

# CLOVERBUD MEETING PLANNING TEMPLATE

adapted by Christy Millhouse, 4-H Educator, Preble County



<b>Date:</b>	<b>Time:</b>	<b>Place:</b>
<b>OPENING:</b> Open the meeting with traditional members by reciting the Pledge of allegiance and the 4-H pledge, answering roll-call, and listening to the Secretary's and Treasurer's reports. Then, move to the Cloverbud meeting area.		
ACTIVITY COMPONENT*	ACTIVITY	SUPPLIES NEEDED
<b>GETTING STARTED:</b> <i>Introduce, familiarize and sensitize the learners to the topic.</i>		
<b>DIGGING DEEPER:</b> <i>Involves exploration of the topic; focused, hands-on activities.</i>		
<b>LOOKING WITHIN:</b> <i>Help learners understand how to apply what they learn to their daily lives.</i>		
<b>BRINGING CLOSURE:</b> <i>Help members celebrate their experiences with the group. It can be as simple as a follow-up game or snack that relates to the topic.</i>		
<b>GOING BEYOND:</b> <i>Ideas for follow-up at home or after the meeting, which might include a letter to parents outlining what was taught, discussed, and experienced.</i>		
<b>REFRESHMENTS:</b>		
<b>RECREATION:</b>		
<b>ADJOURN:</b> Release Cloverbuds to their parent/guardian. Remind parents/guardians of the next meeting date, time and location.		

\*The Big Book of Cloverbud Activities can be purchased from your local OSU Extension office. Lessons are organized by learning activities consisting of five main components described above. Choose one learning activity from three or four of the components for each meeting.



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While it is recommended that activities be chosen from the Big Book of Cloverbud Activities, there are additional resources that might be used for meetings. This template can be used in those cases.

Remember to keep activities short—about 15 to 20 minutes with frequent changes of steps. There is room below for 4 activities but the maturity of your group should guide the number of activities that you complete.

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	<b>ACTIVITY</b>	<b>SUPPLIES NEEDED</b>
<b>INTRODUCTORY ACTIVITY:</b>		
<b>MEETING ACTIVITY 1:</b>		
<b>MEETING ACTIVITY 2:</b>		
<b>CLOSING ACTIVITY:</b>		
<b>REFRESHMENTS:</b>		
<b>RECREATION:</b>		
<b>ADJOURN:</b> Release Cloverbuds to their parent/guardian. Remind parents/guardians of the next meeting date, time and location.		



This template is adapted from: Joyce Shriner, Planning Cloverbud Meetings (Click It, Print It Do It Activity Page, 2015)

