

The first four meetings for your club

Meeting 1:

- ▶ Introduction to 4-H. what it is, what members will do, what awards & opportunities are available, learn the 4-H pledge.
- ▶ Discuss roles of club officers. Announce elections to be at next meeting.
- ▶ Brainstorm ideas for club name, vote on name at next meeting.
- ▶ Begin completing enrollment paperwork, send home if projects are to be self-selected. If all are doing the same project, complete during meeting.

Meeting 2:

- ▶ Begin with American & 4-H pledges led by a 4-H member.
- ▶ Explain the election process. Leader to direct election of President, then President can direct nominations for remaining offices. Vote by secret ballot & announce each winner as you go. This allows youth who are not selected to be considered for another office.
- ▶ Set special meeting time for officer training/preparation.
- ▶ President, with help from leader, may direct the process of selecting a club name. all suggestions should be considered, discussed and voted upon by the club members. Leader may have to exercise right to “veto” inappropriate names.
- ▶ Secretary should now be keeping minutes of each business meeting.
- ▶ Do fun/educational activity as time allows.

Meeting 3:

- ▶ President calls meeting to order, designated person leads pledges, secretary reads minutes.
- ▶ Club should discuss ideas for community service project(s) for year. Begin by having members identify problems or issues that are of concern. As needed, define limits of projects in terms of time, money, location. Vote on project(s) & assign a planning committee.
- ▶ Do fun/educational activity as time allows.

Meeting 4:

- ▶ Call meeting to order with pledges.
- ▶ Complete any unfinished business from first 3 meetings.
- ▶ Begin work on 4-H activities. This may include 4-H project work, special items such as those related to the fair, a special event or community service project.
- ▶ End meeting by summarizing what was accomplished or learned & what to expect at the next meeting or two.