagow

Mobautileo

Dairy IQ Test

How's Your Dairy Products IQ?

Each answer is a word that is either a common dairy term or incorporates a common dairy term.

Example:

He rides the western ranges. Cowboy

If you're afraid of this quiz, you're a _____

A beautiful formation in the night sky is _____

What we do to others when we want a favor _____

A musical instrument _____

Description of a lovely complexion _____

Beautiful air-borne insect _____

He drops everything _____

A nursery rhyme account of the first space journey

A word describing a stubborn parting of the hair

A small house plus a dairy product _____

A dairy product you say when you have your picture taken

Know your Alphabet?

All right! Then tell us what letter is:

A

A vegetable

A drink

A body of water

A command to a horse

B

Part of the head

An exclamation

A female sheep

An insect

C

A bird

An actor's signal

A question

Can you spell?

Can you spell the following in two letters of the alphabet?

Chilly?..... _____

Too much?..... _____

Rot?..... _____

Not hard?..... _____

Vacant?..... _____

Jealousy?..... _____

Composition?..... _____

Indian tent?..... _____

Surpass?..... _____

Result?..... _____



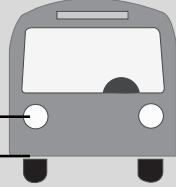


Keys to Puzzles

Key

Transportation Scramble

Here are some modes of transportation scrambled. What are they?



- | | |
|----------------|-------------------|
| Torgacd | <u>Dog Cart</u> |
| Tfra | <u>Raft</u> |
| Raint | <u>Train</u> |
| Ceyilcb | <u>Bicycle</u> |
| Cukrt | <u>Truck</u> |
| Lmaec | <u>Camel</u> |
| Rotyell | <u>Trolley</u> |
| Cotrx | <u>Ox Cart</u> |
| Torwboa | <u>Rowboat</u> |
| Lisgeh | <u>Sleigh</u> |
| Noace | <u>Canoe</u> |
| Seorh | <u>Horse</u> |
| Relaevot | <u>Elevator</u> |
| Talioab | <u>Sailboat</u> |
| Nagow | <u>Wagon</u> |
| Mobautileo | <u>Automobile</u> |

Key

Dairy IQ Test

How's Your Dairy Products IQ?

Each answer is a word that is either a common dairy term or incorporates a common dairy term.

Example:

- He rides the western ranges.** Cowboy
If you're afraid of this quiz, you're a Coward
A beautiful formation in the night sky is Milky way
What we do to others when we want a favor Butter up
A musical instrument Horn
Description of a lovely complexion Peaches 'n cream
Beautiful air-borne insect. Butterfly
He drops everything. Butter fingers
A nursery rhyme account of the first space journey.
"Cow over the moon"
A word describing a stubborn parting of the hair.
Cow lick
A small house plus a dairy product. Cottage cheese
A dairy product you say when you have your picture taken. Cheese

Key

Know your Alphabet?

All right! Then tell us what letter is:

- | | | |
|----------|------------|----------------------|
| A | P | A vegetable |
| | T | A drink |
| | C | A body of water |
| | G | A command to a horse |
| | I | Part of the head |
| | O | An exclamation |
| | U | A female sheep |
| | B | An insect |
| | J | A bird |
| | Q | An actor's signal |
| Y | A question | |

Key

Can you spell?

Can you spell the following in two letters of the alphabet?

- | | |
|-------------------|-----------|
| Chilly?..... | <u>IC</u> |
| Too much?..... | <u>XS</u> |
| Rot?..... | <u>DK</u> |
| Not hard?..... | <u>EZ</u> |
| Vacant?..... | <u>MT</u> |
| Jealousy?..... | <u>NV</u> |
| Composition?..... | <u>SA</u> |
| Indian tent?..... | <u>TP</u> |
| Surpass?..... | <u>XL</u> |
| Result?..... | <u>FX</u> |





Business Meeting (15-25 minutes)

The business meeting consists of three parts: the opening (or call to order), old business and new business. The business meeting is when members have an opportunity to learn how to present themselves in front of others, express their opinions, demonstrate leadership and vote on issues. Members are exposed to parliamentary procedures and the proper way of conducting business.

The business meeting should run less than 25 minutes. The meeting begins with the president's call to order followed by the Pledge of Allegiance and the 4-H Pledge. An inspirational poem or prayer or a patriotic reading or devotion is an optional activity following the pledges.

After the opening activities, the secretary is generally called upon to take roll and read the minutes from the previous meeting. Roll call if the members use a response other than "here." The following phrases might be used:

- Kind of bird**
- Species of plant**
- Favorite game**
- Fire prevention rule**
- Favorite club activity**
- Healthy food I like**
- Bicycle safety rule**
- Favorite book**
- An example of good manners**
- Description of a pillar of character**

The treasurer's reports follow the secretary's reading of the minutes.

The old business portion of the meeting also includes any topic raised at a previous meeting. It includes reports of club activities or projects begun or completed since the previous meeting, and it includes any and all committee reports.

New business follows old business. Items in this portion of the meeting may include:

- Election of officers
- Planning of future programs
- Identification, selection and organization of fund-raising activities or community service projects
- Developing plans for 4-H Week promotion
- Recruitment of new members or volunteers
- Organizing an exchange with another club
- Selecting and planning recreation activities
- Arranging tours
- Selecting and planning community service and service learning activities
- Appointing committees for planning the club calendar for the year
- Committee reports
- Planning field days
- Organizing a parents' night and many more

After the business portion of the meeting, it's time for the educational program. In many cases the 4-H agent will either conduct this part of the meeting or provide a learning activity for members or leaders to conduct. Another option is have an outside resource leader conduct the program.

If time permits, it is always a good learning activity to have one or two 4-H members present a demonstration. It's a great experience for the demonstrators, and it can be educational for members. The list of possible educational programs is endless. Here are some examples:

- Demonstrations**
- Project explanations**
- Resource speakers**
- Exhibit/ display**
- 4-H record explanations**
- Service learning training**
- Judging activities**
- Skits**
- Debates**
- 4-H To Go Kits**





Educational Program (15 - 45 minutes)

Remember – where and when possible, educational programs should be experiential and offer learning that is active rather than something that is passive. The more we can involve members, the more they will learn and understand.

When the educational program is completed, it is time for the president to ask for a motion and second to adjourn the meeting. After the second is gathered, the meeting is officially over. If good planning and follow through were provided by members and leaders, another successful meeting will have been completed.

Remember the three components of an effective meeting are pre-meeting activities, business meeting and educational programs.

By following these guidelines, your 4-H meetings will be the best they can be. If there is time for recreation, before, during or after the meeting, there are some excellent activities from which to choose. Ideally, the activities can burn off a little of members' excess energy. Good choices for activities include:

- Musical games
- Scavenger games
- A carnival
- A cookout
- Parties for Valentine's, Halloween, Christmas and Thanksgiving
- Ice cream social
- Kite making and flying contest

4-H Meeting Checklist

This sheet can be used to think about your meetings. You should be able to answer "yes" to most of the statements. The ones you answer with a "no" are areas you will want to improve.

A Good 4-H Meeting:

Is planned beforehand by officers and club leaders.....	yes	no
Has materials and equipment ready before the meeting begins.....	yes	no
Welcomes guests, helps members feel at ease.....	yes	no
Is conducted by officers and teen leaders.....	yes	no
Is called to order on time, ends on time.....	yes	no
Follows the order for a business meeting.....	yes	no
Uses simple parliamentary procedure.....	yes	no
Has announcements which are short or printed to be taken home.....	yes	no
Shows courtesy to all.....	yes	no
Has a balance of business, learning and fun.....	yes	no
Has a program with at least one demonstration: provides opportunity for learning by doing.....	yes	no
Has recreation suitable to meeting place and ages of club members.....	yes	no
Has opportunity for singing or music.....	yes	no
Has all or most members taking part.....	yes	no
Has officers who avoid doing all the talking.....	yes	no
Has no single person who does all the talking.....	yes	no
Encourages and provides opportunities for parent participation.....	yes	no
Pre-meeting recreation or activities.....	yes	no
Business.....	yes	no
Educational program.....	yes	no

Developed by Juanita Reed in "On Our Way to Better Meetings."





4-H Meeting Evaluation Sheet

Club:	Month:	Score:
Preparation for Meeting		
All members were notified		10 _____
Meeting started on time		
Flags		
Chairs for members		
Officers have a copy order of business		
Order of business		
president presides		20 _____
Parliamentary procedure followed		
Proper sequence of business		
Reports		
President presides		20 _____
Secretary's minutes		
Treasurer's report		
Reporter's report		
Committee reports		
Participation of members and leaders		
President in charge		10 _____
Members and leaders involved in discussion of business, motions and club activities		
Programs		
vice president in charge		30 _____
One of the following:		
Demonstration or educational program by club members – one		
3- to 5-minute demonstration of 4-H project		
Project talk by club member. One-minute talk about 4-H project (<i>one boy and one girl</i>)		
Skit, reading, guest speaker or other special educational activity by club members		
Conduct		
Behavior of 4-H club members at 4-H club meetings		10 _____
Total		100 _____

Comments: _____

4-H's
Learn
by
doing.



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