

## 4-H Club Meeting Wheel

### Description of Activity:

Club meetings are a key element in determining a member's overall 4-H experience. Careful, purposeful planning and including youth in the process will lead to fun, educational, and focused meetings. A well-planned 4-H club meeting will give youth the opportunity to:

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

### Materials Needed:

- Copies of Handouts
- Pencils
- Markers
- Large Flip Chart Paper

### Introduction:

For 4-H'ers to get the most from their 4-H Club meeting experience, members need to be actively involved and engaged. Although each 4-H Club meeting and group are unique, there are some things they can all have in common. To make 4-H fun and educational, meetings should include a balance between:

- A. Programs
- B. Group Decisions
- C. Recreation

### Activity:

1. **Share the 4-H Meeting Wheel Hand Out:** Club meetings should last between 60-90 minutes (although shorter for younger youth) and be balanced with fun, business, and learning. Schedule fun (group-building for about 15-20 minutes, business (group decisions) for 15-20 minutes, and learning (program activity) for about 40-60 minutes. A shorter overall time is recommended if the club meets virtually instead of in-person, although include each of the three categories for an interactive balance meeting.
2. **Digging Deeper: Fun, Business and Learning:** Discuss the areas of the 4-H Meeting Wheel.
  - Fun (Group Building):** A time for recreation and socializing that may include activities such as games, refreshments, and club celebrations. Activities should include everyone to encourage the Essential Elements of an inclusive environment and sense of belonging. Use a variety of activities to keep it fun and engaging.
  - Business (Group Decisions):** Business meeting time is youth officer led with support in pre-planning of adult volunteers. Use parliamentary procedure to conduct the business meeting to assure that all youth voices are heard and that the meeting is efficiently conducted. Parliamentary procedures may be a new process for many youth. Take the time to teach at least one item of parliamentary procedure at each meeting. Activities in this portion of the 4-H Meeting Wheel contribute to the Essential Elements of opportunity to see oneself as an active participant in the future and for self-determination.



**Learning (Program Activity):** A portion of the meeting dedicated to education. It can take many forms. Examples include working on a service-learning project, a guest speaker on a topic of general interest to the club, youth oral presentations, or project work that the entire club is involved in. Use the experiential learning model whenever possible. Activities in this portion of the 4-H Meeting Wheel contribute to the Essential Elements of opportunity for mastery and engagement in learning.

3. **Putting a Meeting Together:** Share the Putting a Meeting Together handout. Have participants gather in small groups. Each group needs to brainstorm club meeting ideas and write down ideas in the appropriate areas on the 4-H Meeting Wheel. Following small group brainstorming ask each group to share ideas to larger groups. Record onto large flip chart paper.



The

# 4-H Meeting

## Where the action is!



Adapted from NDSU Extension Service

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# Putting a Meeting Together

