

## MATERIALS

1. PowerPoint slides or posters of:
  - Definition of High-context Youth Development
  - 3 Elements of an Effective Club Meeting
    - Step 1: Identify Specific Life Skills
    - Step 2: Involve Youth and Leaders
    - Step 3: Plan for Balance and Variety
  - Guiding Principles: The Essential Elements of 4-H
2. 2 pieces of flip chart paper for each participant
3. A gavel and 4-H banner with the 4-H pledge
4. Several rolls of 2-inch clear packing tape
5. 4-H Club skit handouts for half of the participants
6. "What Hat Are You Wearing" Handouts for half of the participants
7. Copies of Appendix, Lesson 11 handouts if participants are not receiving 4-H 101 curriculum

## OBJECTIVES

1. Demonstrate the elements of an effective 4-H club meeting.
2. Participate in a 4-H club meeting.

## TIME

1 hour 15 minutes

# LESSON 11

## Conducting Club Meetings

4-H PRKC: Youth Program Development (domain): Program Design; Program Implementation; Program Evaluation (topics) Equity, Access and Opportunity (domain): Sensitivity, Communication, Relevant Programming (topics)

### WHAT TO DO

Show PowerPoint slide or poster of the Definition of High-context Youth Development

#### Definition of High-context Youth Development



- Experiences in which young people and adults have close connections over a long period of time.

Show PowerPoint slide or poster of Elements of an Effective Club Meeting, Step 1: Identify Specific Life Skills.

#### Step 1 Identify Specific Life Skills



Examples of life skills developed through 4-H club meetings:

- leadership
- communication
- decision making
- problem solving
- teamwork
- cooperation
- accepting differences

### WHAT TO SAY

Now, we're going to talk about the three basic elements present in an effective 4-H club meeting.

Remember from Lesson 5 that high-context youth development refers to experiences in which young people and adults have close connections over a long period of time. 4-H youth Extension professionals, with volunteers and other leaders, plan, implement and evaluate a progressive series of educational programs and experiences. The programs connect young people with caring adults and involve them over an extended period of time. A 4-H community club is an excellent example of how high-context youth development happens in practice.

So now our task is to make the connections with youth through a 4-H club meeting that results in high-context youth development. To do that we must plan our meetings effectively. There are three basic elements involved in planning effective club meetings.

The first step is to identify specific life skills you want club members to develop. Remember that a club meeting that is well planned and conducted can offer opportunities to practice many life skills.

Some of these might include:

- leadership
- communication
- decision making
- problem solving
- teamwork
- cooperation
- accepting differences

## WHAT TO DO

Show PowerPoint slide or poster of Elements of an Effective Club Meeting, Step 2: Involve Youth and Leaders.

### Step 2 Involve Youth and Leaders



- Club meetings should be planned and conducted by youth members.
- Youth-run meetings attract more young people to the club and keep everyone involved.

Show PowerPoint slide or poster of Elements of an Effective Club Meeting, Step 3: Plan for Balance and Variety

### Step 3 Plan for Balance and Variety



- Rule of thumb for 90-minute meeting:

Business meeting	15-20 minutes
Educational program	30-45 minutes
Recreation, social	30-45 minutes

## WHAT TO SAY

The next two steps are to involve youth, along with the leaders, in planning the meeting and to guide the planning to assure balance and variety. Club meetings should be planned and conducted by youth members. It is their club. Youth-run meetings attract more young people to the club and keep everyone involved. Older youth can take more responsibility for planning and implementing the plans. Younger club members may need more assistance from older club members or adults.

When planning a club meeting, a good rule of thumb to use for a 90-minute meeting is:  
Business meeting—15-20 minutes;  
Educational Program—30-45 minutes;  
Recreation and Social part of the meeting—30-45 minutes.


This is just a guideline. The club meeting format is flexible. One meeting might have a longer recreational program and a very short business meeting if the club is going on a hike, for example. The important thing to remember is that proper planning is necessary to know who is responsible for each activity.

The primary role of adults in the club is to make sure that the opportunities and environments created by 4-H are meeting young people's needs and building life skills.

Adults can encourage youth to make sure the room set-up is comfortable and appropriate for the planned activities. Help youth determine what equipment and supplies are needed for the activities beforehand.

## WHAT TO DO

Show the PowerPoint slide or poster of Guiding Principles: The Essential Elements of 4-H

Guiding Principles: The Essential Elements of 4-H 	
<b>Belonging</b> A positive relationship with a caring adult An inclusive environment A safe environment	<b>Mastery</b> Engagement in learning Learn new skills
<b>Independence</b> Opportunity to see oneself as an active participant in the future Opportunity for self-determination	<b>Generosity</b> Opportunity to value and practice service for others

## WHAT TO SAY

Remember in Lesson 2 our discussion of the Eight Essential Elements of 4-H? Keep the Essential Elements in mind as you plan club programming.

To do this, think about how your club environment is fostering belonging, independence, mastery and generosity. Let's briefly review these concepts again.

### Belonging

- A positive relationship with a caring adult
- An inclusive environment
- A safe environment

### Mastery

- Engagement in learning
- Learn new skills

### Independence

- Opportunity to see oneself as an active participant in the future
- Opportunity for self-determination

### Generosity

- Opportunity to value and practice service for others

Now, we have a chance to put what we've learned to the test. We are going to pretend that we are members of a new 4-H Club. Half the class will be responsible for working on the business part of the meeting, while the other half is going to be responsible for learning, demonstrating and teaching our educational program. You have approximately 20 minutes to prepare.

## WHAT TO DO

Divide participants into two groups. Hand out copies of the 4-H club skit to members of one group. Give members of the other group the handout with directions for “What Hat Are You Wearing” along with supplies for making the hats. (If you are working with a large group, you may want to assign a third group to design a physical activity or game for the club meeting.) If possible, separate the groups into different rooms while they are preparing their presentations. Give each group about 20 minutes to practice. Set-up the main room so that the “officers” can sit in front of the larger group.

Monitor the progress of both groups, adjusting time if necessary.

Give a 5-minute warning before time is up.

Bring both groups to the room. Invite the “Club Skit” group to start the meeting using their handouts. When the “meeting” has progressed to the educational program, have the second group demonstrate the “What Hat Are You Wearing” activity.

After the skit is over, ask participants if they have any questions about how to run a meeting. Allow time for discussion.

## WHAT TO SAY

Let’s call our meeting to order.

Are there any questions about how a typical 4-H Club meeting is held?

This activity demonstrates one form that a 4-H club meeting may take. Another club with youth leaders (as opposed to officers) may opt not to use parliamentary procedures. Many 4-H clubs use parliamentary procedures to conduct their business meetings because it provides an orderly way to conduct a meeting; it is a fair way to make a group decision where everyone has a chance to speak; and it is a method of conducting business that is common to many groups.

## WHAT TO DO

Allow about 5-10 minutes for participants to briefly read the handouts.

## WHAT TO SAY

There are some helpful worksheets in the Appendix that you might copy for leaders and youth to plan and conduct a meeting. They include the following:

- \* an outline of a club meeting agenda;
- \* a worksheet for planning a club meeting;
- \* a checklist to evaluate the success of a meeting;
- \* an explanation of parliamentary procedures;
- \* a guide for presidents to conduct business meetings;
- \* a guide for secretaries to use for taking notes and writing minutes; and
- \* a game using cue cards to teach parliamentary procedures.

Let's take a few minutes to look at those now.

