



# The 4-H Club Meeting

Club meetings are conducted by the adult leader or volunteer and the youth club executive committee. The meetings are specifically focused on activities related to the educational objectives set by the club.

Regular meetings usually range from 30 minutes to 2 hours. They should have a definite starting and stopping time. Meetings should last only as long as is necessary to accomplish the purposes outlined in the agenda.

Special meetings may be called as needed.

Every part of a 4-H meeting is educational. Learning takes place from the moment members begin to arrive until they depart. It may be helpful to have some activities planned or early arrivals. Songs, games and puzzles could be used. Youth can also assist with setting up the room or other meeting needs.

A typical 4-H meeting might include:

## Opening

The meeting is called to order after which a 4-H opening ceremony is held. This brief ceremony includes the Pledge of Allegiance to the American flag and the 4-H motto, pledge and prayer.

It is important to welcome new members and visitors. When appropriate, begin with an ice breaker or other games to set the stage for a dynamic environment.

## Business

Business meetings should be held only if they are needed. That is, when there is club business to transact.

If needed, the business portion of the meeting should be led by elected club officers, and it should be short and interesting. Club business should be handled in a manner that reflects a democratic process. Both parliamentary procedure and consensus decision making are common practices in clubs. Formal business should follow parliamentary procedures.

The business session could include; roll call; reading or review of minutes; treasurer's report; committee reports; project and activity reports; old and new business.



## Program

The program is the heart of the 4-H meeting. Involve 4-H members in planning and conducting each program. The program should be interesting to the entire group.

Many ideas and methods could be used during the programs. Including: demonstrations, slide shows, videos or films, guest speakers, project training or orientation, panel discussions, field trips or any other element the membership views as important.

## Recreation

All meetings should include some type of recreational activity. One of the main reasons that members belong to 4-H clubs is to have fun with other young people. The 4-H club provides a safe environment where youth can enjoy recreational activities important for their development.

To provide a varied program include activities that allows youth to get acquainted, in which boys and girls of different ages can participate. Well-rounded programs include a variety of activities: music, drama, small and large group activities, or quiet individual activities.

Entertainment or recreation provided by members and guests enriches most activities. Members learn social skills quickly when they are involved and having fun together.

Providing for different ages and interests in a club is most easily accomplished by including a wide variety of programs and activities. You can also promote youth participation in leadership roles.

The guide below can help you conduct your club meetings.

Reference: This publication is an edited and updated version of the "Texas 4-H Leaders Handbook."

## 4-H Program

Date \_\_\_\_\_

Club or group \_\_\_\_\_

### 1) Introduction

Welcome to membership

Welcome new families

### 4-H Ceremony:

- a) Pledge of Allegiance to the American Flag
- b) 4-H Motto
- c) 4-H Pledge
- d) 4-H Prayer

### Ice breaker/mixer

### 2) Business session

Next meeting \_\_\_\_\_

Roll call

Secretary's report (Secretary reads minutes taken during the last meeting)

Treasurer's report

Reports by activities and project committees

Report of pending business

New business

### 3) Program \_\_\_\_\_

### 4) Recreation \_\_\_\_\_

### Roll call

### Meeting Roster

Club or group \_\_\_\_\_ Date: \_\_\_\_\_

Names

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

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