## The 4-H Club Meeting

It is recommended that some type of visual be prepared to help the participants see and understand the total picture of a 4-H club meeting. (Some ideas are to draw on a flip chart, poster or blackboard, use a PowerPoint slide, etc.)
I. Although each $4-\mathrm{H}$ group is unique, there are some things that they have in common. In order to make 4-H fun and educational, meetings should include a balance between:
A. Programs
B. Group Decisions
C. Recreation
II. How long should a meeting take? How much time should be spent in each of the three major parts of a meeting?
A. Programs (presentations and special activities)- 40 to 60 minutes (or more, depending upon the needs of your youth) which might include:

* Community service activities
* Tours or Field Trips
* Guest speakers and presentations
* Special programs
* Project work
* Demonstrations and talks
B. Group Decisions- 15 to 20 minutes which provides the opportunity for:
* Members to learn about methods of making decisions and the effect of decisions upon the group
* Business meetings-opportunity to learn effective methods of conducting business using parliamentary procedure
* Members to develop the leadership skills involved in serving as an officer or committee member
C. Recreation and social time- 10 to 15 minutes which might include:
* Fellowship-an informal time set aside for members and leaders to get to know each other. Get acquainted activity at the beginning of your meeting is useful
* Recreation-a variety of organized games and singing should be included in every meeting. New Games are great!
Refreshments-gives members a chance to serve as a host/hostess (optional)



## The Puzzle: Putting a Meeting Together

Putting together an interesting 4-H meeting is like putting together an interesting puzzle. No matter what or how the six pieces go together, the resulting completed picture is the same. The way people work together while they are doing it, is the important part. How would you put your meeting together? Try several ways. What response would you get from your group with each of the ways you try?

Pick six items from the below list for your own meeting. This is only a start. Can you think of more things to add? Decide which type of meeting you're planning: club meeting or project meeting.

| * | Group Building |
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| \% | Program or Activity |
| * | Group Decisions |
| * | Visual Aids (film, videotape, slides) |
| * | Party |
| * | Skill-a-thon |
| * | Planning |
| * | Community Service |
| * | Business Meeting |
| * | Recreation "New Games" |
| * | Group Builders, Energizers |
| * | Discussion |
| * | Interaction Games |
| * | Demonstrations/Talks |
| * | Activity |
| * | Project Activity |
| * | Evaluation \& Celebrating |
| * | Show-n-Tell |
| * | Community Service Activity/Service Learning |
| * Project Bowl |  |
| * | Get Acquainted |
| * | Guest Speaker |
| * | Tour |


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