



Project Leader Meeting Outlines

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4-H Center for Youth Development

Preparation for Project Meetings

- Plan carefully. Good beginning is important and pays off with high interest.
- Make your first meeting of each club year organizational meeting for both members and parents.
- Order 4-H project literature beforehand. (4-H Literature and merchandise Order Form LG911) You may not have all project materials prior to the first meeting.
- Prepare needed materials in advance of each meeting... read literature carefully.
- Study leader and/or member guides and adapt to your situation.
- Make a list of skills or practices that members must know to complete the project. Begin with basic ones and introduce advanced one as the project progresses.
- Give each member definite responsibilities as frequently as possible. Try to fit responsibility to each member's needs.
- Use experienced members, parents, and other in the community as resources.

First Project Meeting Outline

Note: First meeting should be held in September or October of the current year. Duration of the meeting 1 to 1.5 hours (maximum)

- If members do not know one another, plan a simple, fun way to introduce everyone. Take roll
- Identify project that members would like to complete the year
- Begin to outline project goals and expectations for the overall project group and for each member's project. Discuss skills and knowledge to be learned. Discuss project requirement, rules and disciplines. (A blackboard, poster or sheets of blank newsprint may be helpful.)
- Discuss with the group:
 - Member expectations
 - Dates of 8 meetings: place and time of meetings
 - How to project supplies used at meeting will be acquired.
 - Project cost and how expenses will be met. (Each member is responsible for their personal project expenses. Cost of supplies for meeting can be shared by members.)
 - What to bring to meeting
 - Dates of special activities and how to participate
 - Completion date for the projects

- Answers questions, Make assignments, Distribute and/or take orders for project literature.
- Share contact information and best way to communicate with members/ parents.
- Fun activity- Use a game, a relay or some other interactive activity to reinforce what was discussed earlier.
- Adjourn
- Review the meeting with your youth leader and/or assistant leaders. See how they felt about the meeting. Help them analyze their part. Be encouraging and supportive. (Do a review after every meeting.)
- Order Literature

Project Meeting Outline

The Following is a suggested outline for the remaining project meeting for the year.

Interest getter (15 to 20 minutes)

Ideas including identification quizzes, judging contests, relay skill games, films or slides, a tour of the host member's project and guest speakers.

Skill session (30 to 50 minutes)

The majority of time spent in most meeting should be spent doing- practicing a job or skill. Be sure to include the elements of experience, sharing, processing, generalizing and applying in your session.

Discussion (15 to 20 minutes)

Use this time for questions and answers, upcoming events, comments on presentations given and assigned, and members' reports on project problems.

Demonstrations (10 minutes)

Ask one member to give a demonstration at each meeting. (This gives 4-Hers a chance to develop and practice demonstrations that will be given at 4-H Club meetings and Achievement Day.)

Record keeping (10 to 15 minutes)

Allow time for members to work on calendars and 4-H Project Record Y620.

Summary and assignments (10 to 20 minutes)

Have members summarize the day's meeting. Plan for the next meeting -- where, when and what to bring.

Refreshments and recreation

Recreation and refreshments are optional, but these activities help to keep the members' interest. Youth leader can plan and organize this portion of the meeting.