

Ohio 4-H

Grab & Go Club Meeting Toolkit

Overview

The *Ohio 4-H Grab & Go Club Meeting Toolkit* provides 4-H volunteers and teen leaders with seven (7) club meeting agendas to help plan for the 4-H year. Each agenda is two pages. The first page provides an overview of the topic, a sample agenda and resources to put ideas into action. The second page provides in-depth explanations and specific strategies.

Agenda Title	Pages
#1: Family Meeting Kick-Off	2-3
#2: Icebreakers/Team Building	4-5
#3: Election of Officers	6-7
#4: Public Speaking Activities	8-9
#5: Educational Programs	10-11
#6: Planning Club Fundraisers	12-13
#7: End of Year Review	14-15

Go Virtual

Each agenda highlights how to adapt in-person 4-H activities to a virtual setting. Clubs may discover creative solutions that remain part of their club tradition for years to come. Visit Ohio 4-H's [Stay Connected page](#) for more resources.

Include Cloverbuds

Each agenda highlights strategies for including Cloverbuds in developmentally appropriate, non-competitive club activities. A variety of Cloverbud-specific activity resources are also available on the Ohio 4-H webpage [For Cloverbud Leaders](#).

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Club Meeting Agenda #1

Family Meeting Kick-Off

4-H is grounded in the belief that kids learn best by doing. Meetings and educational events are youth led, interactive and fun! 4-H promotes life skills through hundreds of project areas, community service, leadership and citizenship activities.

4-H PLEDGE

I pledge my **HEAD** to clearer thinking,
my **HEART** to greater loyalty,
my **HANDS** to larger service,
and my **HEALTH** to better living,
for my club, my community,
my country, and my world.



Hosting a family meeting at the beginning of a 4-H program year offers a time for clubs to begin building positive relationships through activities and by communicating important information. Working together, volunteers, members and families can create positive youth development experiences that help youth develop to their fullest potential.

Sample Agenda

Activities led by previous year officers

- Welcome (*Club Volunteers*)
 - Introductions
 - 4-H Fundamentals

Topics could include: "Learn by Doing" philosophy, common lingo, 4-H Pledge, where to find important dates/information, youth opportunities, etc.
 - Previous Year in Review –

Revisiting last year's activities to set goals for this year (see Club Meeting Agenda #7 for more information)
- Icebreaker
- Review Club Bylaws/Expectations & Project Requirements
- How to Enroll in 4-H
- Club Goal Setting
- Team Building Activity
- Snacks
- Adjourn the Meeting

Club Meeting Agenda #2 provides suggestions for icebreakers and team building activities.

Resources

- [Ohio 4-H Volunteer Handbook](#)
- [For Cloverbud Leaders](#)
- [Resources for Virtual 4-H Club Activities](#)

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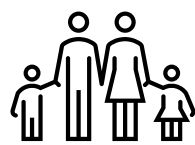
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Positive Youth Development

Positive and sustained relationships with adults help youth succeed in reaching their goals and exploring their areas of interest. Strong relationships build confidence, competence, caring, character, connection and contribution.

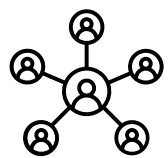


Family Meeting Importance

Supportive adults play a key role in the 4-H program. They are vital to member success as they encourage meeting attendance and project completion. It is especially important for new families to understand the foundations of 4-H.

Family meetings offer a time for:

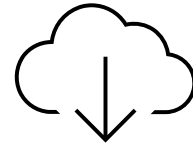
- Building relationships
- Strengthening communication
- Helping families understand 4-H
- Sharing county, state and national resources and opportunities
- Reviewing club bylaws and/or expectations (Examples: must complete a demonstration or participate in community service, fundraising or judging events, etc.)
- Explaining project requirements
- Teaching families how to enroll
- Encouraging members to recruit friends to join 4-H



Stay Connected

Create a plan to communicate during the year.

- Exchange Phone Numbers
- Group Emails or Texts
- Social Media



Resources for Families

- Locate a [county Extension Office website](#)
- [Ohio 4-H Youth Development website](#)
- [4-H Online Enrollment System](#)
- [Ohio 4-H Project Central](#)



Go Virtual

Club activities can take place with video conferencing services like Zoom. Virtual meetings will likely be shorter than in-person meetings. Many people are “Zoomed out” in 45 minutes or less!

If internet connectivity is a concern, consider the following:

- Record meetings to share later or use pre-recorded options that can be viewed anytime.
- Encourage members to find a location with free Wi-Fi – libraries and schools are great options!
- Be flexible about how members can meet club requirements.



Include Cloverbuds

- Cloverbud families should participate in the family meeting to learn about 4-H and understand expectations. All members benefit from building relationships and older members often enjoy mentoring opportunities.
- Encourage Cloverbud participation in non-competitive club activities, including reciting pledges together, ordering club t-shirts, working toward club goals, etc.

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Club Meeting Agenda #2

Icebreakers/Team Building

Icebreakers and team building activities add group energy, recreation, relationship building and entertainment to club meetings. These types of activities help build a strong 4-H Club by offering a time for youth to meet each other and work together.



Sample Agenda

Activities led by previous year officers

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Icebreakers/Get to Know You Activities (*Recreation Leader/Club Volunteer*)
- Team Building/STEM Activities (Science, Technology, Engineering and Math)
- Unfinished Business
- New Business
- Announcements
- Snacks
- Adjourn the Meeting

Group Mixer Activities

- [10 Surefire Ways to Divide into Groups](#)
- [10 Creative Ways to Form Groups](#)

Icebreakers/Get to Know You Activities

- [Blue Ribbon Games](#)
- [Group Building Ideas for 4-H Clubs & Group Meetings](#)
- [Youth Group Games](#)
- [Icebreaker Ideas for Virtual 4-H Club Meetings](#)

Team Building Activities

- [Fun Building Challenges: STEM Activities on a Budget](#)
- [28 Awesome Team Building Games and Activities for Kids](#)
- [Top 50 Team Building Games that Your Employees Would Love to Play](#)
- [11 Engaging STEM Activities for Kids that will Foster Curiosity](#)
- [North Dakota 4-H Recreation Games and Activities](#)
- [Virtual Team Building Activities](#)

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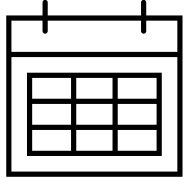


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Pre-Planning for the Club Year

- Schedule a meeting with all club volunteers to plan the new club year.
- Set calendar dates for regular club meetings.
- Discuss the role of each volunteer.
- Create a plan for club member presentations.
- Brainstorm educational programs (Review *Club Meeting Agenda #5: Educational Programs* for more information).
- Discuss club process for ordering books, collecting dues, refreshment schedule, etc.
- Complete enrollment needed by Extension Office.



Icebreaker Activities

Icebreaker activities provide a time for youth to interact in a fun way, get to know each other and build group spirit.

Icebreakers are designed to be:

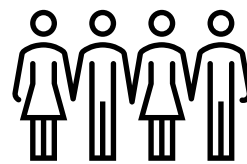
- Short in length (10-15 minutes)
- Fun
- Comfortable for all
- Trust building
- Team building
- Problem solving
- Interactive
- Leadership skill enhancing

*New members may be shy or seem uncomfortable with the group. Discuss a plan prior to the first meeting to link older members with new members to make them feel more comfortable.



Club Meeting Planning

- Schedule time prior to each meeting to discuss the agenda with club volunteers and officers.
- Review and implement parliamentary procedures.
- Review meeting agendas to ensure key components are included:
 - Business 15-30 minutes
 - Recreation 15-30 minutes
 - Education 30-60 minutes



Team Building Activities

Team building activities are designed to be fun and challenging while teaching the importance of cooperation and communication.

Situations to foster team building:

- STEM activities
- Committees/Sub-Committees
- Demonstration Teams



Go Virtual

Many in-person activities can be adapted to virtual with outside the box thinking. Check out [Icebreaker Ideas for Virtual 4-H Club Meetings](#) and [Virtual Team Building Activities](#).



Include Cloverbuds

Cloverbuds can be a part of club icebreakers and team building when appropriate. They can also participate in separate activities to build self-esteem and foster social interaction.

[Ohio 4-H Clover Cubes](#) is a fun resource to use.

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Club Meeting Agenda #3

Election of Officers

Club officer elections encourage youth to be active in leadership roles. Officers are important in helping guide club decisions, activities and opportunities.



Sample Agenda

Activities led by previous year officers

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Icebreakers (*Recreation Leader*)
- Election of New Officers (*President*)
 - Create a Slate of Candidates
 - Campaign Speeches
 - Secret Ballot Vote
 - Announcement of Elected Officers
 - Installation of Officers
- Unfinished Business
- New Business
- Announcements
- Snacks
- Adjourn the Meeting

Ohio 4-H Officer Resources

<https://www.ohio4h.org/officerresources>

- Why Are 4-H Club Elections Important?*
- Campaigning for a 4-H Club Officer Position*
- What Does It Take to Be a 4-H Club Officer? Series*
- Officer Record Books and Resource Guides
- Showing Respect for the American & 4-H Flags
- 4-H and Social Media
- Parliamentary Procedure Resources

**New resources created in 2020*

Parliamentary Procedure Resources

- [Parliamentary Procedure, Ohio Fact Sheet](#)
- [Quick and Easy Guide to Parliamentary Procedure](#)

Election of Officers Resources

- [Selecting 4-H Club Officers and Committee Members](#)

Installation of Officers Resources

- [Traditional Installation Examples](#)
- [Fun Ways to Install Officers](#)

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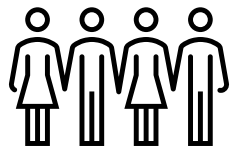


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4-H club elections can be held in many ways. They can be virtual!

Many factors can help determine the best way to hold an election:

- Club Size
- Experience of Previous Elected Officers

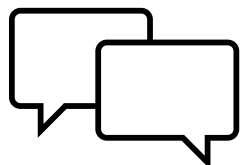
Creating a Slate of Officers



Planning will help volunteers and club members create a slate of officers. This process can be completed prior to the election meeting, at a previous meeting or via email. Decide prior to the meeting if any specific guidelines (member age, years in club, etc.) will restrict member involvement.

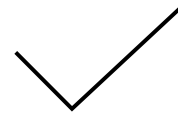
- Introduce all club youth to the responsibilities of each officer position. Depending on size, clubs may decide to add additional positions or combine roles.
- Nominations for officer positions can be made verbally or in writing.
- Create a list of all nominees for each officer position.

Officer Campaigns



Offer nominees the opportunity to campaign so that club members get to know them, understand their strengths and learn their vision for the club. It also gives nominees the opportunity to practice public speaking skills.

Candidates can deliver speeches during club meetings or create videos, posters, slides, stickers and flyers.



Secret Ballot Vote

Voting should take place through secret ballot with members. Sample methods:

- Write the name of their candidate choice on a slip of paper
- Heads down, eyes closed, raised hand when candidate name is called

One by one, each office is elected by majority vote. Volunteers and parents can count and collect ballots.

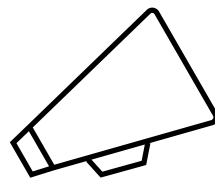
Go Virtual



Consider these methods for voting:

- [Chat Box message to a volunteer](#)
- [Creating Poll Questions](#)

Announcement of Elected Officers



Announce elected officers during the election. Nominees not elected could have the opportunity to run for other offices. Between each vote, candidates can campaign for the next office.

Installation of Officers



Hold a ceremony for the newly elected officers. This will assist in transitioning the new officers into their positions.

Officer Training



Well-trained officers help a club run smoothly. Encourage officers to attend county officer training events and/or utilize the [Ohio 4-H Officer Resources](#).

Include Cloverbuds



Teach a lesson from the Citizenship & Civic Education section of [The Big Book of Cloverbud Activities](#).



Club Meeting Agenda #4 Public Speaking Activities

One of the best ways for 4-H members to learn public speaking skills is by preparing and delivering presentations, including project talks (speeches), illustrated talks and demonstrations.

Sample Agenda

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Icebreaker/Get to Know You Activity (*Recreation Leader*)
- Unfinished Business
- New Business
- Public Speaking Activities
(See tips for scheduling on page 9)
- Announcements
- Adjourn the Meeting



What's the Difference?

Project Talk

The member **speaks** about what they have done or learned.

Illustrated Talk

The member **explains** a topic using visual aids.

Demonstration

The member **shows** how to do something using props to share the specific steps.

Public Speaking Resources

- [Demonstrations for 4-H Members](#)
- [Is it a Project Talk, Illustrated Talk or Demonstration?](#)

Virtual Resources

- [How do I share photos or videos to a Facebook group?](#)
- [Share Folders in Google Drive](#)
- [Flipgrid – Getting Started: Educators](#)
- [How to Upload Your 4-H Demonstration to YouTube](#)
- [Zoom Help – Sharing your screen, content, or second camera](#)

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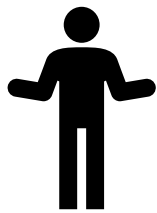


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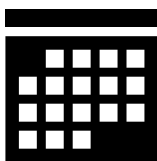


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Consider Requiring Public Speaking in Your Club

- Each Ohio 4-H project book requires youth to complete Learning Activities/Experiences related to the project – doing a presentation is a great way to do so!
- 4-H members gain knowledge from peers and practice listening skills. They might also learn about project opportunities they have not considered in the past.
- Club presentations help youth prepare for project judging and county and state speaking contests.
- Be aware that members might be nervous – provide them with encouragement and support!



Scheduling Presentations

- Be flexible when including presentations in the agenda. They can take place at any point in the meeting to add variety!
- Smaller clubs may decide to have all members complete requirements at one meeting.
- Larger clubs may only want a few presentations at a meeting to keep members engaged. Encourage more experienced speakers to go earlier in the year so less experienced members can learn from them.
- Do not assume that youth know how to plan and deliver presentations. Provide them with the *Public Speaking Resources* linked on page 8.



Go Virtual

Traditionally, 4-H presentations are delivered in-person at club meetings. Virtual presentations add a new twist and give youth a unique opportunity to practice technology skills.

- Presentations can take place in real-time during a Zoom meeting. Youth can share their project space at home – whether it is a sewing room, kitchen, workshop or barn!
- Youth can also pre-record presentations. These videos will likely be too large to send in a text or e-mail. Instruct members to upload them to a club Facebook group, Google Drive Folder, Flipgrid Group or YouTube so that all members can access. View videos before the meeting or share them live on Zoom. Presenters can field questions during the meeting. Review *Virtual Resources* linked on page 8 for help.
- Members may have other ideas for completing virtual presentations – let them take the lead!



Include Cloverbuds

- Cloverbud members can observe 4-H member presentations.
- Cloverbuds can give individual or group presentations on a topic of choice, about meeting activities, or by reciting the Pledge of Allegiance or 4-H Pledge.
- Utilize Ohio 4-H's [Cloverbud Choose & Tell Cards](#) for topic ideas.

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Club Meeting Agenda #5 Educational Programs

An educational program can be part of a regular club meeting, or it can be a standalone special event. According to the club meeting wheel, one half of club activities each year should be focused on member learning.



Sample Agenda

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Unfinished Business
- New Business
- Educational Program
- Announcements
- Adjourn the Meeting

Planning Resources

- [Ohio 4-H Volunteer Handbook - page 20-21, 30-32](#)
- [Ohio 4-H President's Resource Guide, Working with Committees & Planning Activities – pages 9-11](#)
- [Ohio 4-H Community Service Officer's Resource Guide](#)

Virtual Program Resources

- [Activities to Keep Every 4-Her Busy](#)
- [Community Service Projects During Social Distancing](#)
- [Zoom Help – Sharing your screen, content, or second camera](#)

Educational Programs

- Community Service
- Guest Speakers
- Project Work
- Public Speaking Activities
- Show & Tell
- Special Programs
- Tours
- Videos

Club Meeting Agenda #4 provides suggestions for incorporating public speaking activities.

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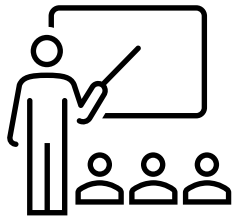


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Incorporate Education in Your Club

- Members should help select and plan events for the club. Assign tasks to an officer or committee to make sure youth have a role.
- Each Ohio 4-H project book requires youth to complete Learning Activities/Experiences related to the project – adding educational programs can help complete this task.



Go Virtual

Virtual programs can put a variety of new experiences at members' fingertips because geography is not a factor.

- Tours or guest speakers can take place with technology. Members can visit locations in their community or “travel” beyond county borders.
- Programs can take place in real-time or by sharing a recording in a Zoom meeting. Members can also watch videos in advance, then discuss what they learned during a meeting.
- Do a web search for “virtual tours” or “virtual field trips” and quickly uncover a variety of opportunities.
- Members can participate in mock project judging with club volunteers or older youth as interviewers. Check books, posters and other requirements like an in-person meeting. Ask questions to help youth practice interview skills. Be sure to provide specific constructive feedback.



Hands to Larger Service

- Community service projects teach empathy and generosity, as well as leadership skills. Page 3 of the [Ohio 4-H Community Service Officer's Resource Guide](#) can help generate ideas.
- Many ideas can be adapted to conduct a “low touch” or “no touch” community service project.
 - Members can create items independently, or together during a Zoom meeting. They can mail directly or drop off to a club volunteer for delivery.
 - Members can participate in virtual visits and record video greetings for shut ins, essential workers and anyone else who could use encouragement.
 - Review [Community Service Projects During Social Distancing](#).



Include Cloverbuds

- Allow Cloverbud members to participate in tours and watch guest speakers. Be aware of how program content or safety measures might need to change as a result.
- Cloverbuds can participate in Show & Tell interviews with volunteers and older club members. All youth will benefit from helping Cloverbuds develop interview skills.
- Cloverbuds can help with club community service projects.

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Club Meeting Agenda #6 Planning Club Fundraisers

Many 4-H clubs choose to hold one or more fundraisers each year – but they are not required. Fundraisers should be conducted with a specific purpose in mind.

Members should be involved in the process from start to finish. Some clubs may decide to have a fundraising committee. Youth should conduct the fundraiser and evaluate the project's success.

Sample Agenda

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Icebreaker/Get to Know You Activity (*Recreation Leader*)
- Unfinished Business
- New Business
- Planning Club Fundraiser(s)
- Announcements
- Adjourn the Meeting

IMPORTANT!

- **Be sure the club follows all 4-H financial guidelines.**
- **Accurate recordkeeping is essential – be sure to save ALL receipts, deposit slips and other documentation!**

Resources

- [Ohio 4-H Finances](#)
- [OSU Fundraising Policy: NO Raffles, Bingo, Games of Chance](#)
- [Ohio 4-H Volunteer Handbook – pages 22, 31](#)
- [Ohio 4-H Treasurer's Resource Guide](#)



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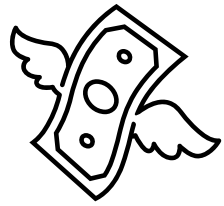
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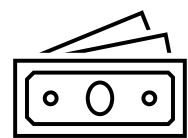


Determining Club Expenses

- Members should discuss how much money the club needs to meet its goals. This is a great opportunity to help members understand a budget. Ask: “Why are we raising money?”
- If many club activities are virtual, expenses might be reduced.
- Clubs should have minimum carry over from year to year – youth who raise funds should have the opportunity to spend them.

Expenses might include:

- Club t-shirts
- Project expenses
- Educational programs
- Scholarships for camp or other programs
- Year end/recognition programs

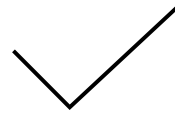


Deciding How to Raise Funds

- Consider what families can contribute in terms of money, time and resources to fund club projects. Every club is different.
- Be sure that the club votes on the fundraiser(s) and approval is reflected in club minutes.
- Discussions can take place at in-person or virtual meetings.

Methods to fundraise:

- Conduct a fundraising event
- Collect club dues/activity fees
- Ask for donations – money, gift cards, supplies, etc.



Follow State and County Guidelines

- Proper management of fundraisers and club resources is important. Fundraising efforts impact the reputation of the club and the entire 4-H community. Be aware that other 4-H clubs, committees and Junior Fair projects also ask for support.
- A county 4-H professional can help locate and explain Ohio 4-H fundraising and logo use guidelines.
- Some counties require club fundraiser approval by a county 4-H professional. Even if it is not a requirement, discuss fundraising plans with Extension staff.



Go Virtual or “Low Touch”

Money collection and product distribution must be planned.

- Orders should be prepaid. Mailing payments reduces money handling.
- Consider pick up/delivery options:
 - Stagger pick up, placing items directly in the customer’s vehicle
 - Contactless porch delivery
 - Direct delivery from the company



Include Cloverbuds

- Cloverbuds can help with age-appropriate, well-supervised fundraisers if they do not compete for rewards. When they participate, proceeds should also benefit Cloverbud members and activities.
- Utilize the Click It, Print It, Do It Activity [Giving, Spending, Saving](#) to teach money management skills.

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Club Meeting Agenda #7

End of Year Review

As clubs near the end of the 4-H year, it is best practice to evaluate the club successes and determine areas for improvement. Take time to ask club members and families some important questions to help guide club planning for the upcoming year.

Suggested Activities

- Member Recognition
- Sharing Club and Member Highlights
- Year in Review
- Preplanning for next year – brainstorm fundraising and educational programs

Year in Review Questions

- What worked well for the club?
- What did not work well? Could it be changed to work better?
- What goals does the club have for next year? Do members want to try anything new?
- Were meetings effective?
- Did activities offer youth leadership growth?

Sample Agenda

- Call to Order & Pledges (*President*)
- Roll Call (*Secretary*)
- Secretary's Report (*Secretary*)
- Treasurer's Report (*Treasurer*)
- Unfinished Business
- New Business
- Member Recognition
- Recreation/Team Building Activity
- Year in Review Questions
- Announcements
- Snacks
- Adjourn the Meeting

Recognition Resources

- [Shop 4-H - Certificates, Pins, Apparel and More](#)
- [Create Certificates to Use Virtually or In-Person](#)

Club Reflection Resources

- [Club Self-Assessments](#)
- [Great Questions for the Team to Reflect on the Past Year](#)

Member Record Keeping Resources

- [My 4-H Record Book](#)

Virtual Resources

- [Zoom Help – Sharing your screen, content, or second camera](#)

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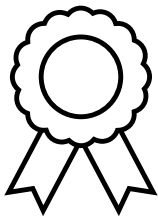


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4-H club recognition can be completed in many ways.

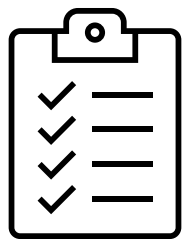
Many factors can help determine the best way to recognize youth:

- Club size
- In-person or virtual meeting
- Club funds and resources



Year in Review

- Schedule time for reflection to help the club build a strong foundation, set goals and track progress.
- Select a process to answer the *Year in Review Questions* on page 14 (or select other questions) so that every member has a voice. Examples:
 - Youth record their own ideas to submit anonymously or take turns reading aloud.
 - Youth meet in small groups to discuss questions before sharing with the entire club.
- Revisit this discussion at the beginning of the next year.

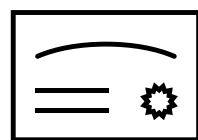


Recognition Planning

Plan early for youth recognition.

Capture important moments, learning experiences and youth personal accomplishments throughout the year.

- Take photos
- Take notes to remember milestones



Recognition Ceremony

Youth recognition ceremonies can be formal or informal. Be creative and fit the individual club style and needs. Consider inviting guest speakers (4-H professional, county teen leaders, local government officials, etc.) to make the event more meaningful. Awards can be specific to the goals and service the club has completed during the year.

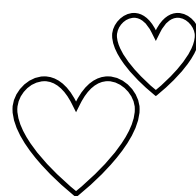
Ideas for recognition:

- County Awards
 - Project accomplishments
 - Junior Fair exhibition awards
 - Member years complete
- Club Awards
 - Graduating members
 - Perfect attendance
 - Community service awards
 - Leadership awards



Go Virtual

Announce award winners, share photographs, celebrate club accomplishments and encourage members to reflect.



Show Gratitude

It is important to show thanks to members, families and volunteers. Club success is built on teamwork, communication and the drive towards the common goal of youth development.



Include Cloverbuds

- Recognize Cloverbud participation and member years complete.
- Hold a graduation ceremony for last year Cloverbuds who will be project members next year.
- Encourage Cloverbuds to share their favorite activities from the year.

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