



# 4-H VOLUNTEER INFORMATION SERIES

Nebraska 4-H Youth Development

## 4-H Club Meeting Kit

One of the best time savers for 4-H organizational leaders is the preparation of a 4-H club meeting kit. This kit is simply a box or other container which houses all of the basic supplies needed at your 4-H club meetings.

The following is a list of supplies that may be helpful to have on hand. You might find that your needs differ depending on your project or leadership role. Check the items that you typically use and you're on your way to developing a terrific time saver!

### Suggested Supplies

- Pencils (1 per member)
- Masking tape/poster putty
- Index cards/note paper
- Marking pencils
- Scissors
- Transparent tape
- Stapler/staples
- Paper clips
- Blank paper/spiral notebook/tablet
- Deck of cards
- Table top 4-H and American Flag Set
- Calendars (club, county)
- A county fair book
- County 4-H newsletter
- Project selection information (Pick-A-Project)
- Parliamentary procedure guide
- Meeting agenda
- Project manuals (project leader)
- Handouts:  
    Experiential Learning  
    What Have You Been Up To?
- Record books
- Enrollment forms
- Promotional information (camp flyers, etc.)
- Recreation ideas
- Folding easel
- Disposable camera
- 4-H t-shirt/emblem for photo opportunities
- Portable flip chart or newsprint pad
- First aid information/mini kit
- Tissues
- File folder for each member to include:
  - enrollment information
  - health and permission forms
  - insurance information

**Tip:** Clear plastic zip-type bags are great for organizing pens, etc.

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Adapted from: "The Busy Trainer's Survival Kit" by Glenna Fibson Ott, Oklahoma 4-H Volunteer. Potthoff, K. UNL Extension 4-H Youth Development