4-H LIFE Family/Club Meeting
Expanded Description

Preparation

- A 4-H Club agenda is handed out to all families.
- A sign in sheet is passed around for all to sign their first and last name.
- Youth are recruited to serve as 4-H Club officers for the duration of the meeting.
- Younger youth are recruited to hold the 4-H flag, American flag, and 4-H banners.
- All families gather in a designated place in the visiting room if necessary.

Meeting Called to Order

- The 4-H Club president calls the meeting to order (with a plastic gavel).
- All 4-H LIFE Family/Club participants, staff, volunteers and correctional center staff stand to do the Pledge of Allegiance.
- All families and 4-H LIFE staff say the 4-H Pledge, and a song or two (camp song, silly song or seasonal song).

Introductions and Roll Call

- The 4-H Club president asks everyone to introduce himself
- The 4-H Club secretary takes roll or checks off each name on a sign in sheet.
- The 4-H members introduce themselves and respond to a question provided by the president. Example: name something good that happened since the last 4-H LIFE Family/Club meeting

Announcements

- After everyone is introduced, 4-H LIFE staff, volunteers, youth, incarcerated parents, and caregivers make announcements or give updates.
- This is a great time to highlight birthdays for the month, upcoming 4-H camp and conference opportunities, thank you statements, etc.
Adjourn business meeting
The 4-H Club president adjourns the business meeting and the families begin working on 4-H projects or crafts led by the incarcerated parents.

Discussion/Educational Activities

- The incarcerated parents or volunteers lead this portion of the 4-H LIFE Family/Club meeting.

- Discussion and/or activities may be divided according to the ages of the children and/or available leadership for different age-appropriate activities. The activities usually focus on family relationships, communication skills or other topics (e.g. seasonal).

4-H Projects
Members work as a family unit on several different 4-H projects (e.g., scrapbooking, gardening) or family-oriented projects (e.g., making a family crest).

Snacks
4-H LIFE staff or volunteers provide healthy snacks, including beverages and, on occasion, a birthday cake or cupcakes.

Games
Families participate in games that encourage teamwork and communication.

Demonstrations

- The 4-H Club president calls for everyone’s attention.

- The 4-H LIFE staff member facilitates this portion of the meeting, asking several different youth and/or parent-child pairs to stand at the front of the room to share what they learned or enjoyed in one of the preceding activities.

Conclusion/Cleanup
The meeting concludes with closing announcements by the 4-H Club president and 4-H LIFE staff including reminders of future events and a request for the entire group to help with cleanup.

4-H LIFE Family/Club Meeting Adjourned
The 4-H Club president adjourns the meeting.