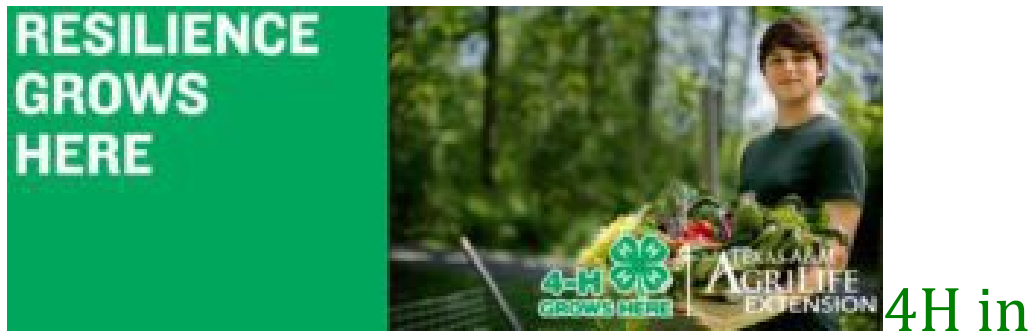


Adult Leader Resources



4H in Kaufman County

Planning a 4H Project Meeting

As a 4H project leader, you can share your skills, talents or special interests such as photography, horses, dogs, rabbits, sewing, computers or woodworking. In this role, you may be called upon to offer several sessions at an afterschool program or assist a club leader by sharing your expertise and working with club members. Many of the same questions and techniques can go into getting ready for a project meeting as planning for a club meeting.

Review project materials

- Contact your 4H club leader or your county Extension office to get project material. There is usually something for both leaders and members.
- Review the material to learn what the project is all about and what the leaders are expected to do.
- Think about additional ideas you have or things you'd like to do or try and make a note of them.

Set up a 4H file

- You need a place to store your 4H materials to keep them together and in some kind of order. A cardboard box makes a handy file.
- Use it to store:
 - Leader guides

- Member guides
- Your notes
- A folder for your project plans
- A folder for information on members and their families (names, addresses, phone numbers, ages, etc.). Even skilled family members can share with your project group.
- Resources you find in newspapers, magazines, folders, brochures, or other Extension written materials.

Plan to make 4H fun

- Think about how members will perceive and experience the project.
- Think about the things that will make the 4H project fun for members.
- Look around your home and community for resources to make 4H fun.
- When 4H is fun and members are involved in doing and discovering, they'll learn.

Involve parents

- Plan to involve parents and other members of the 4H families.
- Obtain a list of names and addresses of 4H'ers enrolled in the project from the 4H club leader or your local Extension office.

Involve teens as leaders

- Include teen 4H'ers in activities that can help develop leadership and citizenship skills.
- Provide opportunities to practice responsibility.
- Treat teens as adults and involve them in all aspects of the club program, including planning.
- Ask instead of telling.

Project Meetings FAQs

How many meetings should I have?

A minimum of eight meetings per year is required, although most leaders hold ten to twelve meetings a year. The schedule might look like this:

- **First Meeting:** Involve the members in planning. Have them help select things to do. Younger members may select from among the choices you identify.

- **Meetings Two through Eight:** Can be things like exploring, making, trying, discovering, touring, interacting, growing, grooming, preparing, telling, showing, sharing, and maybe some listening and recording.)
- **Meeting Nine:** Preparing for the fair and completing project records
- **Meeting Ten:** Reflect on what was done and learned this year, as well as what you want to do next year.

How often should we meet?

Once or twice a month is about right, but for some projects it may be seasonal (10 meetings in 10 weeks). You will want to plan with your group. A lot will depend on the project and when members are available.

Where should we meet?

We recommend that you try and meet in a convenient public place such as a school, church, business, library or community center. If you can't meet in a public place you can meet at home. If you meet at home, it is important that you have up to date homeowners' insurance.

When should we meet?

- School days: try from 4:00 – 6:00 p.m. or 4:00 – 5:30 p.m. Another option is early evening from 7:00 – 8:00 or 9:00 p.m. Weekends: try 10:00am – noon.
- In summer, schedule meetings when leaders and members are available.

How long should the meetings be?

About one to two hours depending on the activity, the project, and member age. Remember, younger members have a shorter attention span for listening, watching or doing one thing.

Club Manager / Project Leader Quick Link Resources

Helpful Links



[4HOnline 2.0](#)

- [4HOnline 2.0 Updates and Resources](#)

[4H Online Volunteer](#)

[4H Resources](#)

[Do, Reflect, Apply](#)

[Organizing your \[Project\]\(#\) Group](#)

[Texas 4H Online Resources](#)

[Texas 4H – Volunteer](#)

[Texas 4H Management](#)