



## Monthly Club Meeting Calendar Samples

The Monthly Club Meeting Calendar Samples is a guide for club leaders and officer teams that can be adjusted and updated to meet the needs of each club. The guide is available electronically in PDF or Word format from the local Extension Office. Please note that the dates listed in the Events and Items Due sections are tentative. Please consult your most recent San Luis Valley newsletter to make sure you have the most accurate information.

The first three meetings of the club year (October to December) are critical for enrolling current and new members and volunteers, and recruiting adults to serve as project leaders.

Another important aspect is to share expectations with project leaders about responsibilities such as meeting requirements, attendance records, member information and project literature. Encourage project leaders to set an organizational meeting early so members know what to expect and can assist with setting goals and dates of project meetings. Project leaders may be called on to provide a portion of a club meeting program such as a skill-a-thon or judging activity for all the club members. Project leaders should be encouraged to set an organizational meeting early so members know what to expect and can assist with setting goals and dates for project meetings.

Skill-a-thons, demonstrations and judging opportunities are valuable learning by doing processes to incorporate into club and project meetings. Contact your local Extension Office for help on organizing activities in these areas.

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*This packet is modified from an original document produced by Missouri 4-H. Revised November 2013. All dates are tentative.*

# Things to do before club meetings

*Compiled by Sarah Staude, 4-H Youth Specialist, Missouri 4-H*

## **Brown Bag Guessing**

Put common objects in brown bags and have them lined up on a table. Members can try to guess what they are by feeling the bags. You could have a prize for the person that got the most right.

## **People Bingo**

Have a bingo sheet where people have to sign in spaces that fit them. Examples: someone who was born in a different county, someone who has traveled to Europe, etc.

## **Highlight Projects**

Choose a project each month to do a working demonstration. A working demonstration is one where people can get involved. Make sure that the project leader understands that they need to be there early and have materials for all club members to “try” something. Examples: identify breeds of livestock, try using pastry bag to decorate with icing, properly measuring a cup of flour or water, etc.

## **What do you think?**

Have a question on a large piece of paper or cardboard. Have a stack of post it notes and ask members to write reactions or answers to the questions on the small notes and post them near the questions. This is a great way to get some new ideas for club meetings and events.

## **Word Search**

Make up a word search just for your club. You could even have a new word search each month. Check out this website where they do it all for you.

<http://puzzlemaker.school.discovery.com/WordSearchSetupForm.html>

## **What is it?**

Take close up pictures of commonly used items for a project or group of projects. Cut out one section of the photo and see if kids can guess what the photo is of, and in turn what project the photo would be used in.

## **What words are in the word...**

Find a long word that you can make other words from, a good example would be the name of the club president or even your clubs name. Write the name on the board and give each person a sheet of paper and see how many smaller words they can make out of the big word.

## **Crafts and Cards**

At the beginning of each meeting have items for members to make. Easy ideas are cards for nursing homes, or even cards for Mother’s Day, Christmas, Valentine’s Day, etc. that they can take home. Also have a small craft if appropriate, plant a flower for May Day, decorate cookies for Christmas, etc. Some of the activities will even double as community service.

## **Find out\_\_\_\_ About Another Member**

Give each member a roster of club members and tell them to find out something specific about the people on the list. Ideas are middle names, favorite color, favorite teacher, parents names, one project they are in, etc. Great way to get them to know each other.

**Club Scavenger Hunt**

Write a list of questions that all 4-H member would want to know (who is your club president, what is the 4-H Motto, who is the county council secretary, who is the club cake decorating leader, etc). Have resources like the Cass County 4-H Handbook available for members to get some answers and make them ask around for other answers. You can adapt as you wish, like you can only ask one question per person.

**Board Games and Puzzles**

Put together a collection of board games and puzzles that members can work on before the meeting. If you meet somewhere that you can keep things up buy a large puzzle for the facility that everyone who visits can work on. When you are done you can glue it together and add it as a wall hanging.

**Build a Card House**

Have a deck of cards available and have the group work to build a house of cards. You could also do this with legos.

**Playdough Masterpieces**

Have a theme at the meeting and some playdough and have people design something related to the theme. Example...if the theme is your favorite project member can create something related to their favorite project. At the end you could vote for your favorite or have everyone guess which project the creations go with.

**Baby Photos**

Ask club members or leaders to bring their baby photos to a meeting. At the next meeting have them up and see if you can guess whose photos they are.

# Icebreakers and Recreation Ideas

*Adapted from Peace Corps Paraguay Youth in Action manual*

## NAME GAMES, ENERGIZERS AND TEAM BUILDING

### **The Twisted Circle** (energizer; large groups)

This is one of the best youth team building exercises that can be played in large groups. Form 2 circles and make a person stand in the middle of each circle. This person will be the leader and he will hold chits containing certain instructions. Play music and make people move in the circle. The people in each circle should rotate in opposite directions. Then, when the music stops, the leader will pull out chits which will contain instructions like “right elbow to left ear” or “left knee to nose” or “right hand to left shoulder blade.” Each person in each circle needs to quickly form this bond with a person of another circle. This way, there will be a lot of chaos and running around. And the time limit for carrying out these instructions will be 10 seconds or so. Whoever does not manage to find a partner is eliminated and consequently each circle keeps getting smaller till an eventual pair wins.

### **The Longest Line** (energizer; teamwork; medium to large groups)

This game requires a lot of space and may need to be done outdoors. Divide into teams of 8-10 people. Each team must have the same number of members. Explain that the task is to create the longest line using participants own bodies and any clothing or things in members pockets. Participants are not allowed to collect other things from the room/outside. Give a signal for the game to start and set a time limit, such as two minutes. The team with the longest line wins.

### **Now I know you** (name game; small groups)

This game should ideally be played in a team of 8-10 participants. Ask the team members to list 3 things they have done in their life which may differentiate them from others. They can list things like “I have visited 3 foreign countries,” “I can play the harp” or “I have a pet rat.” Compile this list and handover copies of it to all the team members who have done a particular thing. The one who completes the list first with all the correct names is the winner. This teambuilding activity helps the team members in knowing each other better.

### **Make a Castle** (team building; medium to large groups)

Divide the participants into 3-4 teams. The team members should be seated in a circle on chairs or on the floor and provided with a piece of large white paper and a marker. When the facilitator says “GO!,” one of the team members begins to draw a castle. When the facilitator says “STOP!,” the paper and marker is passed to the next team member and she starts from where the previous member has left. The team which finishes first is declared the winner. This team building activity reinforces that each and every team member’s contribution is important to achieve the goal.

### **Catch me if you can** (teambuilding; trust; medium to large groups)

This game can be played with a 5-8 member team. For a large number of participants, divide them into multiple teams of 5-8. Have the teams form a circle. One of the team members in each team stands in between and falls on others without lifting his feet. The others have to save him from falling without breaking the circle. Give each team member a chance to fall and develop “trust.” This team building activity helps build trust among members.

### **Balls Under Chins** (energizer; teambuilding; medium to large groups)

Make some small balls out of any material that is available, such as crumpled paper. Participants split into teams and each team forms a line. The line passes a ball under their chins. If the ball drops, it has to go back to the beginning of the line. The game continues until one team has finished passing the ball along the line.

**Cooperative Musical Chairs** (energizer; teamwork; medium to large groups)

This is a great version of “Musical Chairs” and fun to use as an icebreaker. For this icebreaker game, set up a circle of chairs with one less chair than the number of participants. Play music as participants circle around the chairs. When the music stops, the birthday guests must sit in a seat. Unlike the traditional game, the person without a seat is not out. Instead, someone must make room for that person. Remove another seat and start the music again. The participants end up on one another’s laps and sharing chairs!

**Palm Tree, Elephants, Giraffes and Toilets** (energizer; team building; concentration; medium to large groups)

This is a fast moving, physical game that is good to use when people need to be re-energized. A group of people stand in a circle, with one person in the middle. The person in the middle randomly points at someone in the outside circle, and says “Palm Tree” - at which point, the person needs to pretend to be a palm tree (by putting their hands in the air). The two people either side of this palm tree need to become “coconuts,” by placing their heads near the armpits of the person who is the palm tree. The slowest person of the three to get into place is either out (making the circle smaller each time), or runs into the middle, and points to another group “Palm Tree”....Just as this routine is becoming to be understood by the team, two additional aspects are factored in - the Elephant and the Giraffe. The person in the middle can now choose between Elephant, the Giraffe and the Palm Tree - the Elephant needs to use both fists in front of the nose to make a trunk of the Elephant, and the two people either side need to make the ears of the Elephant with their hands. The Giraffe is made by the person in the middle standing with both hands above their head and the people on either side squatting to act as the legs of the Giraffe. The game continues at a fast pace - and after a few more times, the final aspect is factored in - the Toilet. The person pointed to has to squat as if they were on a toilet, with the two people either side using their arms behind the other person to simulate the bowl or pull the chain. With four aspects to the game, and the quick changeover the person in the middle, this is a good game to get people laughing and working quickly together. It also works well as it requires the speed and memory, rather than language ability.

**Human Machine** (teambuilding; creativity; medium to large groups)

The facilitator decides which machine they are going to make. The team then decides together who will be which part of the machine. Once the team has made the machine, they must show how the machine works (eg. After making a car, the team must “drive” it). If there are many teams, they may have a competition to determine which is the best. Some good machine ideas that can be assigned to teams are washing machines, stoves, refrigerators, cars, computers, and latrines.

**Pinwheels** (energizer; team trust; medium to large groups)

Chairs without armrests and music are needed for this intense but super fun game. Split participants into teams of 5-10. Participants in each team get a chair and arrange them in a tight circle, facing in, almost touching corner-to-corner. Everyone sits down. The leader directs them all to swing their bodies right and sit perpendicular to their chair. One by one participants lean back until their shoulders rest firmly on the laps of the person behind them. Then they should all “tighten up” or arch their backs slightly. Tell the participants that this will be a competition to see which group can stay intact the longest. Play music for a few seconds, when the music stops, remove one chair from each team. Participants will need to focus and trust each other to support the human circle. There will be lots of doubts that the circle can be self-supporting without chairs, but assure them that it can be through teamwork. Continue playing music and pulling out chairs until no chairs

remain or the circle collapses. It's always impressive to see how long the pinwheel of participants sustain themselves without chairs!

### **Crazy Handshakes** (name game; small to large groups)

Split the group into pairs. Each pair is directed to develop and practice a creative handshake. Once each pair has a handshake, the pair splits and each individual partners with another group member. The newly formed pair then teaches each other the original handshakes and together creates a new handshake. When each pair comes together, ask them to introduce themselves. Repeat a third time asking partners to share all of the handshakes previously learned and then recall the group into a circle. Ask volunteers to share all of the handshakes learned.

### **Dancing on Paper** (energizer; teamwork; medium to large groups)

Facilitators prepare equal sized sheets of newspaper or cloth. Participants split into pairs. Each pair is given either a piece of newspaper or cloth. They dance while the facilitator plays music or claps. When the music or clapping stops, each pair must stand on their sheet of newspaper or cloth. The next time the music or clapping stops, the pair has to fold their paper or cloth in half before standing on it. After several rounds, the paper or cloth becomes very small by being folded again and again. It is increasingly difficult for two people to stand on. Pairs that have any part of their body on the floor are "out" of the game. The game continues until there is a winning pair.

### **3 Things/13 Things** (energizer; small to large groups)

This activity can be used as an energizer and/or also introduce lessons concerning managing change, problem solving, or networking. Have people find a partner. Ask them to observe the partner and then instruct the pairs to turn their backs to each other. Ask them to change three things. Give them a couple of minutes and ask them to face their partner. Have each person observe the other and attempt to guess what has changed. Then ask everyone to turn around once again. Ask them to change thirteen things. Give them a few minutes and then ask them to turn around and state their observations concerning each other.

### **Who's the Leader?** (energizer; teamwork; medium to large groups)

This activity is for making observational skills. Remove one of the group members from the room and explain to them that they will be trying to guess who the "leader" is. Facilitator explains to the group that one person in the group will be the "leader" and everyone else has to follow the actions in which the leader performs (i.e. touches one ear, moves their arm up and down etc). The group should be subtle in watching the "leader" so that the observer determines who the leader is. The "observer" after guessing the "leader" becomes the "leader."

### **Paper and Straws** (energizer; teamwork; medium to large groups)

Participants split into teams. Each team forms a line and places a piece of card at the beginning of their line. Each member of the team has a drinking straw. When the game starts, the first person has to pick up the piece of card by sucking on the straw. The card then has to be passed to the next team member using the same method. If the card drops, it goes back to the first person and the whole sequence has to start again.

## **BEYOND ICEBREAKERS: GAMES THAT TEACH**

### **Ducks in a row**

Focus: Learning about group members and exploring leadership roles

Materials: Stopwatch (optional)

# of Participants: can work with 20, but works best with 30 or more

Duration: 15 - 20 minutes

Preparation: None

Directions

1. Divide the participants into two or more teams, depending on the number of participants. Tell the teams they have 3-5 minutes to quickly line up by first name in alphabetical order without talking. Names can be said in a circle before the game begins.
2. When time is up, each person is asked to say her name to check the team's work.
3. Do several rounds. Have the teams line up by birthday month, shoe size, number of siblings, hair length, height, etc.

Discussion

- Did you learn anything about the group that you did not know before?
- What communication strategies did you use to speed up the process?
- Were you directing the action or holding back to see how things developed? Why did you choose your role?

Facilitation Notes

Activities such as this afford the opportunity to begin exploring leadership issues. Watch for who is taking assertive roles and who is remaining passive. Upon discussion, participants will share their reasoning behind their actions. For example, some people will hold back because they are shy or soft spoken. Others might hold back because they see that things are being taken care of and they feel more helpful by staying out of the way. Still others feel confused and are happy to have someone tell them what to do. There may also be some who feel they were not given the chance to speak because others jumped out first. Likewise, the assertive folks might feel they have a responsibility to direct the action or they may always be the first to jump into the action. Some see a need and try to fill it, while others want it done the "right" way. This is all useful information for the group when they begin exploring leadership characteristics in depth and before they embark on more complicated problem-solving initiatives.

### **The Human Knot**

Focus: Understanding of communication, Leadership, problem solving, teamwork, trust and persistence

Materials: None

# of Participants: 8-16

Duration: 15-20 minutes

Preparation: None

Directions

1. Divide the participants into teams of 8-16.
2. Participants stand in a circle, shoulder-to-shoulder, facing each other. Every participant inserts their right hand in the air and grabs the hand of someone across the circle from them. They then insert their left hand in the air and grab the hand of a different person. They should NOT grab the hand of the person right next to them.
3. To emphasize learning of names and get a bit of fun going, ask participants to introduce themselves to the persons they are holding hands with.
4. Once everyone's hand is intertwined, the group works together to untangle without breaking the chain of hands. Tell participants not to let go of their hands even if they are tempted to do so. If they break the chain, they will need to start over.
5. This can be a time consuming activity but very worthwhile for a team activity.
6. The object is to have the group standing in an untangled circle again.

## Discussion

- How did it feel to be successful/unsuccessful?
- Did anyone get frustrated at any time during the activity?
- Were there moments when you wanted to give up? Why? What made your group persevere?
- Did you try different things before you came up with a solution?
- Which of the characteristics did you see in your team? Give specific examples.
- What strategies did your team use to complete the task?
- Did your team reach consensus on a plan of action? What process did the team go through to reach consensus?
- How do you feel your team communicated during this activity?
- How do you feel when you are part of a team and you work together to accomplish a difficult task?

## Facilitation Notes

Ideal group size is approximately 10, but it can be done with anywhere from 7 to 16. Much higher or lower and the task doesn't really work. The more in a group, the more difficult the task, partly because of complexity, and partly because there is physically less room to move.

If there are two or more groups doing the task simultaneously, have the groups reasonably spaced out, so they don't feel distracted by a sense of competition.

## **Mingle, Mingle, Mingle!**

Focus: See the commonalities with many of their peers, including those who they may think of as being very different from themselves in terms of gender, socioeconomic class, etc

Materials: None

# of Participants: 20 +

Duration: 10 minutes

Preparation: None

## Directions

1. Begin this activity by instructing the group to walk around the room and mix and mingle with each other. While "mingling," instruct the group to be chanting "mingle, mingle, ming-gle! You can add a dance to it by rolling your fists, swaying your hips and whipping your one of your fists out on the last beat.
2. The facilitator then shouts out a characteristic. For example, favorite color. As quickly as they can, the group must form small groups with others who have the same favorite color. Once small groups are formed, travel around the room asking the groups what color they represent.
3. After sharing out, the groups separate and chant mingle, mingle, mingle until the facilitator shouts out the next characteristic and form groups accordingly again. Continue in this manner for several rounds.
4. Characteristics that can be used are: number of siblings, favorite TV show, type of music (rock, pop, electronica, country or other), cell service line (Verizon, At&t or other), ideal future occupation, sports team (Broncos, Avalanche or other).

## Discussion

- Did anyone find themselves in a group with someone they did not expect to have anything in common with? Why was this a surprise?
- What new things did you learn about your peers?
- How did it feel to be part of a large group? How did you feel about other smaller groups?
- How did it feel to be in a very small group or alone? How did you feel about bigger groups?

## Facilitation Notes

Avoid using characteristics that will cause participants to group themselves along lines of gender or class.



## **Wheels of Discussion or Greetings**

Focus: This upbeat exercise can be used as an icebreaker to energize the room; to introduce participants to each other; to introduce a topic; or to process learnings.

Materials: Music; music player; speakers

# of Participants: 12 +

Duration: 10 minutes

Preparation: None

Directions

1. Begin this activity by having your group count off by twos. Have the “ones” and “twos” form two circles - an inner circle and an outer circle with the same number of participants.
2. Instruct the inner circle to face the outer circle so that they are facing someone in the opposite circle.
3. Advise the groups that they will have a limited amount of time to share certain information. For example, the game can start with participants sharing their names and ages with one another. When time is called, music will be played and both circles will spin in opposite directions. When the music stops, participants must run to find their previous partner, grab their hand and sit down on the floor as quickly as possible. Participants must keep their hands held until the round is over. The last pair(s) still looking for each other or last to sit down is out of the game. It can get quite loud and competitive as participants run in search of their partner.
4. The game continues with another round of information shared with a different partner until signaled. At the signal, music plays again and the circles spin. When the music stops, partners quickly search for their new previous partner, grab their hand and sit down. The last pair still searching is out.
5. Continue in the same manner for several rounds. The circles will get smaller and smaller.

Discussion

Sample topics or discussion questions are:

- For introductions: name, age, school attending, number of siblings, favorite soccer team, why are you here?
- For processing learning: What do you think about the issue? How can it be resolved?

Facilitation Notes

This activity works best with large groups of 20 or more.

## **OTHER GAME AND ICEBREAKER RESOURCES**

### **The Ultimate Camp Resource Guide**

Games: <http://www.ultimatecampresource.com/site/camp-activities/camp-games.html>

Icebreakers: <http://www.ultimatecampresource.com/site/camp-activities/ice-breakers.html>

# Monthly Club Meeting Calendar Samples

## OCTOBER

1. New 4-H year begins October 1. Regular members are 8 years old by January 1 of the club year. Cloverbuds are 5 to 7 years of age by January 1 of the club year.
2. Install officers (if election held in September) or elect officers.
3. Appoint committees – program, health, activity, recreation.
4. Club decides club goals and activities for the year, referring to club standards and checklist of sample club activities. Some clubs prefer to do this at the second meeting of the new 4-H year.
5. Train club officers (or promote valley-wide officer training, typically held in November or December).
6. Encourage members to enroll for the new 4-H year. Have computers with internet access available for families to complete registration (if possible). Notify members of re-enrollment deadline (early January).
7. Remind members to turn in enrollment and project fees to the Extension Office
8. Check that all families are receiving the San Luis Valley 4-H newsletter and notify extension office of any new members that wish to be added.
9. Talk about representation at county 4-H council meetings.
10. Observe National 4-H Week.
11. Secure any remaining needed project leaders.
12. Plan yearly program.
13. Remind members of completion requirements and define “member in good standing.”
14. Assure that a “kick-off” project or activity is completed to motivate new members
15. Turn in member completion reports.

**Be sure new families and new 4-H members have a “family mentor” to assist them with questions that arise or assist them in other ways in order to keep them informed and feeling a part of the group.**

**Encourage project leaders to have at least one initial meeting right away to plan subsequent meetings, discuss the need for parent support, cost of materials, etc.**

### **Regional, State & National Events**

National 4-H Week (*typically 2<sup>nd</sup> week of October*)

### **Items Due**

Enrollment Opens (*typically mid-October*)

Registration for November Camps (Dare to Be You and Colorado Leadership Conference) Due

Outstanding San Luis Valley Member, Parent, Leader and Friend of 4-H Nominations Due

Club Member Completion Reports Due to Extension Office

## 4-H CLUB PROGRAM GUIDE OCTOBER

### PRE-MEETING ACTIVITIES

Welcome guest and new members

#### Handshake Treasure

### BUSINESS MEETING

- Call to Order – President
- Pledge to American Flag and 4-H Flag
- Roll Call – “What Halloween Costume do you plan to wear?”
- Treasurer’s Report – Treasurer
- Project Meeting Reports – Secretary should record these reports
- Committee Reports
- Old Business
  - Report on National 4-H Week activities
  - Complete Enrollment
- New Business
  - Install new officers (or hold elections)
  - Form committees for the club’s special events such as fund raising, club parties, program, etc.
  - Club Halloween Party
  - Leader Recognition or Club Thanksgiving Dinner
  - Other

### ANNOUNCEMENTS

- Enrollment is open, register online and be sure to pay at the Extension Office
- November camps – Dare to Be You and Colorado Leadership Conference.
- Check to see if all families are receiving the county’s 4-H family newsletter
- Appoint a Club Christmas Service Project Committee – remember grants are available
- Announce county committee meetings and county wide project meetings

### PROGRAM

If a Halloween Party is not planned as part of your meeting, it is a good time for a health or special activities program.

### RECREATION

**Grab Bag Drama** – Before the meeting, collect an assortment of household items that can be props for skits. Put the items into a large bag. At the meeting, divide the group into teams of 5-8 players. Have each team draw 4-5 items from the bag. Explain that they will have a few minutes to make up a story using those items, and to act it out, involving all the members in their group. After a few minutes, have the groups present their stories.

#### Human Checkers

### REFRESHMENTS

### ADJOURNMENT

### AFTER THE MEETING

- Greet guests and visitors
- Thank hosts
- Clean up by appointed committee
- Meet briefly with new families

**\*Club Christmas Service Project** – Plan activity for members and families that is a service to others for example collecting food for Christmas baskets, food pantries, collecting toys or clothing, visiting shut-ins, etc.

# Monthly Club Meeting Calendar Samples

## NOVEMBER

1. Approve goals set by committees.
2. Approve plans for club service projects throughout the year. (Keep track of member participation in these projects.)
3. Add any new members to club contact list and update the family newsletter list with the Extension Office.
4. Plan Christmas party.
5. Encourage each member to give demonstrations and/or talks at club meetings.
6. Encourage families to attend San Luis Valley Achievement Night (November or December).
7. Remind members to re-enroll and pay their enrollment fees.
8. Check progress of your project groups and leaders. Continue to encourage project leaders to hold their first planning meeting now, even if actual work will not start for a while.
9. Inform families again of their options for acquiring personal copies of literature.

### **Regional, State & National Events**

Dare to Be You Camp

Colorado Leadership Conference

National 4-H Congress

### **Local Events**

San Luis Valley Achievement Night (*possibly December*)

Officer Training (*possibly December*)

### **Items Due**

Western National Roundup Registration Due

Achievement Night RSVPs Due

## 4-H CLUB PROGRAM GUIDE NOVEMBER

### PRE-MEETING ACTIVITIES

Welcome guest and new members

**Turkey Tags** – As families arrive, give each person a piece of construction paper. Tell them to hold the paper behind their back and to tear out the shape of a turkey. Members could vote on the best one.

### BUSINESS MEETING

- Call to Order – President
- Pledge to American Flag and 4-H Flag
- Roll Call – “What are you thankful for or Thanksgiving plans”
- Minutes of last meeting – Secretary
- Treasurer’s Report – Treasurer
- Project meeting Reports – Secretary should record these reports
- Committee Reports
- Old Business
  - Club Halloween Party Report
  - Approve goals set or suggested by committee
  - Other
- New Business
  - Report on Club Christmas Service Project
  - Report on Club Christmas Party

### ANNOUNCEMENTS

- Encourage families to attend San Luis Valley Achievement Night
- Announce county trainings, such as officer training
- Announce county council meetings and county wide project meetings

### PROGRAM

- Health or special activity or Kick-Off project
- Project demonstration from the last year to show new members how to present a demonstration

### RECREATION

**Thanksgiving Characters** – Divide the club into groups of 5-8 people. Give each group a supply of old newspapers and tape. Their instructions are to make a Thanksgiving character. Select one member of the group and decorate them with the newspaper to make the character. Allow a few minutes for the groups to work and then display the characters. For fun, let groups guess what the characters are before revealing their identity.

### REFRESHMENTS

### ADJOURNMENT

### AFTER THE MEETING

- Greet guests and visitors
- Thank hosts
- Clean up by appointed committee
- New Family Meeting if needed

### Leader’s Tip: Getting Members Involved at Club Meetings

Members who have an opportunity to speak and be actively involved in a club meeting find them more interesting, fun, and educational. Try to involve every member in every club meeting.

# Monthly Club Meeting Calendar Samples

## DECEMBER

1. Make sure you club members are getting enrolled using 4-H Online. Double-check that all enrollment fees have been turned in to extension office.
2. Host a local achievement night to hand out awards and certificates not distributed at the San Luis Valley Achievement Night.
3. Discuss Leadership Development Conference and Youthfest [application deadlines coming up soon].
4. Distribute club program plans or monthly agendas for the year. Send a copy to the Extension Office.
5. Enjoy your Christmas party. Have fun! Plan activities to encourage all family members to participate - - not just the 4-Hers. Be aware of family budgets if planning a gift exchange.
6. Complete service project, if planned.
7. Take time to check up on your club's operation.
  - Are the officers really taking charge of the meetings?
  - Are members making motions properly?
  - Is the business portion of the meeting getting over in about 20 minutes?
  - If not, is it because a committee should have met to make recommendations prior to the meetings?
  - Are games and songs being included so that members are having fun at the meetings?
  - Is the club reporter turning in meeting report cards to the extension center and submitting news items to the local paper?
8. Look at your club's goals and see how far the group has moved toward completion.
9. Make sure all club chartering paperwork for the past year is complete (we encourage this to be done in September before the new year begins)
10. Take time to enjoy your family and club during the Holidays!

### Regional, State & National Events

### Items Due

#### Local Events

San Luis Valley Achievement Night (*possibly November*)

Officer Training (*possibly November*)

## 4-H CLUB PROGRAM GUIDE DECEMBER

### PRE-MEETING ACTIVITIES

Welcome guests

**Favorite Carols** – As families arrive, ask them to think of their favorite Christmas carol. Give each person a piece of paper and a marker and have them draw a picture to represent the carol. Leader then collects papers. Tape the pictures up around the room and let everyone guess which carol is shown in the drawing.

### BUSINESS MEETING

- Call to Order – President
- Songs – Christmas carols
- Pledge to American Flag and 4-H Flag
- Roll Call – “What was your favorite Christmas present last year?”
- Minutes of last meeting – Secretary
- Treasurer’s Report – Treasurer
- Project Meeting Reports – Secretary should record these reports
- Committee Reports
- Old Business
  - Report on Club Christmas Service Project
  - Other
- New Business
  - Pass out Achievement Night awards and certificates
  - Other

### ANNOUNCEMENTS

- Remind members about application due dates for January and February Camps and Conferences
- Encourage members to attend San Luis Valley demonstration/public speaking trainings in January
- Announce county council meetings and county wide project meetings

### PROGRAM

- Christmas Safety
- Christmas Party
- Skill-a-thon or judging

### RECREATION

**Christmas Scavenger Hunt** – Before the meeting, collect several copies of one day’s newspaper or November and December magazines. Make a list of Christmas-related items that can be found in the paper. Some examples are: picture of Santa, announcement of a church Christmas program, picture of a Christmas tree, etc. Put 10-15 items on the list. At the meeting, divide the club into teams and give each team some newspapers and magazines. Call out one of the items on your list and see which team can find it first. Or, give a copy of the list to each team and see which can find all items on the list the fastest.

**Team Gift Wrap** - Bring to the meeting an assortment of small boxes, pre-cut pieces of wrapping paper, and ribbon. Have each person find a partner and give each a box, a piece of paper, a piece of ribbon, and three pieces of tape. They are to wrap the packages as a team, but they may only use two hands. In other words, they must stand side by side and put their inside hands behind them. This will give them one left hand and one right hand. Give a starting signal and give awards for the fastest team as well as the prettiest package.

### REFRESHMENTS

### ADJOURNMENT

### AFTER THE MEETING

- Greet guest and visitors
- Thank hosts
- New Family Meeting if needed
- Clean up by appointed committee

# Monthly Club Meeting Calendar Samples

## JANUARY

1. Check on progress of project groups. Keep encouraging leaders to start projects to keep the members feeling a sense of accomplishment. Perhaps set aside time before or after the club meeting for selected project groups to meet, touch base or make plans.
2. Ensure all members will meet the re-enrollment deadline of early January. Members who do not re-enroll by this deadline are not eligible to participate in any county, state or national events, including the San Luis Valley fair.
3. Announce weigh-in dates for the year. Typically beef weigh-in is the first Saturday in February and Goats and Sheep are the first Saturday in May. Also announce MQA dates.
4. Plan Valentine Party and/or service project involving as many youth as possible in the decision-making and leadership roles.
5. Remind members of requirements for completion and eligibility for exhibiting at fairs & shows. Explain again the meaning of “member in good standing.”
6. Recruit member for planned demonstrations.

### Regional, State & National Events

Western National Roundup

Leadership Development Conference

### Local Events

Demonstration/Public Speaking Training

### Items Due

Re-enrollment Deadline (*January 7*)

Leadership Development Conference enrollment due

Youthfest enrollment due



## 4-H CLUB PROGRAM GUIDE JANUARY

### PRE-MEETING ACTIVITIES

Welcome guests

**How Many?** – Set up a guessing game station. Use glass jar of jellybeans (How many?), an orange (How many seeds?), a picture of an animal (How old?) or part of a deck of cards (How many aces?).

### BUSINESS MEETING

- Call to Order – President
- Pledge to American Flag and 4-H Flag
- Roll Call – “Name a famous person and tell why they are famous”
- Minutes – Secretary
- Treasurer’s Report – Treasurer
- Project Meeting Reports – Secretary should record these reports
- Committee Reports
  - Valentine Party plans [if applicable]
- Old Business
  - Report on Club Christmas Service Project
  - Other
- New Business

### ANNOUNCEMENTS AND REMINDERS

- Announce any upcoming club, county or area events such as the demonstration training
- Remind members that re-enrollments are due by January 31.
- Explain the importance of being a “member in good standing” for eligibility to exhibit & participate in contests (Define “member in good standing”.)
- Announce county council meetings and county wide project meetings
- Announce Steer Weigh-in next month (first Saturday in February)

### PROGRAM

**Project Demonstrations** – Kick-off project group should report with display, demonstrations, etc., or have individual demonstrations (Suitcase demonstrations – gather items and put in suitcase or box. Let them pick from assortment and give demonstrations).

### RECREATION

**Name That Tune** – Bring an assortment of music to meeting. Divide the group into teams of 5-8 people. Play portions of songs and let teams guess the title of the song. Give bonus points for naming the artist.

### REFRESHMENTS

### ADJOURNMENT

### AFTER THE MEETING

- Greet guests and visitors
- Thank hosts
- Clean up by appointed committee

# Monthly Club Meeting Calendar Samples

## FEBRUARY

1. Check committees to be sure they are functioning. Discuss club's goals and how the group is progressing in meeting those goals.
2. Set up program to describe awards opportunities, both state and county.
3. Check project groups. If a project group has not met, offer time immediately before or after the club meeting for the project's organizational meeting. Discuss timeline for completion with project leader.
4. Encourage participation in the South Central District Retreat in March.
5. Discuss and encourage participation in summer activities such as camps, 4-H Congress, fairs and other trips.
6. Enjoy a Valentine Party and/or service project. If a service project is completed, take time to discuss how the group felt about the project, how they think their project will affect others and what other projects they would like to complete in the future related to this one. (The "Do – Reflect – Apply" learning triangle.)
7. Remind livestock members of weigh-in deadlines, Meat Quality Assurance dates, and ownership dates for fair participation.

### **Regional, State & National Events**

Youthfest camp

### **Local Events**

Steer Weigh-In (first Saturday in February)

### **Items Due**

South Central District Retreat registration due

## 4-H CLUB PROGRAM GUIDE FEBRUARY

### PRE-MEETING ACTIVITIES

Welcome new members and guests to the meeting

**Handcuffs** – Before the meeting, cut pieces of string about four feet long. As members arrive, assign them a partner. For the first member, tie one end of a piece of string on each wrist. Do the same for the second member, except loop the string through his partner's string before fastening it to his wrist. The object of game is to untangle yourself from your partner without breaking, cutting, or untying the string.

### BUSINESS MEETING

- Call to Order – President
- Songs – Bingo (in the Singing with 4-H CD)
- Pledge to American Flag and 4-H Flag
- Roll Call – “When is your birthday and what would you like to do?”
- Minutes of last meeting – Secretary
- Treasurer's Report – Treasurer
- Project Meeting Reports – Secretary should record these reports
- Committee Reports
- Old Business
  - Review club's goals to see if goals will be reached.
  - Other
- New Business
  - Mention trips and camps available and give dates. A member who has attended gives a brief report.
  - Remind livestock project members about nose print deadlines.

### ANNOUNCEMENTS

- Steer Weigh-in
- South Central District Retreat Info

### PROGRAM

- Program on awards opportunities

### RECREATION

Valentine Party if planned

**Who Has My Heart?** – Have members stand in a circle, and ask one individual to be King of Hearts to start the game. Give a small button or wrapped piece of candy to one of the players in the circle. The King stands in the center of the circle and closes her eyes while the players in the circle begin passing the button behind their backs. When the King calls, “Who has my heart?” all players must put their hands out in front of them while the King opens her eyes. She gets three guesses to figure out who is holding the button. If the King is correct, the person caught holding the button becomes the new King.

### ADJOURNMENT

### REFRESHMENTS

### AFTER THE MEETING

- Greet guests and visitors
- Thank hosts
- Clean up by appointed committee

# Monthly Club Meeting Calendar Samples

## MARCH

1. Encourage all members to keep records for their projects.
2. Be sure all project groups are functioning.
3. Make sure members know that March 31 is the last day to drop or add projects for the current 4-H year.
4. Discuss/approve spring and summer service projects as proposed by the committee.
5. Discuss upcoming contests, shows, and fairs.
6. Continue to encourage families to read and save the 4-H family newsletter.
7. Remind member of State Scholarship applications that are due in state office by April 1.
8. Reminder: One safety program and one health program should be given at a club meeting each year.

### **Regional, State & National Events**

South Central District Retreat

### **Items Due**

Citizenship Washington Focus Applications due  
*(March 1)*

Project Add/Drop deadline *(March 31)*

New Member Enrollment deadline *(March 31)*

## 4-H CLUB PROGRAM GUIDE MARCH

### PRE-MEETING ACTIVITIES:

Welcome new members and guests to the meeting

**Mystery Packages** - Before the meeting, wrap several small items in odd-shaped containers. Pack the items so that they can't rattle. As members arrive, have them guess the contents of the packages. You may want to give small clues. Don't let anyone guess the same thing someone else has guessed. After the business meeting, announce the contents and who was closest to being correct.

### BUSINESS MEETING:

- Call to Order – President
- Pledge to American Flag and 4-H Flag
- Roll Call – “Tell a safety rule you follow.” Welcome visitors and guests and have them introduce themselves.
- Minutes of last meeting – Secretary
- Treasurer’s Report – Treasurer
- Project Meeting Reports – Secretary should record these reports
- Committee Reports
- Old Business
- New Business
  - Announce trips and camps available. Encourage members to attend and apply.
  - Decide on spring/summer service projects – apply for grants if needed.
  - Other

### ANNOUNCEMENTS AND REMINDERS

- April meeting will be a backward meeting, including clothes
- Each project group brings one judging class to May meeting and is prepared to give reasons
- Remind members of records they need to be keeping for their projects
- Remind members that the add/drop deadline for projects is March 31
- Announce county council meetings and county wide project meetings

### PROGRAM

- Project demonstrations
- Work on simple judging at a club meeting

### RECREATION

**Snapshots** – Divide the group into teams of 5-8 people. Secretly give each team a common scene that they might see in the community. Some scenes to use are church choir, bowling alley, grocery store checkout, little league game, family going on a picnic, etc. Each team is to form into a snapshot or picture of the scene, and present it to the other teams. Let the other teams try to guess what the scene is. For a second round, let each team make up its own scene.

### REFRESHMENTS

### ADJOURNMENT

### AFTER THE MEETING

- Greet guests and visitors
- Thank hosts
- Clean up by appointed committee

# Monthly Club Meeting Calendar Samples

## APRIL

1. Remind members of upcoming events and the importance of participation
2. Remind members again of requirements for completion and eligibility for exhibiting at fairs and shows.
3. Reminder of applications that are due for camps and events.
4. Have the office run a report on your club enrollment as of March 31 (new member enrollment deadline). Use this as your master list of club members for the remainder of the year.
5. Will your club provide some financial help to members who attend events such as those listed in item number 3?
6. Remind dog project members that registration of their dog's ID is due to the extension office by May 1.
7. Remind livestock project members that hog nomination and goat and lamb weigh-in will take place the first weekend of May.
8. Check to be certain new family mentors are helping new families understand how these contests and events fit into the 4-H Club and what they need to do to participate.

### Regional, State & National Events

National 4-H Conference

### Items Due

## 4-H CLUB PROGRAM GUIDE APRIL

### PRE-MEETING ACTIVITIES

Welcome guest to the meeting

**April Fool's Game** – Ask the first few members who arrive to help you with the starter game. Change or add one thing about their appearance. Some ideas are shoes laced backwards, safety pin on shirt sleeve, bobby pin in boy's hair, glasses on upside down, etc. As the rest of the members arrive, tell them that they must find as many of these odd changes as they can.

**Business Meeting – Backward Meeting.** Go through the meeting in reverse order starting with adjournment and ending with the call to order.

- Call to Order – President
- Pledge to American Flag and 4-H Flag
- Roll Call – Welcome visitors and guests and have them introduce themselves.
- Minutes of last meeting – Secretary
- Treasurer's Report – Treasurer
- Project Meeting Reports – Secretary should record these reports
- Committee Reports
- Old Business
  - Reminders about camp, trips, upcoming shows, fairs, etc.
  - Other
- New Business
  - Other

### ANNOUNCEMENTS AND REMINDERS

- Next meeting – every project group should bring a judging class or skill-a-thon activity for the meeting
- Announce county council meetings and county-wide project meetings
- Announce hog nomination & goat and sheep weigh-in dates
- Announce dog ID registration due May 1

### PROGRAM

- Health – Develop your own Health program using community resources
- Project Demonstrations: Assign one or more project groups to demonstrate.

### RECREATION

**Data Processing Game:** Use groups of 8-12. Explain that they are to become a human computer that will process certain information as quickly as possible. Tell them that you will call out a characteristic, such as shoe size, and they are to line their group as quickly as possible by that trait. Which computer operates the fastest? For some of these do NOT let them talk. Some examples to use are: Shoe size – smallest to largest.....Birth date-January 1 to December 31.....Number of people in the family – least to most.....Age-youngest to oldest.....Hand span – largest to smallest.....Year you will (or did) graduate from High School – highest year(2013) to lowest year (2002).....Height – shortest to tallest. It is fun after each characteristic to have the people at the end tell something about themselves. Be sure to involve the parents!

**Look at Me Game:** Have members find a partner and stand back to back with them. Tell them to change three things about their appearance and then to face their partners. See how many can find the three things. Stand back to back and change three more things. Face again, and try to find the changes. Keep going until members run out of ideas. Then, let everyone look each other over!

### ADJOURNMENT

### REFRESHMENTS

### AFTER THE MEETING

- Greet guests and visitors
- Thank hosts
- Clean up by appointed committee

# Monthly Club Meeting Calendar Samples

## MAY

1. Plan tours and activities for club or project groups.
2. Discuss county fair– project evaluation, etc. Begin discussing registration and record keeping.
3. Camp applications due. Encourage members to attend camps and other summer events.
4. Be certain project leaders will finish their instruction in time for members to exhibit their work at local fair.
5. Check that club reporter is sending updates to the Extension Office.
6. Announce Horse ID
7. Make sure livestock kids are attending Meat Quality Assurance trainings (check newsletter for dates).

### Regional, State & National Events

### Local Events

Hog Nomination & Lamb & Goat Weigh-In

### Items Due

Registration for State 4-H Conference due

Dog ID Due to Extension Office (*May 1*)



## 4-H CLUB PROGRAM GUIDE MAY

### PRE-MEETING ACTIVITIES

Welcome guest to the meeting

**Judging and Skill-a-thons** – Each project group should set up a judging class (four items to be ranked) or a skill-a-thon. Have members and leaders circulate among the groups. Provide judging cards and pencils. Allow time for project groups to give the correct answer or information on their class. For information on Judging and Skill-a thons, contact your county extension center.

### BUSINESS MEETING

- Call to Order – President
- Pledge to American Flag and 4-H Flag
- Roll Call – Come as you are – (When the calling committee calls members to remind them of the meeting, have them tell members that they must wear what they have on when they receive the call for the club meeting.) “What were you doing when you were called for the meeting?” Welcome visitors and guests and have them introduce themselves.
- Minutes of last meeting – Secretary
- Treasurer’s Report – Treasurer
- Project Meeting Reports – Secretary should record these reports
- Committee Reports
- Old Business
  - Other
- New Business
  - Discuss club participation in county fair, project evaluation, use of exhibit tags, etc.
  - Discuss 4-H camp
  - Family Picnic or club tour – appoint committee
  - Other

### ANNOUNCEMENTS AND REMINDERS

- Announce county council meetings and county wide project meetings
- Announce Horse IDs due to Extension Office on June 1.

### PROGRAM

Project Demonstrations

### RECREATION

**Quiz Bowl** – “In 4-H, we ‘learn by doing’.” You experienced some of those ways when you judged and tried skill-a-thon activities before the meeting. Another method is the “Quiz Bowl.” Conduct a 4-H Knowledge Quiz Bowl. Divide the members into teams of four. Play two teams against each other at a time. Obtain 4-H Quiz Bowl questions from the county extension center or write your own using information in the Clover. Give each pair of teams the opportunity to answer five to ten questions. For fun, play a team of parents against a team of youth.

### ADJOURNMENT

### REFRESHMENTS

### AFTER THE MEETING

- Greet guests and visitors
- Thank hosts
- Clean up by appointed committee

# Monthly Club Meeting Calendar Samples

## JUNE

1. More discussion on fair and record books. Encourage each member to exhibit at fair. Remind members of special county contests.
2. Final reminder about eligibility to show [members in good standing].
3. Be certain all project groups will be finishing on time.
4. Provide information about State Fair exhibits, animal show registration deadlines, dorm reservations, etc.
5. Announce fair entry, poultry banding and rabbit tattooing dates.

### **Regional, State & National Events**

State 4-H Conference

Citizenship Washington Focus

### **Items Due**

National 4-H Conference Applications Due (*June 1*)

Horse ID Due to Extension Office (*June 1*)

## 4-H CLUB PROGRAM GUIDE JUNE

### PRE-MEETING ACTIVITIES

Welcome guest to the meeting

**What Is It?** – As families arrive, meet them outside the building. Give each person a piece of string about 36” long. Tell them to tie the string in a circle and to lay it in a circle on the grass. Ask each person to see how many things they can find in their circle-living and non-living.

### BUSINESS MEETING

- Call to Order – President
- Pledge to American Flag and 4-H Flag
- Roll Call –:”What’s one thing you found in your circle?” or “Something my family does for fun.”
- Welcome visitors and guests and have them introduce themselves.
- Minutes of last meeting – Secretary
- Treasurer’s Report – Treasurer
- Project Meeting Reports – Secretary should record these reports
- Committee Reports
- Old Business
  - Reminders about fair; remind members to pick up their exhibit tags and explain how tags should be completed; encourage each member to exhibit; remind members about being “members in good standing: in order to exhibit; remind members about awards available and application due dates
  - Other
- New Business
  - Discuss club plans for fairs – due dates for State Fair registration, dorm applications, etc.
  - Other

### ANNOUNCEMENTS AND REMINDERS

- Promote participation in county events
- Start requesting volunteers to lead projects for the next club year
- Announce fair entry deadline as well as rabbit tattooing and poultry banding dates
- Announce county council meetings and county wide project meetings

### PROGRAM

- Club’s Choice – health and/or special activity
- Report from 4-H campers (if camp is held prior to club meeting if not move to July meeting)

### RECREATION

**Nature Scavenger Hunt:** Before the meeting, make a list of items that can be found in the outdoor area around the meeting place. Divide the club into teams and give each team a copy of the list. Set a time limit and see which team can find the most items in the allotted time. Emphasize the importance of not damaging the natural environment during the game.

### ADJOURNMENT

### REFRESHMENTS

### AFTER THE MEETING

- Greet guests and visitors.
- Thank hosts
- Clean up appointed committee

# Monthly Club Meeting Calendar Samples

## JULY

1. County Fair – Make sure kids turn in their fair entries on time; recruit parents to serve as workers during these events; promote participation by each member in judging, demonstrations and exhibits display; inform members of any special awards available in these events; explain definition of “member in good standing”.
2. Make sure State Fair livestock entry paperwork is in on time.
3. Make sure poultry and rabbit members know about banding and tattooing dates.
4. Start recruiting project and assistant club leaders for the coming year. Share descriptions of expectations and time commitments with potential leaders.
5. Recruit kids and leaders to help present various projects at project try-out days in August and September.
6. Begin financial reports for the year. For tax purposes, club fiscal years run from July 1 to June 30. Get paperwork from the Extension Office.

### Regional, State & National Events

#### Local Events

Poultry Banding

Rabbit Tattooing

### Items Due

SLV Fair Entries Due (*mid-July*)

State Fair Livestock Entry Paperwork Due

Dog Record Books Due

## 4-H CLUB PROGRAM GUIDE JULY

### PRE-MEETING ACTIVITIES

Welcome guest to the meeting

**Outdoor Games** – Bring sports equipment for volleyball, softball, or other outdoor games.

### BUSINESS MEETING

- Call to Order – President
- Pledge to American Flag and 4-H Flag
- Roll Call – “Where would you like to travel in the United States?” Welcome visitors and guests and have them introduce themselves.
- Minutes of last meeting – Secretary
- Treasurer’s Report – Treasurer
- Project Meeting Reports – Secretary should record these reports
- Committee Reports
- Old Business
  - Remind members about fair
  - Other
- New Business
  - Remind members and leaders of project record books being due with projects at the fair.
  - Talk about beginning to complete a financial year-end audit
  - Other

### ANNOUNCEMENTS AND REMINDERS

- Continue to request volunteers or suggest people to contact to lead projects next club year.
- Announce county council meetings and county wide project meetings
- Local and State Fair information

### PROGRAM

- Project Demonstrations: Assign one or more project groups to demonstration
- Community service activity

### RECREATION

**Frisbee Course** – Lay out a Frisbee golf course with string, boxes, and other targets. Have several Frisbees available and let members keep score on how many throws it takes to reach each target.

**Run Sheep Run**

### ADJOURNMENT

### REFRESHMENT

Family Picnic

### AFTER THE MEETING:

- Greet guests and visitors
- Thank hosts
- Clean up by appointed committee

# Monthly Club Meeting Calendar Samples

## AUGUST

1. Have members write thank you notes to judges and financial contributors from the area fair.
2. Complete club financial audit/chartering paperwork and turn them in to the Extension Office.
3. Discuss state volunteer forums for leaders and required September leader meeting.
4. Discuss new member [and maybe project leader] recruitment and develop a plan to increase membership. Invite prospective new members and volunteers to the first meeting of the new year. Assign a mentor to new members and volunteers to answer their questions during the first meetings.
5. Discuss delivery and pick up of State Fair items as directed by county extension staff.
6. Identify club leaders for the coming year, pending volunteer application approval. Notify county Extension office of any changes in club leadership.

### **Regional, State & National Events**

State Fair (*last week of August*)

### **Local Events**

County Fair (*first week of August*)

### **Items Due**

Non-Livestock State Fair Projects due to the office  
(*mid-month*)

Club chartering paperwork due to Extension office.

# 4-H CLUB PROGRAM GUIDE AUGUST

## PRE-MEETING ACTIVITIES

Welcome guest to the meeting

### Iceberg

## BUSINESS MEETING

- Call to Order – President
- Pledge to American Flag and 4-H Flag
- Roll Call – “My favorite 4-H club program/4-H activity this year”
- Minutes of last meeting – Secretary
- Treasurer’s Report – Treasurer
- Project Meeting Reports – Secretary should record these reports
- Committee Reports
- Old Business
  - Other
- New Business
  - Recruit new project leaders; discuss creating a plan for new member recruitment
  - National 4-H Week– appoint committee
  - Appoint a “New Family Coordinator”

## ANNOUNCEMENTS AND REMINDERS

- Ask members and families to start looking for new members and leaders
- Announce county committee meetings and county wide project meetings

## PROGRAM

**How to Recruit New Members:** This program can be presented by the club leader, a teen or junior leader, or a volunteer. “To remain strong, 4-H clubs must continue to add new members. Good members don’t just happen to arrive at the 4-H club meeting. It is important to have a membership plan. A committee may develop the plan, but everyone needs to help with member recruitment.” Divide the club members and leaders into small groups, give each a sheet of paper and a marker and have each group brainstorm as many ways as possible to recruit new 4-H families. Have the groups share their ideas. Talk about the best strategies for recruiting new families with the entire group. Remind the group that personal invitations are best. To wrap up, you might want to 1.) Appoint a membership committee to work on recruitment, 2.) ask each family to bring one new family to the October meeting, 3.) plan a new family night or a get acquainted with 4-H night and invite the community, or 4.) as a club, establish a membership goal and a plan of action to reach that goal.

## RECREATION

**“Award Exchange”** – Cut out squares and circles the size of a large political button. Bring the cutouts, markers, and tape to the meeting. A designated person explains the activity to the group: “Lots of good things happened in our club this year. Some of you went on trips. Hopefully, all of us learned some new things and made some new friends. Every person in our club has played a part in the success of the club and deserves an award. So, tonight, everyone is going to get an award!” Divide the club into teams by birth month combining months if necessary for groups of 5-8. Have each group write their names on a piece of paper and exchange the lists among the groups.

Then explain: “Your group thinks of something good about each person or something they have done for the club in the past year such as good demonstrator, nicest smile, great song leader, etc. Make an award button for each person on the list using the materials given to you. Your group can make awards for others in the club if you finish your list and time allows. Members may present the awards informally to the individual or you can have an awards ceremony with each member called up to receive his or her award. Use tape to fasten each button on the recipient. Note: Double check that every member receives an award.

## ADJOURNMENT

## REFRESHMENTS

## AFTER THE MEETING

Greet guests and visitors, thank hosts and clean up

# Monthly Club Meeting Calendar Samples

## SEPTEMBER

1. Give out new enrollment information to prospective members and prepare current members for re-enrollment in October. Announce enrollment deadline established by county.
2. Elect club officers and leaders prior to taking new members into the club October 1. (This will ensure experienced members are elected as officers.)
3. Report club leaders, officers and 4-H council representatives to Extension Office.
4. Remind Livestock & Horse members to turn in their record books. Also livestock sale participants need to pick up photos from the sale, deliver them to their buyers and turn in their buy signature forms in order to get their checks.
5. Begin to fill out completion reports for your club members – the office will send you these.
6. Attend all leader meeting at the Extension Office if applicable
7. Continue seeking volunteers to lead.
8. Discuss recognition for year just completed, forms and date of county recognition event. Encourage new families to attend as well as existing families, and fill out forms.
9. Talk about National 4-H week.
10. Explain the awards program – emphasize importance for scholarships. Discuss trips, etc.
11. Plan Halloween Party or other fall social events to get acquainted with new members/ families. It is important for new members to feel involved right away.
12. Recruit assistant leaders to lighten the load of club coordination. Consider a planned succession of leadership duties.
13. Discuss importance of the county’s newsletter.

**Regional, State & National Events**

**Local Events**

Leader Year-End Meeting (*tentative*)

**Items Due**

Livestock & Horse Record Books Due



## 4-H CLUB PROGRAM GUIDE SEPTEMBER

### PRE-MEETING ACTIVITIES

Welcome new members and guests to the meeting. Make nametags for all members, leaders, parents and guests.

**Who Am I?** Before the meeting, print the names of famous people or characters on index cards. As families arrive, tape a card on each person's back without allowing them to see the name. Each person is to find out who their person is by asking questions of others in the group. The questions can only be answered with a "yes" or "no."

### BUSINESS MEETING

- Call to Order – President
- Song – Missouri Born and Bred (reference the Singing with 4-H CD)
- Pledge to American Flag and 4-H Flag
- Roll Call – "A 4-H project I plan to take for the next year."
- Minutes of last meeting – Secretary
- Treasurer's Report – Treasurer
- Committee Reports
- Old Business
  - Other
- New Business
  - Make plans to celebrate National 4-H Week (first full week in October)
  - Election of officers and 4-H Council representatives
  - Members & leaders recruit project leaders
  - Appoint Halloween Party planning committee

### ANNOUNCEMENTS

- Encourage families to attend county recognition events
- Encourage leaders to attend Leader Training
- Encourage members to attend club officers' training
- Announce county council meetings and county wide project meetings
- Tell State Fair kids to make sure they have picked up their project from the Extension Office
- Tell Livestock Sale participants to make sure they pick up photos, turn in buyer signature forms and turn in their record books.

### PROGRAM

**Project Demonstrations:** Ask members whose demonstrations earned a blue ribbon at county events to give their demonstration at this meeting.

**Project Fair:** Each member is to bring one or more items that they have made in 4-H in the past. (They may also bring photos of project animals or activities or wear the garments they have made). Have members bring their item to the front of the group or stand beside it. Let each person briefly tell what the project was and a little about it. Keep the reports brief. Encourage members to leave their item on display for questions after the meeting.

### RECREATION

**Do You Like Your Neighbors?** Members should sit in a circle. One person agrees to be "it" to start the game. "It" approaches a seated player and asks, "Do you like your neighbors?" If the seated player says, "yes", the players on either side of that person must switch places while "it" tries to get one of the empty seats. Whoever is left without a chair is now "it". If the player answers "no" to the questions, "Do you like your neighbors?" then "it" will ask, "What do you like?" The seated player must then think of some characteristic such as all people wearing tennis shoes, or all people with blond hair, and reply, "I like people wearing tennis shoes." At that point, everyone wearing tennis shoes switch places, while "it" tries to get one of the empty chairs.

### ADJOURNMENT

### REFRESHMENTS

### AFTER THE MEETING

- Greet guests and visitors; collect names and phone numbers of those who wish to join
- Thank hosts
- Clean up by appointed committee
- New Family Meeting