

THE 4-H MEETING

A typical 4-H club will meet monthly and the meeting may consist of the following format:

- A) The business part of most club meetings generally follows Robert's Rules of Order:
- ***Call the meeting to order**
 - ***Pledges to American and 4-H flags**
 - ***Roll Call**
 - ***Secretary's Report:** The secretary will read the minutes from the last meeting. A motion and vote to approve the minutes shall follow after any corrections are made.
 - ***Treasurer's report:** The treasurer will report the beginning balance, income, bills paid, and the ending balance and will then ask that any outstanding bills be turned in for payment. A motion and vote to approve the treasurer's report shall follow after any corrections are made.
 - ***Old business:** Items carried over for discussion from last month shall be included here. Example: If your club is planning an event and has set up committees, the committees might report here. You might also report on the results of an event. Example: Someone could report on what happened at camp.
 - ***New business:** This is the time to plan upcoming events, read communications, and make announcements.
 - ***Motion to adjourn the meeting**
 - ***Adjourn the business meeting:** It is good to keep the business portion of the meeting about 20 minutes long so you will have time for other activities.
- B) The educational part of a club meeting might include any of the following:
- ***demonstrations**
 - ***field trips**
 - ***guest speakers**
 - ***video tapes**
 - ***educational instruction**
- C) The activity part of a club meeting could include:
- ***games**
 - ***project work**
 - ***snacks**
 - ***songs**
- D) Some clubs have a **Family of the Month** program. Families choose a month to be responsible for:
1. An activity (either a short game, song, or craft)
 2. The treat
 3. The 4-H'er could do a brief project demonstration
 4. Other options could include arranging for guest speakers or field trips

More resources on how to start a new club or renew your existing club are available from the Extension Office or the 4-H "Community Club Central" website:

<http://www.uwex.edu/ces/4h/clubs/>.