



# 4-H Club Pre-Meeting Checklist

4-H Youth Development Program  
**VOLUNTEER**

1. Have a 4-H sign in sheet with contact information
2. **Pre-Meeting activity** – note cards and markers or crayons to create a table tent name plate.



3. **Crisis Management Pre Plan Discussion** with 4-H Faculty:

## Pre-Meeting

- ☐ Review [Crisis Management and Emergency Procedures](#) with 4-H Faculty members



Figure 1. Emergency plant flowchart.

- ☐ Have emergency contact numbers for 4-H Faculty
- ☐ Emergency contact number for County Extension Director
- ☐ Other: \_\_\_\_\_

## During

- ☐ Have access to basic first aid supplies.
- ☐ Have at least two approved adult 4-H Volunteers, that are not from the same family, present before the first youth arrive at a 4-H event and stay until after the last youth leaves the event.

## In Case of Incident

- ☐ Call 911, then County Faculty Member
- ☐ Follow-up with parents and County Faculty on all injury/health concerns that occurred.
- ☐ Complete incident/accident reports to give to county faculty.
- ☐ Do not communicate with media. The county faculty will want to coordinate media responses, and be the source of information for media regarding the incident.

4. **Leader Script:** Print your leader script to have with you for the first meeting.
5. **Agenda:** Print the first meeting agenda for each youth. Hand out before the meeting.
6. **Pre-meeting Activity:**  
Have note cards and markers or crayons for the initial activity of making a nameplate
7. **Officers:**

If you want to do luck of the draw for your first officers. Use something like popsicle sticks with the three officer roles listed on them.

- a. President
- b. American Pledge Leader or Pledge Leader 1
- c. 4-H Pledge Leader or Pledge Leader 2



Have extra blank sticks or sticks with “member” listed on them. Place them in a cup or basket and ask each person to pull their role for today.

8. When the officers pull their role give them the one-page handout with their script. You will need to make 3 copies, one for each officer. The president will call the meeting to order.



## 9. PLEDGES

You may want to have a larger pledge banner to hold or put on the wall for members to see.

You will want to have either a photo of the American and 4-H Flag or an actual Flag set to use.

Print pledge bookmarks for each youth and a pledge poster for the group.

Pledge Banner



4-H Bookmarks



## 10. ROLL CALL This will be your 5 question ice-breaker.

Print Note Card Icebreaker instructions. You will need note cards and writing implements for this activity.

## 11. NEW BUSINESS

During this section you will want to use the tri-fold to introduce what 4-H is with families.

You will need to get the names for your chain of command or organizational leadership part of the tri-fold.

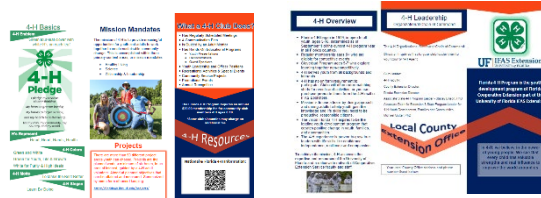
Print 4-H tri-fold, parent interest survey for each family



You can also create and print the 4-H Club Welcome sheet for your families.

## 12. EDUCATIONAL PROGRAM

During this section, there are three topics to cover.

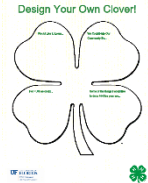


1. Starting to prepare the annual calendar-Clover Plan
2. Parent interest and communication
3. How to enroll in 4-H

#### Annual Calendar-Clover Plan

Depending on how you want to do clover plan idea generation you will need to do one of the following:

- Make copy of the clover plan for each youth (see the Clover\_Plan document)
- Or create flip chart sheets with the questions listed below to record group responses for these are the same questions you will find on the clover plan.
  - I would like to learn about
  - For fun we could
  - We could help the community by
  - Some things I would like to do
- You will need markers to capture responses.



#### Parent Interest and Communication

#### How to Enroll in 4-H

Contact your 4-H Agent before the meeting to get instructions on how to enroll in 4-H Online. If a printed resource is shared, print one per family.

### **13. RECREATION/GAMES**

You will want to either create a paper version of jeopardy game or download computer version to play with group.

Rules	Delivery	Support	Meeting	Events
100	100	100	100	100
200	200	200	200	200
300	300	300	300	300
400	400	400	400	400
500	500	500	500	500

### **14. ANNOUNCEMENTS Announce when the next meeting will be held.**

### **15. ADJOURNMENT**

Print poster with the 4-H Motto "to make the best better"

