



A Helping Hand

Planning Your Club's Year

With the end of the county fair, many leaders take a much needed, and well deserved break from 4-H for a little while. The new 4-H year doesn't start till October, but I wanted to get you thinking about how to plan the 2014-2015 4-H year.

Planning your club's year can help you to be better prepared for each club meeting. It also will allow you to eliminate procrastination and the stress of last minute planning! After the election of new officers, you as leaders can set up a meeting with the new officer team and plan the club's program for the year.

Remember, 4-H meetings should have three parts: Business, Education, and Recreation. Each section of the club meeting is an integral part of the club meeting experience, and should not be skipped.

Before the beginning of each meeting, try to have a 'mixer.' Even if most of the club members know each other, there are probably still more than a few that are new or do not know the others quite as well. Having a mixer can help promote discussion later on in the meeting. A "Who Are You" activity is ideal for these situations. Have a list of questions for the 4-H members to answer to each other such as:

- What is your favorite movie?
- What famous person, living or dead, would you most want to meet?
- What is the funniest situation you have been in during the last two months.

Balance between factual, personal (not intrusive), humorous, and unusual questions to promote conversations.

Make sure to have an educational portion at each meeting, whether it be a guest speaker, a demonstration, an experiment, try to have something that is interesting to your club. Brainstorm ideas with your club at your first yearly meeting to help you plan the remainder of the year. This will also help you to know what topics your club is interested in learning more about.

Ideas to remember during the planning process:

- Is there a balance between fun activities and learning experiences?
- Does your club calendar include activities that help teach your members life skills and leadership skills as well as focus on your

club projects?

- Have a variety of members' ideas been included?
- Have you included any field trips or outside resource persons to come to the club?
- Do most activities involve little or no cost to the members?
- Are responsibilities shared among club members?
- Other items that can be included in a club calendar -monthly birthdays, Christmas parties or other pre-planned events.

Remember, each club is supposed to be run by the 4-H members, so get their input on what types of activities, events, and programs they want to take part in during the year. Let them own their club!

Another idea to start off the new club year is to have the club set some goals. What do they want to see their club do in the next year? Form a community service project?

Put on a fundraiser for a local organization? Increase membership? Have the members formulate some good solid goals, both for themselves and for the club!

Adapted from <http://www.uwex.edu/ces/4h/pubs/showdoc.cfm?documentid=9122>

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Important Dates!

- ☺ **August 25** - Leader Meeting: Extension Office
- ☺ **October 1** - New 4-H Year
- ☺ **October 18** - Eddy County Leader Forum
- ☺ **November 8** - NM 4-H Adult Leader Forum, Albuquerque

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4-H Demonstrations

Demonstrations are an integral part of the 4-H Program. They give members the confidence and experience to get up in front of people.

Planning a demonstration may be just as stressful for some as much as the actual demonstration. Here are some tips on how to plan your demo:

1. Select a single, simple idea on which to build the demo
2. Plan the body of the demo
3. Plan the conclusion, including handling questions
4. Plan introduction and select the title.

This process may seem backwards,

but it works! Some people get stuck if they decide on a title first!

Demonstrations can be given on just about any topic, but encourage members to give a demo with substance. For example, instead of giving a demon on how to make Koolaid, give a demo on how to make an Orange Julius! Here are some other examples for demos:

- Digestive tract of cattle
- Teaching a dog tricks
- Parts of a cat
- Collecting insects
- Safety in the



kitchen

- Coffee can cookout
- Using a compass
- Making a rope halter
- Transplanting flowers
- How to thread a sewing machine

Take a look at the tips these two experienced 4-H members have to say about giving demonstrations!

<http://www.youtube.com/watch?v=hRkyTsMttSU>

Adapted from <http://advisorshandbook.ohio4h.org/learning/files/Demonstration%20Ideas.pdf>. For a more complete list of demo ideas, check out the article!

Adding Zest to Your Meetings

Are your meetings getting into a rut? Do you feel like you are always having the same sort of meetings? Do you think that the meetings are too boring to keep the youth and parents engaged and excited about coming to 4-H meetings? You are probably not the only one who feels this way! Here are some ideas to liven up your club meetings.

- **Have guest speakers!** Some of you have had guest speakers on goat showmanship, wildlife conservation, and photoshop, but also think about inviting other speakers from places like the Fire Department, Police Department, BLM, Soil and Water Conservation, etc. I'm also more than happy to come do a presentation for your club meetings!
- **Take a club field trip!**
- **Have a secret word**



contest. Insert a secret word into the minutes from the previous month's meeting. As the secretary reads the minutes, the members will have to listen closely to determine what the word is (don't specify what the secret word is before the reading of the minutes. Members who use the word in some way during the meeting can receive a prize! Secret word ideas can include words such as popsicle, pillow, jelly bean, clover, armadillo, or another fun word you think of!

- **Dress silly day and themed meetings!** Have meetings where members dress up in crazy clothing. Have mismatched day, green day, clover day, hat day, pajamas day, crazy shoe day, backwards clothing day, 80's day. Have themed meetings such as beach party, holi-

day, movie theater, etc. Come up with ideas for each month's meeting at your first club meeting of the 4-H year!

- **Trivia Contest.** Use trivia game questions, or make up your own trivia questions. Have the officers each ask a question at different points during the meeting. If a member answers a question correctly, toss them a piece of candy!
- Try a new seating arrangement. Have your members sit in a circle with the officers seated in the center. Changing the seating may change participation!

Adapted from <http://www.kansas4h.org/doc5570.ashx>

"Members who use the secret word in some way during the meeting can receive a prize."

Creating a Club Leadership Team

One of the ideas of having a 4-H club leadership/officer team is to share the responsibility between the officers. Many clubs may have one member that does most of the work, but we like to see a team approach when it comes to the club meetings.

At the election meetings, have handouts that explicitly explain the duties of each office. Some members may get nominated for an office that they are not sure what the duties are. This may be intimidating for them, and they may not

want to contribute to the discussions or the running of the meeting. (Let me know if you need help finding handouts for each office!)

Also, you may want to start having the officers get to the meeting about 15-20 minutes before it starts to go over the agenda with them. Explain the activities you have planned, and what their role as officers will be during each meeting. This will give help give them the



confidence they may need to speak up or to help lead the other members more. Include your officers' ideas when it comes to the planning portion of the meetings. Let them be the sole planners of a month's

activity. If they have an idea, let them share it with the rest of the club.

With new officers, you may even want to have an officer training to help them learn their offices and their roles better. Let me know if you would like some help with an officer training!

Record Books

I know the Eddy County Fair just ended, but it is never too late to remind your members to keep up on their record books! If they continue to work on them a little bit at a time, they won't have to scramble so much come the end of October. Encourage your members to really take their time with their record books and put in a good effort. This will only help

them later in life. Have them state the goals they accomplished and talk about what they learned from their 4-H projects. Have them be as specific as possible with the activities sections.



Will they do the same for next year? Or will they change it up a little? Did their feeding program work for their animals, or do they need to try something new? Did they start on their projects early enough, or did they have to scramble to get everything done the week of fair?

Leader's Meetings!

Mark your calendars for the next Leader's Meeting on **Monday, August 25th at 6:00 pm at the Extension Office**. We are meeting at the Extension Office in order to use the wireless internet, so please bring your laptops or iPads with you. We will be going over the 4-H Online system on August 25th, so please make every effort to attend as we are going to

have members enroll online now! Hopefully, going to the 4-H Online System for enrollment will make your lives easier! You will be able to log in whenever you want to see the changes in your club - new enrollees, members switching in and out of your club, and member's projects. I have not yet decided if I will still have new members come into the Extension Office

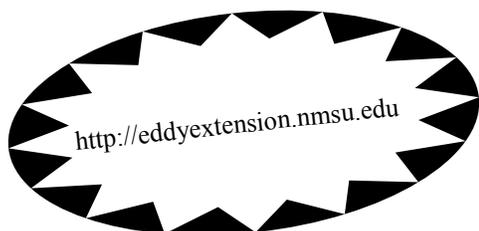
to sign up or not, but would like your opinion at the Leader's Meeting. Also, our Leader's forum is scheduled for **Saturday, October 18**. The venue has not been decided upon yet, but I will let you all know as soon as I lock it down. Suggestions of possible places are welcome! Thank you all for all the hard work and extra hours you contribute to the 4-H Program, we definitely couldn't do it without you!

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"Learn by Doing"



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The 4-H Youth Development Program is a non-formal education program. The 4-H Program provides opportunities for young people to develop leadership and management skills, positive self-esteem, effective communication skills, a solid sense of personal responsibility and the ability to make sound decisions. The life-skills learned in 4-H enable youth to become productive, well-informed, self-reliant responsible adults.

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Conversation Jenga

As a way for your club to get to know each other, play Conversation Jenga! Write different questions on each Jenga piece. When a member pulls out a piece, they have to tell the group their answer! Have the adults play too! Some question ideas include:

1. Favorite Movie?
2. Favorite Song?
3. Favorite Book?
4. If you were stuck on an island, what is the one item you would want with you?
5. What do you want to be when you grow up?
6. Where was your favorite family vacation?
7. What is your favorite sport?
8. What is your favorite subject in school?
9. If you could go anywhere in the world, where would you go?
10. What is your favorite animal?
11. Do you have any pets?
12. What is your favorite thing about the county fair?
13. What is your favorite 4-H Project?
14. What is a new 4-H Project you would like to try?
15. Have you ever lived anywhere else besides where you live now?
16. Do you have any siblings?
17. What is your favorite food?
18. What is your favorite after school activity?
19. If you could have one pet that you don't have now, what would it be?
20. What is your favorite thing about 4-H?
21. When did you start 4-H?
22. Do you have any hobbies?
23. How old are you?
24. What grade are you in?

