



Wisconsin 4-H
Community
Clubs

4-H Club Management

ANNUAL 4-H VOLUNTEER LEADER TRAINING YEAR 2: 4-H MEETINGS THAT SHAKE, RATTLE AND ROLL

Activity Plan – Wisconsin 4-H Club Training Series

ACTcc067

Intended Audience:

- 4-H Club members, volunteer leaders & parents

Learning Objectives:

4-H club leaders will:

- Discover what youth and adult volunteer leaders can do to create a welcoming environment at 4-H meetings
- Recognize the 3 parts of a meeting and learn ways to incorporate those parts into a 4-H club meeting
- Review examples and learn how a self-assessment tool can enhance their 4-H club

Target Essential Element(s):

A welcoming environment and fun experiences increase members' sense of *belonging* in their 4-H club and participants will learn organization and planning skills that contribute to *mastery* and *independence*.

Time: 90 minutes

- Intro/Background (5-10 min.)
- Creating a Welcoming Environment (20-25 min.)
- 3 Parts of an Effective 4-H Meeting (20-25 min.)
- Club Assessments (20-25 min.)
- Reflection (5 min.)
- Evaluation (5 min.), Q & A (5 min.)

Supplies Needed:

- Handouts
- Various colors of dot stickers

FOR THE TRAINER: 4-H club youth and adult volunteer leaders will discover how to make 4-H club meetings that Shake, Rattle and Roll. 4-H club meetings are one of the most valuable educational and fun experiences for 4-H members. This long term experience provides youth members with a safe learning environment where they gain belonging, mastery, independence and generosity skills with the support and connection of caring adults.

There are three major sections to this training. Each has an introduction, at least one activity with processing and application questions. These sections include:

1. Welcoming New Members and Creating a Welcoming Environment
2. Three Parts of An Effective Meeting: Making the 4-H Club Meeting the Best it Can Be
3. 4-H Club Assessments: How Do We Make Our 4-H Club the Best for 4-H Members

LESSON BEGINS:

INTRODUCTION/BACKGROUND:

Welcome to 4-H Meetings That Shake, Rattle and Roll.

- Review the program purpose
- Review the agenda using Handout 1
- Lead a Get-Acquainted Game from Handout 2, choose one of your own or use the opening activity as the Get-Acquainted Game

WHAT TO DO

SECTION 1: WELCOMING NEW MEMBERS AND CREATING A WELCOMING ENVIRONMENT

Introduction: Do you remember a time when you were new to a group? How did you feel?

- Excited?
- Ready to learn new things?
- Nervous to meet new people?
- Worried that you would not know what was going on?

These are all normal feelings. Sometimes these feelings last for quite a while. We're going to focus on how we can welcome new members and their families by getting better acquainted and sharing information on how 4-H works. A welcoming environment can make those uneasy feelings go away more quickly and help everyone feel like they belong to the group.

Activity 1: Across the Line

Direct the club members to stand on one side of the line. If there is enough space, include parents and volunteers. As an option you could have participants stand up and sit down instead of crossing a line. Add or change questions to better fit the club.

This is a get-to-know-you-better game. This activity is an example of how you can make new members feel welcome and create that welcoming environment to your 4-H club meetings. Get-acquainted activities are short but are very important to the success

- Nametags (if desired)
- Flip chart paper and markers
- Pens/pencils
- Sign in Sheet

Handouts:

- *Agenda* Handout 1
- *4-H Ice Breakers - Get Acquainted Activities* Handout 2
- *The 4-H Club Meeting, Piecing It All Together* Handout 3
- *4-H Meeting Guide* Handout 4
- *Club Feedback Form* (<http://www.uwex.edu/ces/4h/clubs/documents/Effective4HClubsChecklist.pdf>) Handout 5
- *What Works-What Doesn't: Strengths and Weaknesses of Our 4-H Meeting* Handout 6
- *Evaluation: Meetings That Shake, Rattle and Roll Workshop* Handout 7

Additional Handouts for Optional Activities:

- *4-H Club Assessment - Lesson Plan* with 3 additional activities: <http://www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=3191>
- *4-H Clubs: How to Have Fun* – Lesson Plan with additional activities: <http://www.uwex.edu/ces/4h/pubs/showdoc.cfm?documentid=4085>

Do Ahead:

- Review all materials and prepare handouts.

Source:

4-H Club Management Lesson Plans, Wisconsin 4-H Community Club Central Club Meetings Website:

<http://www.uwex.edu/ces/4h/clubs/meetings.cfm>

1. *Welcoming New Members and Families*
2. *Conducting Business*
3. *How to Have Fun*
4. *Club Self-Assessments*

of the 4-H club meeting. When a statement is read that applies to you, step over the line. Look around to see who has stepped across the line and who hasn't. After we're done with the statement, you will step back across the line before the next one. Step across the line . . .

1. If you like summer
2. If you're wearing red
3. If you ate breakfast this morning
4. If you've been in the 4-H club three or more years
5. If you like winter
6. If you have blue eyes
7. If you've been to 4-H camp
8. If you like mushrooms on pizza
9. If you're in the 4-H Foods project (or substitute a popular club project)
10. If you have a brother
11. If you are a dog person
12. If you play a sport
13. If you've given a talk in 4-H
14. If you've ever been to Washington, D.C.
15. If you've taken a project to the county fair
16. If you're in the 4-H Photography project (or another popular club project)
17. Add additional items that would be appropriate for this group.

TALK IT OVER

- Did anyone learn something new about someone?
- What did you learn about someone you have known for awhile?
- How might knowing these things help you in connecting to others in the 4-H club?
- How will this make a more welcoming environment in your 4-H club?

Getting Better Acquainted = More Friendly Club Environment

Getting better acquainted is an important part of welcoming new members and families. When we do get-acquainted activities like this, we discover how we're alike and different. This gives us a starting point on future conversations. It's difficult to feel comfortable in a group when you don't know people well. What are some things that the club can do throughout the year to help you get better acquainted in your 4-H club or group meeting? Possible answers follow.

- Get acquainted activities or icebreakers
- Roll calls that ask questions about our interests
- Small groups or committees that are mixed by age, school or gender
- Sitting by different members each meeting

Helping new and continuing members and their families feel welcome is the responsibility of everyone. Use Handout 2; *4-H Ice Breakers – Get Acquainted Activities* as a starting place to begin 4-H meetings in a positive way.

Activity 2: Dot Activity

The purpose of this activity is to address belonging and inclusion. It's important that we support each other as we learn and do new things. Each member will be doing some things for the first time. Some "firsts" might include: attending their first meeting, being an officer, going to camp, making something, giving a talk or participating in a county activity. Helping new and continuing members and their families feel welcome and included is the responsibility of everyone.

Each participant closes their eyes and a colored dot is placed on their forehead. Most of the colors will be represented multiple times, but there will be two or more colors for which only ONE dot is distributed. Participants are told to open their eyes and that their task is to find the rest of their group WITHOUT TALKING. After groups have formed and several participants have realized that they are not part of a group, process the activity. Discussion questions include the following:

- How did you feel when you found your group?
- What strategies did you use to find your group?
- Describe how you felt if you did not become part of a group?

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- Did those who had a group try in any way to help those without a group, and if so, how?
- How can we apply this in your 4-H club?

TALK IT OVER**Reflect**

- Why is it important to create a welcoming environment?
- What are the risks of not having a welcoming environment at your 4-H club meeting?
- What do you currently do in your club to welcome new members?

Apply

- What are some new ideas you can use at future 4-H club meetings to create a welcoming environment

SECTION 2: THREE PARTS OF A MEETING**Introduction:**

The club meeting is where 4-H “happens!” What happens at your regularly scheduled club meetings? Use group discussion and record answers on a board if possible.

- 4-H members, leaders and families come together to interact
- Make decisions and plans
- Happenings and opportunities are shared
- We get better acquainted with each other and 4-H
- Learn new things
- Visit with friends
- Members share ideas
- Members report what happened at past activities or events
- Have fun

Having a well organized meeting that has all the important parts of a good meeting makes meetings fun and members involved.

Business, education and recreation are the three main parts of a well-planned 4-H club meeting. Each contributes a different kind of learning to those participating. Sometimes your members may want to “mix things up.” Perhaps an outing, picnic, field trip or project workshop can occasionally take the place of a traditional meeting. Sometimes a longer business meeting may be necessary if important decisions or discussion needs to occur. It is the balance that counts.

Involving both youth and adults in the meeting planning process is the key to a successful youth driven club meeting. Club meetings should be planned and conducted by youth members. It is their club. Youth-run meetings attract more young people to the club and keep everyone involved.

Older youth can take more responsibility for planning and implementing the plans. Younger club members may need more assistance from older club members or adults. When planning a club meeting, a good rule of thumb to use for a 60-minute meeting:

Business – 15-20 minutes of the total meeting time

A club’s business session is where members may brainstorm and make decisions regarding their club. This includes the activities and events that are held by the club, leadership for committees and the club, finances and fund raising, and other items. This is powerful experience for democracy in action. Decisions can be made in a variety of ways including parliamentary procedure, building consensus or other strategies. The group should all agree on how decisions will be made. During the 4-H club business section of the meeting, members learn:

- Expressing themselves in a group
- Listening to views of others
- Making decisions
- Solving problems

- Voting to reach decisions and abiding by majority decisions
- Working together
- Building consensus
- Learning about others
- Gaining experience in working with others from different ages and different groups
- Developing leadership skills

Education – 20-30 minutes of the total meeting time

The educational program is an important part of the meeting that many times gets forgotten. Members learn about their communities, the projects that other members are taking, special emphasis topics, and other experiences that help them become better citizens and people. Here is the place for members to give demonstrations and illustrated talks, work on project books or the actual “doing” of their projects. Other educational activities might include a guest speaker, PowerPoint presentation, or educational tour.

Some counties will use Special Emphasis Programming as a way to help 4-H clubs strengthen the educational role. Counties will select a Special Emphasis theme for the year. Clubs and county programs will focus on that theme as they plan their club meeting presentations and speakers. The theme can be used to give ideas for community service, speech and demonstration topics, 4-H promotion, field trips and camp programs. Work with your 4-H Youth Development staff and county 4-H leaders group to explore this option. 4-H clubs can select their own Special Emphasis themes for the year if the county 4-H program does use an annual Special Emphasis program.

Members benefit by:

- Experiencing new project ideas
- Gaining knowledge through hands on learning
- Exhibiting or demonstrating what they have learned in a project area
- Sharing 4-H experiences past the 4-H club level
- Exploring new ideas and ways of doing things
- Gathering information about the community, the people in it and how they fit in
- Considering career options
- Learning to learn

Members of your club officer team can easily organize this part of the club meeting. You could also select an education committee to organize the education portion of the meeting.

Recreation – 15-20 minutes of the total meeting

Recreation should be a part of every meeting. Recreation provides cooperation and encourages interaction with all age groups. Recreation can also be provided at the start of a meeting. Possible recreation includes: small group games, charades, relays, team building games, ice-breakers, parties, hikes, and of course nutritious snacks.

Members gain the following skills through the recreation portion of the 4-H club meeting.

- Socializing and friendship skills
- Building teams and working together
- Gaining leadership skills
- Developing understanding of how others are similar and different than themselves
- Making everyone feel welcome and included in the group
- Building a sense of belonging
- Having fun

Activity 3: View the video clip “Shake, Rattle and Roll”

Let’s take a moment to see how one 4-H club has added recreation to make their meeting fun and get their business accomplished. The following link includes both a streaming video and YouTube links. The streaming video can be saved to a computer.

<http://www.uwex.edu/ces/4h/resources/mgt/AnnualVolunteerLeaderTraining.cfm>

- What ideas did you see that could be used in the business part of your 4-H club meeting
- What ideas could be added to the educational portion of the meeting?
- What ideas did you observe that could be used to add recreation and fun to your 4-H club meeting?
- Why is it important to make 4-H club meetings shake, rattle and roll?
- List as many ways that you can make your 4-H club meeting shake, rattle and roll.

Activity 4: Piecing it all Together

This activity can be done individually and ideas shared with the group or completed as a group activity. Distribute *The 4-H Club, Piecing it all Together* Handout 3.

Read through the list at the bottom of the handout. What additional items should be added that may happen at a 4-H club meeting?

Match the items at the bottom of the page to the business, education or recreation part of the meeting.

- Did all the pieces fit into the pie chart?
- If anything was left out, where might it fit and why?
- Are there items that could fit in multiple sections? Why?

Take a moment to consider your last 4-H club meeting agenda.

- What area of your 4-H club meetings are you doing well at?
- Where do you need to improve?
- Why is it important to have a meeting that has business, education and recreational time?

Your imagination is the limit! The 4-H club meeting format is flexible and can look however your club would like. Planning your time is the key to having fun, successful 4-H meetings. You may want to change the pace of the meetings every fifteen minutes to keep meetings interesting. The average person’s attention span ranges from 15-20 minutes with teens and children having less. Make sure you include the 3 parts of a meeting in your planning!

It is important to remember that planning is necessary to know who is responsible for each activity. The primary role of adults in the club is to make sure that the opportunities and environments created by 4-H are meeting young people’s needs and building life skills. Youth leaders should take responsibility for assisting in developing the agenda, planning and running the meeting. It is up to them to make sure all 4-H members feel welcome, contribute and are involved. Plan 4-H club gatherings to meet those needs. Remember if you have fun, educational and exciting meetings the result is engaged and eager 4-Hers.

Reference Handout 4 *4-H Club Meeting Planner*, a form to help plan meetings, is available at www.uwex.edu/ces/4h/clubs/documents/4-HClubMeetingPlanner.pdf. The Wisconsin 4-H Charter Renewal Packet <http://www.uwex.edu/ces/4h/clubs/starting.cfm> is a tool that can help plan 4-H meetings for the entire year.

The 4-H club meeting is the most important part of being in 4-H. Your challenge is to make this a high quality experience.

TALK IT OVER

Reflect

- How would you describe a great 4-H club meeting?

Apply

- What are some changes your club plans to make in order to support the three parts of a meeting?
- Who needs to be involved in the planning of 4-H meetings?
- How can you gather information from members to find out if they think the 4-H meetings are effective and include business, recreation and education?

SECTION 3: CLUB ASSESSMENTS

Introduction:

The 4-H motto is “to make the best better.” In 4-H, we always strive to do our best and to make the best out of any situation. In order to make our 4-H clubs’ “best” even “better,” it is important to plan and implement a yearly club self-assessment. Don’t worry! Club self-assessments are fun, too!

What are the benefits of assessing a 4-H club? Here are just a few to start with:

- Provides a safe environment for members, parents and leaders to voice their thoughts on all aspects of the 4-H club.
- Highlights aspects of the club that could be strengthened.
- Sets a good example for youth about evaluating activities and striving to “make the best better.”
- Decreases frustration levels by providing a formal opportunity for feedback.
- Can be a fun, interactive and educational club program.
- Involves youth leaders in a decision making process.
- Others?

In a small group, ideas and methods you have used.

- How do you know if your club members are happy?
- How do you know if it’s time to change some aspect of the club?
- Does the 4-H club have a process in place to allow club members, leaders and parents the opportunity to give feedback? If so, please share details.
- Have you assessed your club before? If so, how have you done it?

Activity 5: Feedback Form: *An Effective 4-H Club Checklist Handout 5*

Does your 4-H meeting help members feel like they belong, can experience mastery and independence and give them opportunities to demonstrate generosity? These 4 essential elements are important for all youth programs. The 4-H meeting is the place to start to provide these. Take a few moments and complete the Feedback Form to begin your thinking of how effective the 4-H meeting is. One suggestion is to have participants complete this form individually and then talk in a group. The Feedback Form can be copied and used in their 4-H meetings in the future.

- What things do you think your 4-H meeting is doing well?
- What areas could be improved on?
- What are ideas that could be easily started in the 4-H meeting that would make a difference?
- How do you think members and leaders may answer some of these questions?



Activity 6: What Works/What Needs Help: *Strengths and Weaknesses of Your 4-H Meeting* Handout 6

To discover what is working and what is not in the 4-H meeting, let's spend some time listening and sharing with each other what each of us thinks. Follow instructions on Handout 6.

- What common things were identified as what is working and strengths of the 4-H meeting?
- What ideas received the most votes for areas of improvement?
- What items on either list surprised you? Why?
- What are the next steps to address the areas of improvement?

TALK IT OVER

Reflect

- What are the benefits of assessing a 4-H club?

Apply

- How can your club incorporate assessments into your club meetings?
- How can you involve your officer team in the assessment process?
- How can you include younger 4-H club members?
- Based on the results of the assessment of the 4-H meeting, identify steps to take to improve the 4-H meeting experience.

SECTION 4: CLOSURE

4-H clubs are where the action is. Having effective and fun 4-H meetings are important for 4-H members! This is where they will know if they belong, they are able to determine what they want to learn and can try out new roles, they can make decisions and openly participate and can have opportunities to give back to their members, community and organization. With a little planning, 4-H meetings can have a welcoming environment, have meetings that are effective and meet the needs of the members. Based on today's workshop:

1. Why do you think it is important to have get-acquainted activities at club meetings?
2. How else can a welcoming environment be created?
3. What do you plan to enhance in the 3 parts of your club meeting?
4. What is a new way that you learned today to assess your club that you plan to use?

EVALUATION: Handout 7

Thank you for attending. Please take a moment and complete the evaluation form and let us know what you think.

ENHANCE/SIMPLIFY

For the section on Three Parts of a Meeting:

The videotape, "4-H Meetings that Shake, Rattle and Roll," has ideas for the three parts of a 4-H club meeting. It would be helpful for officers to view this videotape. This video is available from your UW-Extension office, or can be borrowed from the Cooperative Extension Media Collection.

Activity: Making Your Agendas Fun

The business portion of the meeting doesn't have to be serious and no fun for the members! There are ways that we can spice up and make the business portion fun! For this activity, we'll break into small groups and each group will be given a part of the agenda. You'll have a few minutes as a group to brainstorm ways that your club can make that portion of the agenda fun. And remember, fun can be different for each of your members, so think outside the box and be creative!

Activity: What's Fun for Me?

Distribute the handout "What's Fun for Me?" with pens or pencils to the members. For this activity, I want you to circle the answer that describes how much fun the activity is for the member. There are no right or wrong answers. Different things are fun for different people. Stand up when I read the activity and the words that describe how you feel about the activity.

Have someone count and record how many stood up for each description. This activity gives us an idea of which things the club members feel are most fun.

Another club may have answered differently. *What's Fun For Me* optional handout <http://www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=4084>

ADDITIONAL WEB LINKS AND INFORMATION:

- Wisconsin 4-H Community Club Central: <http://www.uwex.edu/ces/4h/clubs/>
- 4-H101: <http://www.4-Hmilitarypartnerships.org/DesktopDefault.aspx?tabid=75>
- *Who Wants to Be a Parliamentarian?* Interactive learning tool from University of Illinois Extension - Urban Extension Website: <http://urbanext.illinois.edu/who/>
- *4-H Ceremonies*. Resources from University of Illinois Extension – Urban Extension Website <http://urbanext.illinois.edu/ceremonies/>



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Handout 1:

4-H Meetings that Shake, Rattle and Roll

Annual 4-H Leader Training

Date Location Agenda

Welcoming New Members and Creating a Welcoming Environment

Three Parts of a Meeting

Club Assessments

Evaluation

Questions and Answers

4-H Ice Breakers-Get Acquainted Activities

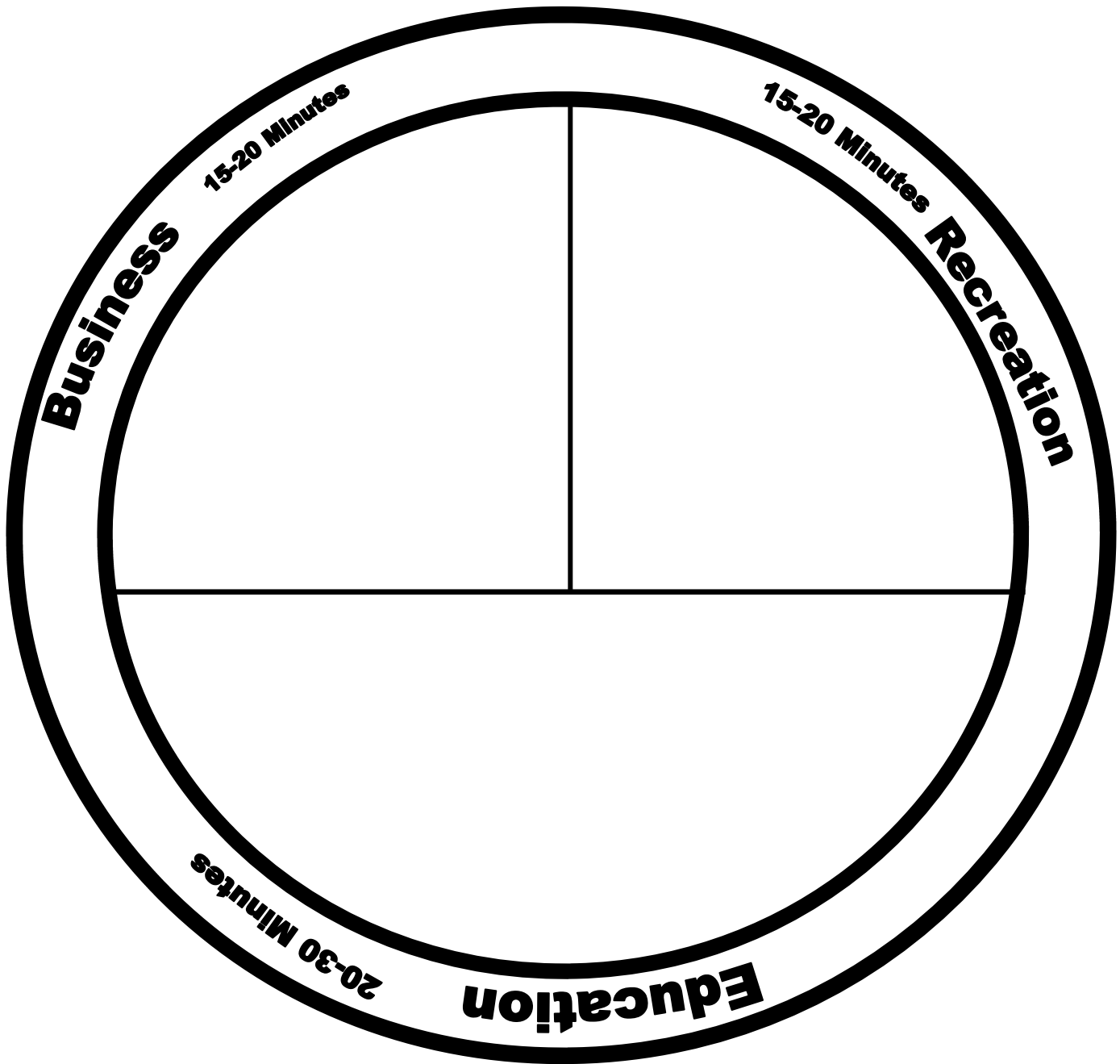
1. Have each person describe him/herself by using the first letter of his/her name. For example: My name is Steve and I like Spaghetti, my favorite candy is Sugarbabies and my favorite animal is a Snake.
2. Say your name and what object in a Sears/JC Penney catalog that you are most like and describe why. (I.e. My name is Jeni and I am most like a pair of slippers boots because I like to be comfortable and don't really care about whether others like the fashion statement I make with them).
3. Split the group up into pairs. Give them a few minutes to interview each other and then have them introduce one another to the group. This allows two people to get to know each other quickly and form a friendship. It's often easier for people to talk about others than themselves.
4. Find a nice bouncy ball. First player says her name and quickly bounces the ball to another while saying his or her name. See how fast people can keep the ball moving. Try it with two balls if it's not already too confusing.
5. Sentence From a Name. Have everyone pair up with someone they don't know. Each person writes his first name on a piece of paper and exchanges it with his partner. After a minute or two getting to know each other, each person makes up a sentence with words starting with the letter of the other person's name. For example: KEVIN: Koalas Enjoy Vegetables In November.
6. Write out names of famous people on name tags. As people enter the room, place one on each person's back without them knowing who it is. They then go around and ask people to look at their name tag and then ask them yes or no questions to figure out who they are.
7. Pass around a bag of M&M's and have each person take as many as they want. For each color of the M&M's have a question that they have to answer. For instance, red can be, "Something I love to eat." You can play this with Skittles or other colored candies.
8. Two truths and a lie. Have each person write 2 truths and a lie about themselves. They then share it with the group and have others guess which is the lie.
9. Paper Roll. Each player takes a few sheets of toilet paper, taking only what he/she thinks they will need. After all have taken their paper, each person will tell something about themselves. For each sheet of paper, the person will say one thing.
10. Every player must use pantomime to act out his name using a word for each letter of his name. Example: D= detective, A= angel, S= Sun, etc. The others must guess the players name. If all of the players know each other well, the leader will whisper in the players ears whose name they should pantomime.
11. Every player receives a card. On the card, he will write his name and 4 to 5 things that describes him. Then, all the cards will be collected. New blank cards will be passed out. On these cards, each player writes the names of the people being described by the leader. The player who has the most correct answers is the winner.
12. The team leader says a sentence "If I won 1 million dollars in the lottery, then I would...!" Everyone then writes his answer on a piece of paper. The papers are then collected, mixed-up and passed out again. Every player reads the answer on the paper he just got. The group then tries to guess who wrote it.

13. When introducing themselves, it is difficult for some people to tell the others something about themselves. It usually ends in each person telling the same things as the last person. It is a good idea to choose 2-3 questions from a hat which have to be answered together with the normal introductions.

- a. What is the loudest noise you have ever heard?
- b. What is your favorite 4-H project?
- c. What would you wish for, for our group?
- d. Name all of the places where you have already lived!
- e. What is the funniest film scene you have ever seen?
- f. What was your nickname as a child?
- g. What was your worst experience with bad weather?
- h. What was your best experience as a 4-H leader?
- i. Where is your favorite place in nature?
- j. What is your favorite meal?
- k. What is your favorite music?
- l. What was the strangest experience in your life up until now?
- m. What was the scariest experience in your life up until now?
- n. What was the nicest experience in your life up until now?
- o. What was your best result in school and in which subject?
- p. Which celebrity living or deceased would you like to be?

Compiled by Kyli Brown, Wood County 4-H Program Advisor

The 4-H Club Meeting, Piecing it All Together



The circle above is divided into three parts which will represent the Business, Education and Recreation parts of a well planned meeting. Decide from among the activities below which part of the 4-H meeting they would fall into and write that clue in the appropriate piece of the pie.

- | | | | |
|------------------|-------------------|-----------------------|------------------|
| Demonstrations | Celebrations | Group Decision Making | Tours |
| Roll Call | Committee Report | Call Meeting to Order | Adjournment |
| Project Work | Refreshments | Old/New Business | Treasurer Report |
| Show and Tell | Games | Pledges | Presentations |
| Secretary Report | Community Service | Guest Presentation | |

4-H Meeting Guide Handout

Here are helpful hints to consider as youth and adult leaders are planning effective 4-H meetings.

Before the 4-H Meeting Date

The organizational leader (or leader in charge of the business meeting) and the youth officers/leaders need to meet prior to the meeting to prepare the agenda. Working together can prepare everyone for a well run meeting Use the 4-H Club Meeting Planner on the next page as an aid.

Pre-Meeting Activity

Have something for the early arrivals to do. This could include something fun or something to help prepare for the meeting. Being ready with an activity or two sets the stage for creating a welcoming environment.

Opening Activity

The purpose of an opening activity is team building and creating a welcoming environment. The pre-meeting activity can lead right into the opening activity or one activity can sometimes serve both purposes. This activity is especially important with new groups, but also serves a purpose for a long-standing 4-H Club.

Business

Make sure all business comes before the members, allowing time for discussion and decisions. How the group makes decisions should be decided at the first meeting of the group each year. Practicing decision making can be part of an educational activity and help teach all members how to do their role. The secretary or note taker needs to keep accurate notes of all decisions made. Copies of the notes should be available to all members.

Educational Program or Activity

The educational program is an opportunity for the members to join in a group-learning experience. The learning experience may include demonstrations, guest speakers, movies, tours, learning games and hands-on activities, such as crafts and project related activities. The program or activity should be fun, interesting and educational. Well planned programs and activities take into account the needs, ages and interests of young people.

Recreation

Youth (and most adults) come to meetings to have fun and get something done. Include recreation in every meeting. The recreation can take place anytime during the meeting. Ideas for recreation include games, group activities, dancing, fitness activities, stories, music, skits, and drama. Remember that young people get bored when sitting for more than a few minutes. Youth need to move their bodies and enjoy activities where they can "let off a little steam."

Refreshments

Youth like to eat, so be sure to have refreshments. If the meeting is right after school, refreshments should be the first activity on the agenda. Limit high sugar sodas and snacks. Model good eating behaviors by serving fruits, veggies, whole-grain crackers and dip, cheese, juice, milk or water.

Delegation

Use delegation as a way to teach and practice leadership development. Most parts of the meeting can be delegated to youth leaders, parents and other interested adults. The more people you can get involved contributing to and feeling a part of the club, the better the club or group will function.



Wisconsin 4-H Community Clubs

Club Meeting Agenda Planner 4-H Community Clubs

The three components of a 4-H Club meeting are:

- Business
- Education or Program
- Recreation and Refreshments

The total meeting should be about 1 hour in length. Planning is the key to an efficient and fun meeting. Youth officers should work with the club team leaders in preparing the agenda for the 4-H club meeting. The business portion should last no more that 15-20 minutes and could include:

Agenda Item	Things To Do	Person Responsible
Call to order		
Flag pledges		
Roll call/attendance		
Secretary's Report/Reading of the Minutes		
Treasurer's report		

Committee reports		
Unfinished business		
New business		
Announcements		
Adjournment		



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Wisconsin 4-H Community Clubs

FEEDBACK FORM

By Essential Elements

Revised April 2005

Date completed _____

BELONGING

Positive Relationship with a Caring Adult

	Most of the time	Sometimes	Rarely	Not Observed
Youth & adults participate equally to plan, implement, & evaluate club program	1	2	3	4
Call each member by his / her first name	1	2	3	4
Introductions and get-acquainted activities at each meeting	1	2	3	4
Recruit parents and other caring adults to serve as volunteers with the club	1	2	3	4
Adults listen to what youth are saying rather than promote their own ideas	1	2	3	4
Adults interact with youth (mingling with youth vs. sitting in the back)	1	2	3	4
Celebrate and fun together beyond club meetings	1	2	3	4

A Safe Environment

Club does not tolerate bullying, cliques or put downs	1	2	3	4
Volunteers are screened and trained	1	2	3	4
Members feel comfortable sharing ideas at 4-H meeting	1	2	3	4
Members, parents and volunteers treat all members equally	1	2	3	4
Financial audit form submitted annually	1	2	3	4
Meetings start and end on time	1	2	3	4

An Inclusive Environment

Youth feel included rather than excluded	1	2	3	4
Club members encourage each other during activities and events	1	2	3	4
Youth feel a sense of belonging	1	2	3	4
Club signs, banners, t-shirts, etc identifying their club with 4-H clover emblem	1	2	3	4
Members invite and welcome new members	1	2	3	4
Activities and events include all grades of members	1	2	3	4
Club meeting site meets ADA requirements	1	2	3	4
Opportunities for family participation, shared youth and adult leadership	1	2	3	4
Ceremonies and traditions develop group cohesion	1	2	3	4

MASTERY

Engagement in Learning

Meetings have a balance of education, recreation and business	1	2	3	4
Members working together, planning activities, and laughing	1	2	3	4
Members mature and grow from first year members to club officers	1	2	3	4
Club agenda available to members	1	2	3	4

	Most of the time	Sometimes	Rarely	Not Observed
Opportunity for mastery				
Active project leaders	1	2	3	4
Club involved in county activities	1	2	3	4
Members set project goals and gain knowledge through hands on activities	1	2	3	4
Members share their achievements with each other	1	2	3	4
Members receive public recognition for their achievements	1	2	3	4
Members assist or mentor other members	1	2	3	4
Members exhibit or demonstrate what they have learned	1	2	3	4

INDEPENDENCE

Opportunity to see oneself as an active participant in the future

Members try new projects and activities, as they get older	1	2	3	4
Active club officers or youth leadership team	1	2	3	4
Officers prepare agendas	1	2	3	4
Officers and members plan club program for the year	1	2	3	4
Members draw on their project interest to help choose possible careers	1	2	3	4
Club has an annual plan/program	1	2	3	4

Opportunity for self determination

Members attend meetings and actively participate	1	2	3	4
Club has constitution or bylaws	1	2	3	4
Members choose and plan club activities	1	2	3	4
Members talk about their experiences at meetings	1	2	3	4
Youth participate in decision – making activities in the club	1	2	3	4
Encourage older members to apply for leadership positions at the county	1	2	3	4
Older members plan, implement, evaluate programs for younger members	1	2	3	4

GENEROSITY

Opportunity to value and practice service for others

Club community service projects	1	2	3	4
Older members assist younger members	1	2	3	4
Share, reflect and recognize service contributions	1	2	3	4
Connection with local officials	1	2	3	4

The National 4-H Impact Design Implementation Team identified these essential elements as the critical elements in a 4-H experience.

Developed by Jeanne Baum, Outagamie County 4-H Youth Development Agent

Information adapted from:

Positive Youth Development: The Eight Essential Elements of a 4-H Experience, Iowa State University Extension

Helping Leaders Be 4-H Savvy: Positive Youth Development by Sheri Seibold, Extension Educator, University of Illinois Extension



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What Works – What Doesn't Strengths and Weaknesses of Our 4-H Meetings

Activity Description and Preparation

This is club activity where all 4-H members, parents and leaders are able to identify the areas of strengths and weaknesses for their 4-H club. Each participant needs a writing utensil, three sticky notes each of two different colors and three sticker dots for voting. Two large pieces of flip chart paper should be placed on the wall. One is labeled, *The Best Things About the 4-H Club*, and the other, *Areas of Improvement for the 4-H Club*.

Step 1

Participants should think of the three best things about this 4-H club. Items should not be about 4-H, but about this 4-H club. The participants should write one thing on each sticky note of one color. Direct the participants to place their ideas on to the appropriate flip chart paper.

Step 2

On the other set of colored sticky notes, the participants should write three ideas to improve the 4-H club. These items could already be good or positive things but could use some improvement. The participants should write one idea on each sticky note. Direct the participants to stick their notes on the appropriate flip chart paper.

Step 3

Ask for 2 groups of volunteers including members, parents and volunteer leaders. The groups need to arrange the answers together in categories for each flip chart paper. Chances are there are some similarities. When the volunteers are finished, there should be general categories of “best things” and “areas of improvement.” Have each volunteer group report what they have discovered in their consolidation efforts.

Step 4

On an additional piece of flip chart paper, record the top 5 or 6 areas of improvement and top 5 or 6 best things about the club.

Step 5

Ask participants to vote for the area of improvement they feel is most important for their club. They should vote for 3 different items using their sticky dots.

Step 6

Tabulate the votes and discuss the results. The top vote getters should be placed on the clubs next meeting agenda for discussion and plans of action. All area of strengths should be placed on the agenda for a discussion how to build on the strengths of the club as improvements are made.



Evaluation

4-H Meetings That Shake, Rattle and Roll

Please complete both pages of this evaluation. This information will be used to improve the educational experience and gather information on what you have learned. Your participation is voluntary. Responses will be combined with all other participants. Your participation serves as consent to participate. If you have any questions, please contact an instructor or Sue Pleskac, 4-H Volunteer Leadership Specialist, at sue.pleskac@ces.uwex.edu

When responding to the following questions, please circle the number that best describes your experience using the scale below.

1=Not at all 2= Somewhat 3=Not sure 4=Pretty good 5=Very well

Before Training	By participating in this 4-H leader training, ...	After Training
1 2 3 4 5	I can list 2 ways to create a welcoming environment in my club	1 2 3 4 5
1 2 3 4 5	I can recognize visible and invisible barriers to a welcoming environment	1 2 3 4 5
1 2 3 4 5	I can recognize three parts of a 4-H club meeting	1 2 3 4 5
1 2 3 4 5	I know how to use the three parts of a meeting in my 4-H club	1 2 3 4 5
1 2 3 4 5	I can identify two ways to incorporate FUN into a club agenda	1 2 3 4 5
1 2 3 4 5	I can identify 2 ways for assessing my 4-H club	1 2 3 4 5
1 2 3 4 5	I know why it's important to have club self assessment in my 4-H club	1 2 3 4 5

Do you anticipate using the information presented in the future? YES NO

If yes, indicate at least 2 ways that you plan to use the information:

How do you plan to share this information with other leaders in your club?

Evaluation Page 2

Please provide feedback on the presenter by checking one box for each category.

	<i>Strongly Disagree 1</i>	<i>Disagree 2</i>	<i>Neither Agree nor Disagree 3</i>	<i>Agree 4</i>	<i>Strongly Agree 5</i>
Spoke clearly					
Knew the subject					
Presented the information in a logical order					
Used appropriate handouts					
Generated a desire to learn about the topic					
Provided information that I can use in my position					
Was well prepared					
Answered questions completely					
Used a mix of teaching methods					
Presented the information in an interesting manner					

Please share any overall comments or suggestions.