

# Monthly Club Meeting Calendar Samples

Missouri 4-H Center for Youth Development



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 Word format on both the CD included with the Club Leader Kit and on the Missouri 4-H website under Resources at <http://4h.missouri.edu/resources/materials.htm>

The first three meetings of the club year (August to October) are critical for enrolling current and new members and volunteers, encouraging members and leaders to purchase project literature, 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. Several good reference materials available from Missouri 4-H are:

- Judging: 4-H Teaching Technique LG730
- 4-H Demonstrations LG744
- 4-H Demonstrations Y744 (for youth)
- Quiz Bowl LG732 (only available on the Missouri 4-H website under Resources)
- Skill-a-thon LG733 (only available on the Missouri 4-H website under Resources)

# Things to do before club meetings

Compiled by Sarah Staude, 4-H Youth Specialist

## **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 go 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.

# September



1. New 4-H year begins September 1. Regular members are 9 years old anytime during the upcoming year. Clover Kids are 5-6-7 years of age by January 1 of the club year.
2. Install officers [elected in August].
3. Give out new enrollment forms to prospective members and continue with re-enrollment forms. Announce enrollment deadline established by club/county. Pass out "Clovers" to prospective families.
4. Explain literature ordering procedures. Continue seeking volunteers to lead.
5. 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.
6. Talk about National 4-H week.
7. Explain the awards program – emphasize importance for scholarships. Discuss trips, etc.
8. 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.
9. 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.
10. Turn in names and addresses of new members and leaders [also dropped members] to the extension office as soon as possible to update the family newsletter mail list.
11. Collect and turn in member dues and insurance money with enrollments to the extension office.
12. Recruit assistant leaders to lighten the load of club coordination. Consider a planned succession of leadership duties.
13. Send in club reports to extension office every month.
14. Announce county wide project meeting dates. Discuss importance of the county's family newsletter.

## State Events

Livestock Judging Contest  
State Shooting Sports Contest  
State Shooting Sports Fun Day  
Fashion Revue  
4-H Day with the Royals  
Public Speaking Contest  
Horse Public Speaking & Demonstration Contest

## County Events

## Items Due

Youth Service to Communities Form Sept. 15

## Items 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 this year." (New members-what projects you plan to take and old members- tell about the project they liked from last year.) Welcome visitors and guests and have them introduce themselves.
- Minutes of last meeting – Secretary
- Treasurer's Report – Treasurer
- Committee Reports
- Old Business
  - Election of Officers if not done in August
- New Business
  - Make plans to celebrate National 4-H Week (first full week in October)
  - Install new officers
  - Form committees for the club's special events such as fund raising, club parties, program, etc.
  - Work on Project Enrollment Forms
  - Members & leaders recruit project leaders
  - Explain county-wide insurance fee
  - Appoint Halloween Party planning committee

### ANNOUNCEMENTS

- Encourage families to attend county recognition events
- Encourage leaders to attend Leader Training
- New families meet briefly after meeting with "New Family" Coordinator
- Encourage members to attend club officers' training
- Announce county committee meetings and county wide project meetings

### 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

# October



1. Appoint committees – program, health, activity, recreation
2. Train club officers.
3. Finalize enrollment forms and return to extension center by November 1<sup>st</sup>.
4. Turn in member fees, insurance fees and enrollments to extension center. Notify extension office of any new changes to family newsletter mail list.
5. Talk about representation at county 4-H council meetings.
6. Observe National 4-H Week.
7. Secure any remaining needed project leaders.
8. Plan yearly program – see front page of secretary’s book for goals.
9. Remind members of completion requirements and define “member in good standing.”
10. Apply for B.O.A.C. grant or MO 4-H Foundation Community Service Grant if needed for a planned service project.
11. Discuss state and national volunteer forums for leaders.
12. Check that all families are receiving the 4-H family newsletter.
13. Assure that a “kick-off” project or activity is completed to motivate new members.

**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.**

## **State Events**

National 4-H Week  
Shooting Sports Leader Certification  
Horse Bowl Coach Certification Training

## **County Events**

**Items Due**

**Items Due**

## 4-H CLUB PROGRAM GUIDE OCTOBER

### PRE-MEETING ACTIVITIES

Welcome guest and new members

**Handshake Treasure** (reference LG582 Recreation Leaders' Handbook)

### BUSINESS MEETING

- Call to Order – President
- Song – Gray Squirrel (reference the Singing with 4-H CD)
- 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
  - Presentation of pins and awards
  - Complete Enrollment Forms
- New Business
  - Club Halloween Party
  - Leader Recognition or Club Thanksgiving Dinner
  - Other

### ANNOUNCEMENTS

- Membership and insurance fees are due at this meeting
- Check to see if all families are receiving the county’s 4-H family newsletter
- Announce national leader’s forum opportunity
- 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** (reference LG582 Recreation Leaders' Handbook)

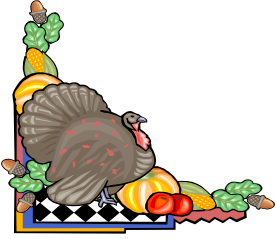
### REFRESHMENTS

### 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.



# 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 enrollment and update the family newsletter list at extension office.
4. Discuss risk management with all volunteers. Give each project leader the number of the county group insurance policy in case of an accident while 4-Hers are under their supervision.
5. Plan Christmas party.
6. Encourage **each member** to give demonstrations and/or talks at club meetings. Consider using the demonstration suitcase or box as a way to introduce demonstrations.
7. 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.
8. Check on literature orders and distribute to project leaders, as ordered.
9. Inform families again of their options for acquiring personal copies of literature.
10. Set up a Skill-a-thon experience for the club.

## State Events

Camp Food & Fitness

## County Events

## Items Due

Australia Exchange Application November 10

## Items 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
- Song Family (reference the Singing with 4-H CD)
- 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

- Explain the awards program emphasizing the importance of scholarships & trips
- Distribute project literature received
- Explain how individual members may obtain member literature at their option
- Announce county committee 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.

# December



1. Make any necessary corrections to enrollment with the youth staff. Double-check that all enrollment fees have been turned in to extension office.
2. Discuss Teen Conference and Kansas City Global Conference [application deadlines coming up soon].
3. Distribute club program plans or monthly agendas for the year. Send a copy to the extension center.
4. 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.
5. Complete service project, if planned.
6. Distribute any back-ordered literature to project leaders.
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. Take time to enjoy your family and club during the Holidays!

**State Events**

**Items Due**

**County Events**

**Items Due**

## 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
  - Other

### ANNOUNCEMENTS

- Remind older members about application due dates for Teen Conference and Kansas City Global Conference
- Announce county committee 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



# 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. Plan Valentine Party and/or service project involving as many youth as possible in the decision-making and leadership roles.
3. Remind members of requirements for completion and eligibility for exhibiting at fairs & shows. Explain again the meaning of “member in good standing.”
4. Recruit member for planned demonstrations.

## State Events

## Items Due

MFA Saddle Award Application January 15  
Exchange to Finland/Puerto Rico Application  
January 1

## County Events

## Items 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
- Songs – Did You Ever See A... (found in the Singing with 4-H CD)
- 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

### ANNOUNCEMENTS AND REMINDERS

- Announce any upcoming club, county or area events such as fund raising and contest day
- Remind members that any changes in project enrollments should be completed this month
- Explain the importance of being a “member in good standing” for eligibility to exhibit & participate in contests (Define “member in good standing”).
- Announce county committee meetings and county wide project meetings
- Announce Steer Weigh-in next month and MFA Saddle Awards are due
- Remind member about the Judging/Grading Clinic

### 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

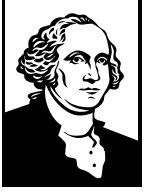
**Name That Tune** – Bring an assortment of music to meeting. Divide the group into teams of 5-8 people. Play portions of songs and let teams guess the title of the song. Give bonus points for naming the artist.

### REFRESHMENTS

### ADJOURNMENT

### AFTER THE MEETING

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



# 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  
Missouri 4-H Recognition Forms Y2000, Y2100 and Y2300 (National Congress application)  
I Dare You Award  
Key Award Y2300
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. Discuss and encourage participation in summer activities such as camps, 4-H Congress, fairs and other trips.
5. 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.)
6. Remind livestock members of weigh-in deadlines and ownership dates for state fair participation.
7. Recruit for meats team.

### State Events

Teen Conference  
Legislative Academy

### County Events

### Items Due

Exchange to Japan Application January 1  
Beekeeping Essay Contest Application February 15  
Japanese High School Host Application January 1  
FLEX Host Family Application January 1

### Items 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

### 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



# March



1. Encourage all members to keep records for awards that will be available at year end.
2. Be sure all project groups are functioning.
3. Discuss/approve spring and summer service projects as proposed by the committee. Apply for MO 4-H Foundation Community Service Grants, if needed.
4. Discuss upcoming contests, shows, and fairs.
5. Continue to encourage families to read and save the 4-H family newsletter.
6. Remind high school seniors of MO 4-H Foundation Scholarship applications that are due in state office by April 1.
7. Reminder: One safety program and one health program should be given at a club meeting each year.

### State Events

Tennessee Walking Horse Award  
Department of Agriculture Grading & Judging Clinic

Horse Judging Contest & Clinic  
Kansas City Global Conference

### County Events

### Items Due

Japanese Short Term Host Application March 1  
Finland/Puerto Rico Host Family Application  
March 1

### Items Due



## 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
- Songs – Mrs. O'Leary (reference the Singing with 4-H CD)
- 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.
  - Appoint club achievement day committee
  - 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 in order to apply for awards in August
- Announce county committee 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



# 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 is due for camps, State 4-H Congress, state spring contests, Missouri Youth Forum, etc.
4. Will your club provide some financial help to members who attend events such as those listed in item number 3?
5. Remind horse project members that registration of their project horses is due to the extension center by May 1.
6. Consider planning and scheduling a local club achievement day prior to county achievement day. This will encourage project leaders and members to complete their projects earlier.
7. 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.

## State Events

Horse Bowl Contest  
Meats Judging Contest  
Hippology State Contest  
Wildlife Habitat Evaluation Contest  
Shooting Sports Certification Workshop

## County Events

## Items Due

4-H Foundation Scholarship Application April 1

## 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
- Song – Shake Another Hand (reference the Singing with 4-H CD)
- 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
  - Club Achievement Day plans
  - 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

### PROGRAM

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

### 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. Its 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

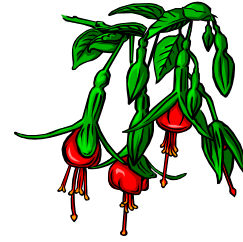
### REFRESHMENTS

### AFTER THE MEETING

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



# May



1. Plan tours and activities for club or project groups.
2. Discuss county fair/achievement day – project evaluation, etc. Begin discussing use of exhibit tags and any pre-registration that may be required for achievement day, fashion revue, etc.
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 and county achievement days.
5. Check that club reporter is sending to extension office the 4-H Club Meeting Report Y676 after each meeting or club event. Due by the 3<sup>rd</sup> Friday of every month.

#### **State Events**

4-H Day with the Cardinals

#### **County Events**

#### **Items Due**

Horse Project Enrollment May 1

#### **Items Due**

## 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
- Song – Bazooka Bubblegum (reference the Singing with 4-H CD)
- 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
  - Remind members of club achievement day
  - Other
- New Business
  - Discuss club participation in county achievement days and fairs, project evaluation, use of exhibit tags, etc.
  - Discuss 4-H camp
  - Family Picnic or club tour – appoint committee
  - Other

### ANNOUNCEMENTS AND REMINDERS

- Recruit workers for Achievement Day as directed by County Achievement Day Committee
- Announce county committee meetings and county wide project meetings

### 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



# June



1. More discussion on fairs/achievement days, exhibits and other contests. Pass out exhibit tags, explaining how they should be completed, attached, etc.
2. Encourage each member to exhibit at least three items at fair/achievement day. Remind members of any special awards such as purple ribbons that are to be awarded.
3. Final reminder about eligibility to show [members in good standing].
4. Be certain all project groups will be finishing on time.
5. Provide information about State Fair exhibits, animal show registration deadlines, dorm reservations, etc.
6. Pass out exhibit tags
7. Explain State Fair project process

## State Events

State 4-H Congress  
Citizenship Youth Forum  
Citizenship Washington Focus  
Poultry Day  
Dairy Cow Camp  
National Shooting Sports Contest

## County Events

## Items Due

State Fair livestock entries July 1

## Items Due

## 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
- Song –Take Me Out to the Ball Game
- 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 club and county achievement days; remind members to pick up their exhibit tags and explain how tags should be completed; encourage each member to exhibit at least three items; remind members about being “members in good standing: in order to exhibit; remind members about awards available and application due date
  - 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 county committee 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

# July



1. County Fair/Achievement Day – Recruit parents to serve as workers during these events; have members write thank you notes to judges and financial contributors; 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” \*in order to exhibit.
2. State Fair entry forms due in Sedalia by July 1. Make plans for transporting the county’s non-livestock exhibits to Sedalia [if applicable].
3. Pass out award forms and remind of August due dates such as Key Award, state and local awards, I Dare You, etc.
4. Nominate a leader for Frank Graham Award from your club at the July 4-H Council meeting that is due from the county council to state 4-H office by August 15.
5. Start recruiting project and assistant club leaders for the coming year. Share descriptions of expectations and time commitments with potential leaders.

## State Events

Missouri State Fair Horse Show  
Aerospace Camp

## County Events

## Items Due

## Items 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
- Song – Patriotic songs such as America (reference the Singing with 4-H CD)
- 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 Achievement Days in order to participate
  - Other
- New Business
  - Remind members and leaders of Project Report Forms due date
  - Nominate a leader for Frank Graham Award [to be considered by the county 4-H council at its August meeting]
  - Other

### ANNOUNCEMENTS AND REMINDERS

- Continue to request volunteers or suggest people to contact to lead projects next club year.
- Have nominating committee meet to present slate of officers at August meeting.
- Announce county committee meetings and county wide project meetings

### PROGRAM

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

### RECREATION

**Frisbee Course** – Lay out a Frisbee gold 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** (reference LG582 Recreation Leaders’ Handbook)

### ADJOURNMENT

### REFRESHMENT

Family Picnic

### AFTER THE MEETING:

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

# August



1. Award forms, reports, and treasurer's audits are due by August 31 & encourage members to apply for awards. Complete application for club seal.
2. Elect club officers and leaders prior to taking new members into the club September 1. (This will ensue experienced members are elected as officers.)
3. Pass out new "Clover" booklets. Continue re-enrollments and recruitment of project leaders.
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. Explain the countywide accident insurance policy that is a part of the membership fee. (This provides proof of good faith effort to manage risk in case of accident during, or travel to or from a sanctioned 4-H event that includes club and project meetings, field trips and other countywide or club events.)
6. Elect club officers. Some clubs prefer to do this at the first meeting of the new year.
7. Discuss delivery and later pick up of State Fair items as directed by county extension staff.
8. Begin collecting returning enrollment forms and fees, insurance fees and applications to the University of Missouri Extension Center.
9. Report club leaders, officers and 4-H council representatives to extension center.
10. Identify club leaders for the coming year, pending volunteer application approval. Notify county University Extension Center of any changes in club leadership. Proposed club leaders sign confidentiality agreement related to the volunteer application process.
11. Discuss purchase of member project manuals. Coordinate literature order to save shipping costs. Announce/distribute project leader training resources.
12. Announce county-wide projects and provide a list of additional leaders for county wide projects to youth staff. Confirm "recognized" volunteer positions related to project groups and distribute literature.

## State Events

Missouri State Fair  
Architecture & Interior Design Workshop

## County Events

## Items Due

## Items Due

## 4-H CLUB PROGRAM GUIDE AUGUST

### PRE-MEETING ACTIVITIES

Welcome guest to the meeting

**Iceberg** (reference LG582 Recreation Leaders' Handbook)

### BUSINESS MEETING

- Call to Order – President
- Song – We're Great But No One Knows It (reference the Singing with 4-H CD)
- 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
  - Collect Project Report Forms and complete secretary book (Project leaders need to initial beside each person's name if member completed that project.)
  - Other
- New Business
  - Recruit new project leaders; discuss creating a plan for new member recruitment
  - National 4-H Week and 4-H Sunday – appoint committee
  - Election of officers and 4-H Council representatives
  - Appoint a "New Family Coordinator"
  - Make plans for "Project Fair" at September meeting when new members are invited
  - Appoint a "kick-off project" leader

### ANNOUNCEMENTS AND REMINDERS

- Re-enrollment for projects will after the meeting. Ask members and families to invite new members to the next meeting. Remind each volunteer that a new volunteer form must be sign each year (in two places).
- 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 next 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
- Clean up by appointed committee