

# The 4-H Project Meeting Design Kit

**The 4-H Project Meeting**  
**An extraordinary place to learn!**



**4-H Project Meeting Planning  
Guide**

**A 4-H volunteer's place  
to shine!**



This guide is intended as a companion to the California 4-H Project Leaders' Digest available at University of California Cooperative Extension Offices or downloadable at <http://ucanr.org/4hdigest>

Project Name	Meeting Date
Meeting Time	Location
Leadership Team for Meeting (List adult and youth leaders):	

Basic Checklist	Check if OK	Notes
Notification of members?		
At least two adults present? (required by policy)		
Adequate space for meeting?		
Safety concerns addressed?		
Arrival activity for early birds?		
Instructional Interest Getter? (15-20 minutes)		
Hands-on Activity (30-50 minutes)		
Discussion Time (10-15 minutes)		
Member presentations? (10 minutes)		
Record keeping Time (10 minutes)		
Summary and Assignments for future (10 minutes)		
Refreshments & recreation		

## Content Planning

Part of Meeting	Why	What We Will Do	Who Will Lead
<b>Interest Getter</b> <b>(15-20 minutes)</b> Ideas include identification quizzes, judging contests, relay skill game, videos, tour, guest speakers, instruction by leader, etc.	Establishes concepts to be learned at the meeting. Promotes skill development and mastery.		
<b>Skills Session</b> <b>(20-30 minutes)</b> Hands-on activity using Experiential Learning.	Improves learning, promotes a sense of mastery and independence, and develops life skills.		
<b>Discussion</b> <b>(15 minutes)</b> Allow time for members to process the experience of the skill session.	Promotes Mastery of the concepts and skills. Promotes a sense of Teamwork.		
<b>Presentation</b> <b>(10 minutes)</b> Have members make short and simple prepared talks.	Promotes Mastery and Independence. Develop public speaking Life Skill.		
<b>Record Keeping</b> <b>(10 minutes)</b> Help members capture what they did and learned.	Promotes a sense of mastery and record keeping Life Skill.		
<b>Summary &amp; Assignments</b> <b>(10 minutes)</b> Summarize key points and make assignments.	Promotes sense of Belonging, develops Leadership and possibly Citizenship.		
<b>Refreshments &amp; Recreation</b> <b>(20 minutes)</b> Time can vary. The point is fun and fellowship.	Promotes sense of Belonging.		

# Suggested Division of Time for a 90-minute 4-H Project Meeting

## Summary & Assignments 10 Minutes

Assign presenters for next meeting. Plan a service project. Promotes Belonging and could be used for Citizenship.

## Record Keeping 10 Minutes

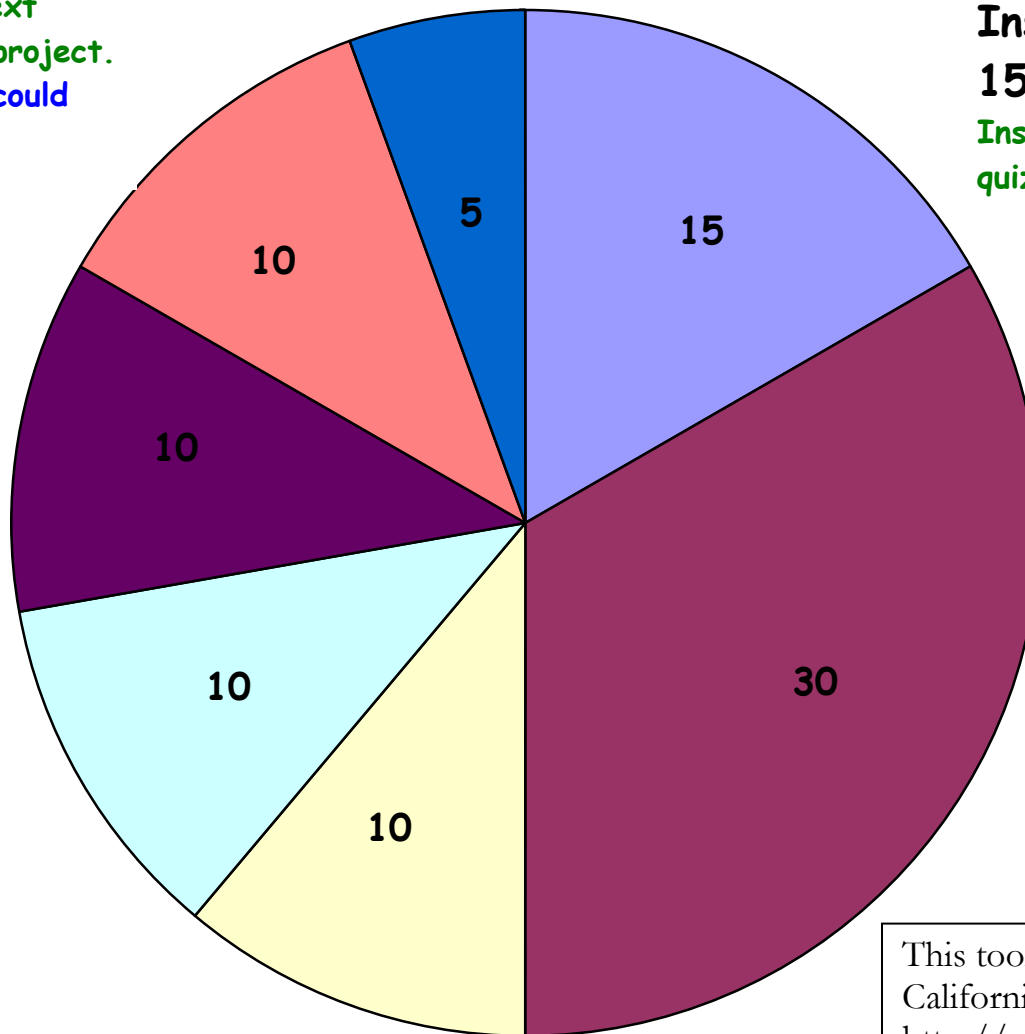
Spend a few minutes helping members capture what they did and learned. Great Life Skill!

## Presentations 10 Minutes

Have members give short, simple presentations on topics from other meetings or new information they have researched. Great for building confidence and Life Skills and developing Independence and Mastery.

## Refreshments & Recreation - 5 Minutes+

Promotes a sense of Belonging. It's fun!



## Instructional Interest Getter 15 Minutes

Instruction, videos, demonstrations, quizzes, tours, and/or guest speakers.

## Skills Session - 30 Minutes

Hands-on activity in which the members are involved in learning and practicing a new skill. This is the first step of Experiential Learning and promotes a sense of Mastery and accomplishment. Use experienced members to help less experienced ones to promote Leadership. Address safety issues at beginning of session.

## Discussion - 10 Minutes

Talk about what happened in the skill session. Ask questions to help members think about applying what they learned to future experiences. Promotes a sense of Teamwork, Belonging, and Mastery.

This tool is recommend for use with the California 4-H Project Leaders' Digest  
<http://ucanr.org/4hdigest>