



# 4-H Meeting Wheel Resource

## In-Person Meeting Wheel

Although each 4-H group is unique, there are some things that they have in common. In order to make 4-H fun and educational, meetings should include a balance between group building, business and education.

The 4-H Club Meeting Guide is to help club meetings run more efficiently. When hosting a meeting, consider the youth to adult ratio. It is always a good idea to have two-deep leadership in any setting.

### Helpful tools for your meetings

The Puzzle: Putting a Meeting Together, 4H1133

Youth Program Quality Principles, 4H1124

Creative Roll Call Ideas, 4H1119

Welcoming New 4-H Members, 4H1117

4-H Club Greet Sheet, 4H1123

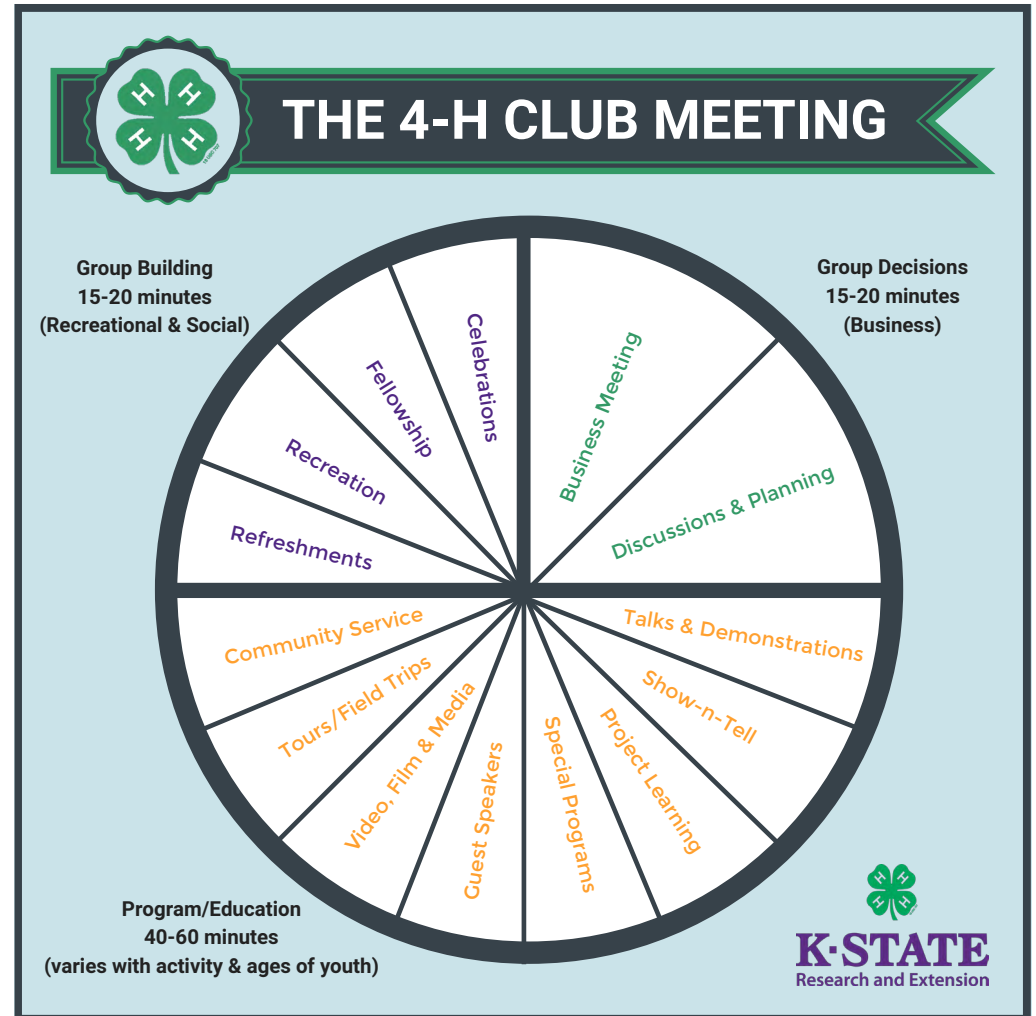
Creative Ideas to Enhance Club Meetings, 4H1113

4-H Club Meeting Agenda, 4H1122

4-H Club Leader's Toolbox, 4H1118

4-H Club Meeting Reflections, 4H1114

Welcome to 4-H: A New Family's Guide



## Virtual Meeting Wheel

Although virtual meetings are unique, there are some things that they have in common. Consider preplanning with your leadership team to have a virtual meeting. A few ideas for virtual meetings, have 4-H youth complete the project outside the meeting and record to be shared during the meeting, be creative in recreational activities, make an activity packet for families to use during the meeting or hold a meeting backwards or out of order to keep participants engaged. When hosting a virtual meeting, consider the youth to adult ratio in the main meeting room and in breakout rooms. It is always a good idea to have two-deep leadership in any setting. A great resource is your local Extension agent. Contact them to assist you in planning for your meeting.

With your leadership team discuss virtual meeting etiquette. Some examples:

- Consider your background
- Mute when you don't have anything to say
- Engage everyone
- Repeat and summarize

Adapted from Strengthening 4-H Club Resources, Kansas 4-H Youth Development

[Kansas4-H.org](https://www.kansas4-h.org)

### Local Contact Information

