

# Meeting Planner

## King City Rural 4H Club

### 2014-2015

Month	Business Agenda Events, Activities, Items for Group Decision	Program Agenda Educational Program, Activity Speakers, Demonstrations	Recreation Agenda Singing, Games, Shared Fun, Team Building
Aug 7	Monterey County Fair Food / mc Fall Enrollment mcfj	Livestock Auction / Buyers Dinner	
Sept 3/14	Bylaws 9/20 Achievement Night Dance	No -	Meet a friend Introductions
Oct 2-14	Club Survey Nate 4H week Fireman's BBQ	Food Drive Presentation Committee for Christmas Party San Benito Fair, Record Books	Share the Fun Hall of Fame Prof
Nov	11/10 Car Show Committee Christmas Party Movie Night Sign up for Dec Field Trip	All Star Presentation	Team Building -
Dec	Reports Out Sign up for Paul & Rose / LCORP	Rec. Demo Educational sign ups	Christmas Party
January	sign up for Fair Day Rotary Officers Mtg January 7th - Mtg 1/14 Paul & Rose	Clothing Drive RCORP - old hippie Paul & Rose	Veg Crop Contest
Feb.	Field Day 2/7 Pres of leaders to do reports	Practia Demonstration Veg 4H - Demonstration	Awards - Exercise Geo Bldg.
March	2/14 Leadership Aug. - 2/14 Fair Day 3/14 County Presentation - 3/14 Spring Break Day Planning Nominations -	Presentation - 3/14 1st to 3rd Fair Day Candy (Dafana) Aged Record Books - Education	Team Bldg - LCORP -
April	Campships Spring Break Sports Day King City High Scholarship	Camp cones & talk -	Game
May	Election new officers		Pie Eating Contest
June	End of year Party Record Books Due Officers Transition	Record Books	Games End of year party

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(Fill out at the beginning of the year and update as necessary.)

CLUB NAME KING CITY RURAL 4-H

YEAR 2014-15

**CLUB GOALS FOR THE YEAR:**

**CLUB PROGRAM GOALS**

- 1 Have at least one member presentation at each meeting - we will do this by encouraging others to do it.
- 2 New projects - we will use new parents to volunteer.
- 3 Invite an animal person - we will do this by inviting one.

**CLUB MEMBERSHIP GOALS**

- 1 Maintain membership - by ensuring past members will come back.
- 2 Have more adult volunteers -
- 3 Have mentors -

**CLUB COMMUNITY SERVICE GOALS**

- 1 Have more than 5 community service projects
- 2 ~~60%~~ 40% of members participation in community service
- 3 Increase participation in community service project

**LEADERSHIP/MANAGEMENT GOALS**

- 1 Have better meetings -
- 2 Gold Seal on important books -
- 3 70% of members will be apart of a committee -

## 4-H Club Meeting Checklist

A well-balanced club meeting includes time for education and time for fun. Check on your club meetings by answering yes or no to the following items:

Specific Activity	Yes	No
<b>General</b>		
Meeting well planned and organized	<input type="checkbox"/>	<input type="checkbox"/>
Youth officers led meeting	<input type="checkbox"/>	<input type="checkbox"/>
Each officer did his/her job	<input type="checkbox"/>	<input type="checkbox"/>
All members took part in the discussion	<input type="checkbox"/>	<input type="checkbox"/>
Guests were introduced and made to feel welcomed	<input type="checkbox"/>	<input type="checkbox"/>
Meeting started promptly and ended at scheduled time	<input type="checkbox"/>	<input type="checkbox"/>
<b>Business Program (20 to 30 Minutes)</b>		
Did Pledge of Allegiance and 4-H pledge	<input type="checkbox"/>	<input type="checkbox"/>
Correct order of business followed	<input type="checkbox"/>	<input type="checkbox"/>
Motions made and presented properly	<input type="checkbox"/>	<input type="checkbox"/>
Committee reports complete but brief	<input type="checkbox"/>	<input type="checkbox"/>
Minutes well written	<input type="checkbox"/>	<input type="checkbox"/>
Officers' reports complete but brief	<input type="checkbox"/>	<input type="checkbox"/>
Correct parliamentary procedure observed	<input type="checkbox"/>	<input type="checkbox"/>
Main points of county 4-H newsletter announced/discussed	<input type="checkbox"/>	<input type="checkbox"/>
<b>Program (30 Minutes)</b>		
Program well-balanced	<input type="checkbox"/>	<input type="checkbox"/>
• Group singing	<input type="checkbox"/>	<input type="checkbox"/>
• Project information presented	<input type="checkbox"/>	<input type="checkbox"/>
• Activity information presented	<input type="checkbox"/>	<input type="checkbox"/>
• Special activities	<input type="checkbox"/>	<input type="checkbox"/>
Program and activities fit members' interests	<input type="checkbox"/>	<input type="checkbox"/>
Program interesting	<input type="checkbox"/>	<input type="checkbox"/>
Quality of program and program activities good	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recreation (15 to 20 minutes)</b>		
At least one fun, active game	<input type="checkbox"/>	<input type="checkbox"/>
Snappy, well-organized	<input type="checkbox"/>	<input type="checkbox"/>
Suitable to the meeting space and size	<input type="checkbox"/>	<input type="checkbox"/>
<b>Refreshments</b>		
Refreshments served	<input type="checkbox"/>	<input type="checkbox"/>
Refreshments healthy	<input type="checkbox"/>	<input type="checkbox"/>