

Guidelines for 4-H Day

Event: Model Meeting

Objective(s): The 4-H Model Meeting has been used as a device for teaching 4-Hers proper organizational meeting techniques. Clubs are encouraged to plan a Model Meeting that depicts a typical monthly meeting of their 4-H club. The meeting may be designed to suit the needs and interests of 4-H club members.

Time Limit:

1. Time limit is 35 minutes maximum, excluding roll call. Roll call does not count against the 35-minute allotments so large clubs are not shorted on time because they take too much time for roll call.
2. Judge will deduct one ribbon placing if time is exceeded; 30-second grace period.
3. Meetings will be scheduled 45 minutes apart. Clubs should plan to set up, complete the model meeting, and exit the room in the 45 minutes allotted.
4. The judge will serve as the time keeper.

Equipment and/or Facilities Provided by Event Monitors:

1. One table and one easel will be provided in the performance room.
2. Flags and Gavel will be provided.

Equipment Provided by Participants:

The club will bring everything else.

Guidelines:

1. The group may be composed of any number of 4-H members and leaders. Cloverbuds may not participate in the Model Meeting. The presentation should give the impression of an actual 4-H meeting. Look at and talk to 4-Hers, not to the audience watching the presentation. All members are expected to participate in the meeting.
2. An agenda of the Model Meeting must be presented to the judge before the meeting is called to order. The agenda should include the following as spelled out on the judging score sheet with suggested time frames:
 - Opening ceremony and business meeting 12 to 14 minutes
 - Program 14 to 16 minutes
 - Recreation 4 to 5 minutes
 - Closing ceremony and announcements 2 minutes
3. The meeting may include a ceremony, which would be incorporated into time frames above.
4. During the Model Meeting, the secretary should take notes. After the meeting, the secretary must turn in the Model Meeting notes and the up-to-date secretary's book. If more than one club is represented in the group, only one secretary's book that of the Model Meeting secretary needs to be presented to the judge.
5. Recreation may be at any time during the meeting.
6. The club determines which officers sit up front during the meeting.
7. **Performers should recognize this is a family event and choose costumes, themes, and performances that show respect for both the performers and the audience.**

Resources: In addition to your club's usual meeting practices, resources that may be used in planning this event include:

4-H 440: **The Meeting Will Come To Order** http://www.oznet.ksu.edu/library/4h_y2/4H440.pdf

4-H 454: **Steps in 4-H Program Planning** <http://www.nc4h.org/extension/clubs/Steps/pg2.htm>

4-H: **Out of Ideas? A Leaders Handbook** http://www.oznet.ksu.edu/library/4h_y2/4h455.pdf

University of Wyoming: **"Making Model Meetings** <http://www.uwyo.edu/ces/wyo4h/4hpubs/modelmeeting.pdf>

The Tenth Edition of Robert's Rules of Order Newly Revised <http://www.robertsrules.com/>

Parliamentary Law at a Glance E.C. Utter, The Reilly & Lee Company, Chicago

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Model Meeting Score Sheet

County (circle one):

LN

MI

Name of Club(s): _____ **Event Time Limit:** 35 Minutes (Excluding Roll Call)

Number in Group: _____ **Event Actual Time:** _____ (Excluding Roll Call)

List members names on back of Score Sheet.

Weight	Performance Areas	P	B	R	W	Comments
10	Opening Ceremony <ul style="list-style-type: none"> ▪ Meeting promptly opened ▪ Flag set displayed ▪ Pledge of Allegiance ▪ 4-H Motto & Pledge ▪ Attendance Taken 					
45	Business Session <ul style="list-style-type: none"> ▪ Minutes Read ▪ Treasurer's Report ▪ County Council Report ▪ Different members involved ▪ Special Parliamentary Procedure Used ▪ Leaders Report ▪ Secretary Notes and Book Complete ▪ Announcements and Adjournment 					
25	Program <ul style="list-style-type: none"> ▪ Introduction given ▪ Club members appeared interested ▪ Educational ideas/skills presented (presented on member's level) ▪ Summary, questions and/or thanks given ▪ Ceremony 					
20	Recreation <ul style="list-style-type: none"> ▪ Recreation & Song Leaders Prepared ▪ Everyone given a chance to participate ▪ Sportsmanship Exhibited ▪ Members appeared to enjoy 					

Penalty: ___ Exceeds time (30-second grace period) = reduction by one ribbon
 ___ Did not give judge an outline of meeting and/or secretaries book = reduction by one ribbon

Circle ONE Top Purple* Alternate Top Purple* Purple Blue Red White

*Top Purple and Alternate Top Purple are only used at County or District 4-H Day.

Reason for Ranking and other Comments: (Use back of sheet for additional comments.)

Judge's initials: _____