



4-H VOLUNTEER INFORMATION SERIES

N e b r a s k a 4 - H Y o u t h D e v e l o p m e n t

Planning Effective Meetings

Part 1

Your 4-H meetings will affect the kind of experiences that youth will have in 4-H. This is especially true for the beginning members. That is why successful 4-H meetings are so important. Groups that have planned carefully have the basis for successful 4-H meetings.

4-H members want to be active and learn. As a leader, you can help to make meetings both enjoyable and educational. Include activities that members find important to them. To stimulate continued interest involve the group in planning meetings. As a result, meetings will be fun and provide learning experiences for the members.

Well planned meetings give youth the opportunity to:

- Make new friends and develop social skills.
- Share ideas.
- Acquire new knowledge.
- Enjoy recreational activities.
- Develop self-confidence, leadership, citizenship, and life skills.
- Participate in decision-making.
- Learn and use parliamentary procedure.
- Work on projects.

Frequency of Meetings

Clubs are encouraged to meet on a monthly basis. Except at fair times and holidays they should try to meet throughout the year. Some clubs might meet more frequently, depending on the projects and activities.

Sometimes project groups meet at separate times so they can devote more time to actual project work.

Location

Members' homes, public facilities or an outdoor setting may be appropriate for meetings.

The Meeting

Club meetings are often divided into three parts.

These parts are:

- **Group building and recreation - 15-20 minutes**
Junior leaders, parents, and members may be responsible for recreation and activities. It is important to involve everyone in the activity. Consider ages and abilities. It may include a variety of activities and games.
- **Club business – 15-20 minutes**
Organizational leaders, junior leaders, and officers are usually responsible for planning the business meeting. Officers should lead the business meeting. Parliamentary procedure should be used.
- **Program or activities – 40-60 minutes**
Project leaders, junior leaders, club members or special resource people assist with program lessons. Encourage each 4-H member to actively participate at least once a year. Plan for variety and make use of available resources. This is an opportunity for 4-H members to learn more about subjects of general interest.

Other Club Activities

Some clubs plan special activities during the year. Some activities might include:

- **Community service**
The purpose of a community service project is to encourage unity and fellowship throughout the community. It also teaches good citizenship. Some activities might include planting flowers at the park or picking up highway trash.
- **Club tours**
Tours provide an opportunity for 4-Hers to “show and tell” projects to parents and other members.
- **Club projects**
Clubs may select a project that the entire club works on as a group during the year. Any project that the club finds of interest can be selected. A club project helps encourage unity and fellowship among the club members.