

Guidelines for Conducting a 4-H Club Organizational Meeting

1. Arrive a few minutes earlier than the other guests. This meeting should be for adults only if possible.
2. As guests arrive make necessary corrections on their leader and member forms (which you already checked before the meeting).
3. Begin filling out the Yearly Program Sheet. (See Tool L-1 and Tool 3-Me)
 - a) Finalize the meeting site (home, school, church, etc.)
 - b) First fill in the day of the week, how often the club will meet and time of day for meetings.
 - c) Now fill in all the dates for the meetings. Take in to account days off from school, holiday, etc.
 - d) Next add the projects the club would like to do. Samples of appropriate projects can be shown.
 - e) Now the project leaders will be chosen or this may have been done when choosing projects. Make sure all leaders have each other's phone numbers on their sheet. Record in appropriate place.
 - f) Ask a parent to be the coordinating leader. Explain to the parents that it's not a demanding job. They will be the contact person for you and from the 4-H office. They will disperse information to the other parents.
4. At the beginning of the 4-H year include community service and public presentations in the program, if the parents are interested in having their children participate.
5. Tell parents what members should bring for the next meeting.
6. Explain to the parents, that the children will name their club, become officers and begin working on the program at the next meeting.

Sample: 4-H Exit Interview

Procedure: In Orange County 1st & 2nd year clubs that did not re-enroll this year are called. Two calls will be made - one to Coordinating Leader and one to another parent. Phone calls in August.

Name _____ Phone _____

Club _____ 1st Year _____ 2nd Year _____

Thank you for your help, I'd like to ask you some questions about your 4-H experience.

1. What would you say was the biggest reason why you didn't re-enroll in 4-H this year?

2. Can you think of anything that we in the 4-H Office or the 4-H staff representatives could do that might have helped you continue with 4-H?

3. Listen to the following list and tell me which three you feel were the biggest challenges to your 4-H club reorganizing:

- | | |
|--------------------------------------|--|
| _____ lack of other parental support | _____ personality conflict |
| _____ scheduling of meetings | _____ lack of 4-H staff support |
| _____ not enough kids | _____ found other youth organization to join |
| _____ no interest in 4-H projects | _____ no time |
| _____ discipline of members | |

4. Do you have anything else you would like to say

Thank you!

Sample: Cover Letter for 4-H Clubs in Your Classroom

(Principal Name)
(School Name)

Dear _____,

The Cornell Cooperative Extension's 4-H Youth Development Program has a long history of working with schools in Orange County. 4-H curricula are based on the experiential learning model. Youth really enjoy the hands-on activities and teachers consider them to be inexpensive and easy to teach. We presently have nearly 20 4-H clubs that are school-based. Teachers have positively commented on how these clubs help their students reach goals set in the NYS Elementary Learning Standards. We are actively striving to expand our audience. For the next year we are going to concentrate on the following curricula:

Butterfly Biology
Sciencing with Snails
Incubation & Embryology
Tin Punch
Leatherworking

Three Sisters - A Heritage Iroquois Garden
Rocketry/Aerospace
Pillow Pack Window Gardens
Hydroponics

We are looking for schools that have at least 10 or more classrooms interested in doing 3 to 4 of these projects during the year. We will provide training to teachers plus all the materials needed for each of the projects at a reasonable cost as described in our enclosed catalogue.

Principals, science coordinators and teachers all tell us how using these programs have enhanced classroom performance, interest in education and even standardized testing results.

If you are interested please call me at 344-1234. We look forward to working with you!

Sincerely,

Cornell Cooperative Extension Educator

Teacher Quote: *"The 4-H program has enhanced the students knowledge of science by careful and planned instruction, co-operative learning and hands-on science techniques."*

Student Quote: *"I have more self-esteem. I never used to like to answer questions or read from a book now I do."*