



4-H Club/Group Meeting

Agenda 2

Updated August 2020

Meeting Agenda #2

Ask a member or small group of members to greet each person as they arrive. This helps members and attendees feel like they belong!

Agenda:

1. Opening Fun Activity: See reverse for suggestion.
2. Take Attendance or Do Roll Call
3. Business Meeting (be sure youth have the opportunities to discuss and make decisions)
 - a. Call Meeting To Order
 - b. Ask for a Note Taker (pass out the notes template)
 - c. Stand and Say Pledges (pass out the 4-H pledge card for people to read, and hang the pledge in the meeting space)
 - d. Review Notes from Previous Meeting
 - e. Old Business:
 - i. Review brainstorming name list. Invite youth to add to the list. Then, have youth vote for the name of their club. See reverse for voting options, if needed.
 - f. New Business:
 - i. Discuss with group at every meeting, there will be shared learning opportunities, and they, as members, need to help identify what the topics of shared learning are. Invite youth to share their interests and what they might want to learn about as a group. They can use their clovers from meeting 1 to help. Brainstorm as in meeting 1, using different options. Voting on shared learning topics will happen at meeting 3.
 - g. Call Meeting to End
4. Shared Learning or Learning By Doing Activity: Learn the 4-H Language
 - a. Pass out "Learn the Language" sheet to each participant. Read through the front page, and explain the pledge and what it means.
 - b. Pass out pens/pencils to each participant. Invite them to fill out the back page of the sheet. When finished, invite a few to talk about what was the hardest to understand and if there are any questions.
5. Celebration, Refreshments and Fellowship

Get Acquainted Activity Suggestion

Toss-a-Name Game*

Have everyone make a circle. Toss a ball around the circle, person by person, with everyone saying their own name. When the ball comes back to you, say someone's name across the circle and toss them the ball. The person you tossed the ball to says someone's name across the circle and tosses the ball to them. (Make sure that no one is left out.) After everyone is fairly familiar with names, add a second ball and then another. Note: Balls must be tossed and not "zinged."

Ways Youth Can Vote in 4-H

Are you at a spot when the youth need to make a decision? Invite a youth to make the statement they wish to vote on (we will talk about parliamentary procedure in a later meeting). Then, use one of the methods to have the members of the club/group indicate their agreement or opposition:

- ***Show of hands.*** The acting leader, youth or adult, asks members to vote by raising their hand in agreement or in opposition.
- ***Standing vote.*** All members in agreement stand. The acting leader, youth or adult, has them sit down after counting the members and then asks members in opposition to stand.
- ***Secret ballot.*** The vote is written on a slip of paper, collected and tallied by individuals identified to count the vote. This is a form of voting that is most often used in elections, or topics that can be more polarizing or challenging.
- ***Roll call.*** Members verbally respond one at a time to announce their desire in agreeing or disagreeing with the proposed motion.

*<https://www.canr.msu.edu/uploads/236/67551/4-HGroupBuildingIdeas2.pdf>