

# Monthly 4-H Meeting Planning Guide

**Club Name:** \_\_\_\_\_ **Month:** \_\_\_\_\_

**Meeting Date and Time:** \_\_\_\_\_ **Meeting Place:** \_\_\_\_\_

**Recreation:** \_\_\_\_\_

Should be planned by the Recreation Leaders - Volunteers must encourage organization and make sure time is allowed.

**Refreshments – Family(s) Responsible:** \_\_\_\_\_

Not required / this should be provided by 4-H families not Volunteer Leaders / a committee should be appointed to organize details

**Educational Program or Activity:** \_\_\_\_\_

**Or County Event Preparation/Lesson:** \_\_\_\_\_

Program Objectives (what members will learn):

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Teaching Method (video, lecture, field trip, hands-on, props, etc.):

Program Presenter: \_\_\_\_\_

Person Responsible for Program Contact: \_\_\_\_\_

Program Presenter: \_\_\_\_\_

**Or Club Community Service Project:** \_\_\_\_\_

Each club should participate in a minimum of 1 community service project each year. The actual project should take place outside of the regular club meeting. A lesson or activity to prepare the group for the service project might be needed as a club educational program. Ideas may include: Food drives, Kids Helping Kids Campaign, Assistance at Nursing Homes or Park clean up

Committee Coordinator: \_\_\_\_\_

**Or 4-H Presentation(s)** by 4-H members (talk, demonstration, display, etc.) Please give list of youth you plan to encourage to give presentations. This does not include club education programs although if several members give presentations that take up 50% of a Club meeting they could serve as the club educational program.

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## Scrapbook Page(s)/Monthly Report/Activity Report

Person(s) responsible for completing: \_\_\_\_\_

There is a county form for reporting. It can be changed in the form of a scrapbook page, written report or photo story this is up to the person or persons in charge. This responsibility can be given to an officer other 4-H member (remember they will need parental support). This reporting is a requirement to maintain club charters.

**Other Activities** (fun activities, etc. outside of Club meetings): \_\_\_\_\_

Person(s) responsible for organizing \_\_\_\_\_

Club activity/event forms must be filed to the Extension Educator prior to the activity or event

**Respectfully Submitted:** \_\_\_\_\_

(Signatures of Planning Team)