



4-H Leader Resources

Clatsop County 4-H, 2023

- Impromptu Speaking Topics
- Games for Meetings
- Icebreaker Games
- Educational Games
- Role Playing Scenarios
- Recreational Kit
- Field Trip and Tour Check List
- Guest Speaker Check List

Sources taken from Active Teaching-Active Learning, OSU 4-H 02591, 2005

Impromptu Ideas from https://www.4hab.com/wp-content/uploads/2020/09/4H_Impromptu_Listing.pdf

4-H Impromptu Topics

Preparing impromptu topics:

- Allow the speaker 15 seconds to choose the topic and one-2 minute to prepare the speech.
- Suggested to have multiple topics per age group in an envelope. They pick one and if they do not like that one, they can pick up to 3 total and choose one final topic
- You will need paper and pencils

Topics should be matched to the age levels and competence of speakers

4-H Questions

- Should 4-H meetings start on time?
- The most important thing I have gained from 4-H
- What has 4-H given you that will mold the rest of your life?
- How do you explain the 4-Hs to people?
- What does the 4-H Pledge mean to you?
- How does 4-H help you with school?
- How will 4-H help you as an adult?
- My 4-H project
- I joined 4-H because . . .
- My first 4-H project
- A 4-H leader is . . .
- The one thing I would most like to improve about my 4-H club is . . . and why?
- 4-H clubs should/should not have cloverbuds. Why?
- By the end of 4-H I hope to have accomplished
- What I like best about 4-H
- What 4-H does for the community
- 4-H in the year 2050
- Why has 4-H been around for over 100 years
- Getting up to feed my project
- How should 4-H Achievements be recognized?

Adages

- What does "Learn to do by doing" mean to you?
- Curiosity killed the cat
- Don't count your chickens before they hatch
- When the cat's away, the mice will play
- All that glitters is not gold!
- Dare to be different
- Back to the basics

- To be or not to be
- A rolling stone gathers no moss
- Familiarity breeds contempt
- Actions speak louder than words
- Honesty is really the best policy

Family

- If I had to make dinner.
- My favorite book and why.
- Grandma's cookie jar
- Should my video game time be limited?
- Should you be able to choose what chores are your responsibility?
- What is the best way to train our parents?
- Is there a generation gap?
- I feel I have been a mentor to _____ and why.
- Good manners make life easier
- Looking after my brother and/or sister for a day
- You need more money to buy something. How would you get the money from your parents?
- The trouble with parents is . . .
- Going to visit relatives
- Allowance: How much is enough?
- Today's family versus yesterday's
- A lesson my parents taught me
- The importance of family

Fantasy/Future

- What I would do if I could walk in someone else's shoes?
- A career I'm interested in
- If I could control the weather
- The age I would like most to be
- The best thing about getting up early
- Put me in an envelope and mail me to . . .
- Trip of a lifetime
- The best way to spend \$10

Fantasy/Future (Cont.)

- If I could fly I would be
- Describe your favorite vacation.
- What would it be like to be two feet tall?
- If you could give money away who would you give it to?
- If I could be a cartoon character, I would be . . .
- The one thing in the world I would most like to learn how to do is . . . and why?

- How I would like to spend a rainy day
- My ideal future
- The year 2050: What will it be like?
- A trip into the future
- If I had my own farm I would
- Life without electricity

General

- Are trophies good awards?
- What makes people interesting?
- How far is up?
- Go with the flow
- My most rewarding experience
- We should return to the "simple" life
- Children are forced to grow up too fast
- I get by with a little help from my friends
- Wearing glasses
- What I like most about winter
- Should town be able to have a teenage curfew?

Hobbies

- Why I like to cook or _____
- What I like about being outdoors
- My favorite book
- How I would plan a hay ride
- Our use of leisure time
- Taking it easy

Games for 4-H Club Meetings

Icebreaker Games-These games are to be used when

- A new group is getting together to make people feel more comfortable in their surroundings
- When people are a little familiar with one another but not yet best buddies
- When they are getting to know one another's names

Pass it To...

Group: 5+

Space: Small

Indoor/Outdoor

Prop: 1 noodle

Form a circle with one person in the middle holding a noodle. Those in the circle are sitting down facing the center with their knees up and their feet flat on the ground. Diameter should be about 8 to 10 feet around the circle. Choose one player to start. She will say "I pass it to Sally... The action starts here. The center player wants to first locate Sally and then tag Sally below the knees with the noodle before Sally can say "I pass it to Mark. If the tag is made before the pass, they switch positions. Game continues until someone is hit below the knees. **If a sitting player happens to flinch...(any movement to avoid being tagged) that player is in the center.**

Peek-A-Who

Group: 10+

Space: Small

Indoor/Outdoor

Prop: blanket

Group is divided in half (no, not each of them!). Leaders hold up a blanket so that the two groups are unable to see each other. One person from each group crawls up to the blanket and puts their nose up to it. The leaders drop the tarp and the two people must shout out the other person's name. The person who says the correct name first takes the other person to their team.

Pick 6 Ball

Group: 5+

Space: Small

Indoor/Outdoor

Prop: small ball

Get into a circle. One person holds a small ball and thinks of a category (example: Colors) They throw the ball to a person in the circle...that person starts sending the ball around the circle...but, they need to come up with 6 things in that category BEFORE the ball is passed all the way around the circle.

How Do You Do

Group: 5+

Space: Medium

Indoor/Outdoor

Prop: none

Players form a circle. The hostess walks around the outside of the circle and taps one player on the shoulder. She shakes her hand and asks: "How do you do (name)?" the reply is: "Very well thank you". Repeat three times. On the third "Very well thank you" the hostess and player leave in opposite directions. The player who is last to reach an available space becomes the hostess.

Gizmo Game

Group: Any

Space: Small

Indoor/Outdoor

Prop: clothespins (1 to each 4 people for larger groups)

A few clothespins are passed unnoticed among the participants. At the end of your meeting, those with the clothespins on go up and sing a song together or do something as a group.

Other Games

Forwards & Backwards

Everyone should sit in chairs in a circle. Then a leader gives instructions. For example, "If you have on any green, more forward one chair. Or If you talk in your sleep, more back one chair."

If someone is in the chair you move to, just sit on his/her lap. You can stack people three or four high.

The first person to make it all the way around the circle wins.

Bean Bag on the Foot

4 bean bags per group. 2 members lock arms and put bean bags on each foot. They lock arms (back to back). Walk without dropping the bean bags to the cone. Take the bean bags off and run back still with arms locked. Next group goes.

Animal Relay

The players form two lines with equal numbers on each team. The first animal on each team is an animal, the second a different animal. On the word "go", the first person acts like the animal they represent, run, hop or crawl to a given place and back. The next person then acts like their animals and so on until one team is finished and sitting down. Use animals such as kangaroos, bunnies, dogs, cats etc...

Flying Dutchman (circle/active)

The players stand in a circle with their hands joined. The player who is it runs around the outside of the circle and slaps any two joining hands, the owners of which become flying dutchmen. They run in opposite directions around the outside of the circle. The player who was it steps into the circle. The last player back to the place in the circle is it.

Electricity (circle/passive)

The group sits in a circle holding hands while someone sits in the center. The game commences with one person proclaiming that they are going to send a charge to the person beside them and proceeds to squeeze the hand of their neighbour. The person in the middle tries to figure out where the current is. If successful, he exchanges places with the immediate sender of the charge.

Crows and Cranes (active)

Divide the children into two equal teams. Name one of the teams crows and the other cranes. Line the two teams up four or five feet apart facing each other. Flip a coin, and if it comes up heads call crows. Upon calling crows, the crows must turn in flight with the cranes after them. If any of the cranes makes it to the safety zone he is free. If he is touched he switches teams.

Red Light (active)

Players stand in a straight line about 50 ft. from IT. IT turns his back and says "green light", counts to ten, and says "red light" and then turns around. Meanwhile the players have moved as far forward as possible. Whomever he sees moving must return to the starting place. The first person to pass IT wins.

Blanket Stand (cooperative)

Equipment: Blanket Spread out blanket; whole group must get on it so that no appendages are touching the ground off the blanket. If the group completes the stand, have them get off and fold blanket in half. Repeat the above process for as long as possible

Knots (moderate/circle/cooperative)

Groups of eight stand in a circle facing into the center. Shake hands with person directly across from you, then join left hands with a different person in the group. Must untangle the human knot without letting go of hands.

Octopus (active)

Players (fish) are at one end of the hall, inside defined limits. The octopus lives in the ocean inside the limits. The octopus tells the fish that they can cross the ocean by saying "Fish, fish come swim in the ocean". At this signal the fish try to cross over to the other side. Players who try to cross over to the other limit. Player who are touched by the octopus must stop moving and become tentacles of the octopus.

Musical Chairs

Group: 5+ Space: Small Indoor/Outdoor

Props: Chairs (best for a group that is comfortable around one another)

Have all the kids sit in a circle. Have your chosen one go around to a member of the opposite sex, sitting on their lap and saying "Honey if you love me smile!" The one who is picked on has to say, "Honey I love you but I just can't smile" 3 times without smiling or smirking or else he/she has to get up and find another culprit to pick on.

Poor Kitty

Group: 5+ Space: Small Indoor/Outdoor

Props: Chairs

The children are arranged in a circle, sitting down. The one child is the "poor kitty" and he goes up to another child purring and meowing. The person approached must pat the kitty on the head and say, "Poor, Poor Kitty". Say this 3 times. If the child laughs, then he must become the kitty and try to make others laugh.

Elephant, Giraffe, Palm Tree

Group: 8+ Space: Small Indoor/Outdoor

Props: list of animals

One person is picked in the middle. They point to someone and that person becomes the middle person to do the following actions. The two people on both sides of the middle person also do actions. The last person to make their action goes to the middle.

Motions:

Elephant: middle person puts hands out for a trunk. Side people make ears

Palm Tree-middle person puts arms straight up, side people lean in to make side branches

Giraffe-middle person stands tall, side people make spots

Rabbit-middle person puts hands by nose, side people thump feet

Dog-middle person pants, side people wiggle their tails

Alligator-middle person makes a wide mouth, side people move away (back)

Road Kill-middle person lays down, side people put foot on his/her stomach

Barnyard

Group: 10+

Space: Large

Indoor/Outdoor

Prop: none

Each child is given the name of an animal with three children having the same name. No one is allowed to tell another which animal he is. Spread out in the room. At the signal each child makes the noise of the animal that he has been given. The first group of animals to find each other and sit down is the winner. (Example: cow, pig, rooster, etc.)

Flying Dutchman

Group: 7+

Space: Moderate

Indoor/Outdoor

Prop: None

The players stand in a circle with their hands joined. The player who is it runs around the outside of the circle and slaps any two joining hands. The owners of which become flying Dutchmen. They run in opposite directions around the outside of the circle. The player who was it steps into the circle. The last player back to the place in the circle is it.

Games for Cloverbuds

Jumping Jacks--Start with 20 of these to get the blood flowing. You can easily incorporate these into a game of Simon Says if your kids.

Simon Says-- First, choose someone to be "Simon". Simon either begins a command with "Simon Says" or not. To stay in the game, kids only must follow the commands that begin with "Simon Says". If you want to make the game difficult for older kids, simply issue commands faster and faster, and make the needed actions more and more difficult to complete.

Balance Beam--Very easily set up! Masking tape is all you really need – make a line on the ground and have fun! Ask your child to walk to the end only on the line. Try more lines at different angles, spirals, and zig-zags.

Keep the balloons up- Secure your lamps and pictures on the wall! Simply blow up some balloons and tell the kids to keep the balloons from touching the floor. What fun for the kids!

Dancing--Turn up the music and let them dance!

Scavenger hunt is all about finding items from a list in certain rooms or areas of the outdoors. The kids will love checking off each item found or collected on the list. If you haven't done this lately then you just aren't living! (Those who can't read, you can just tell them an item).

Variations – Make this activity into a treasure hunt. You'll just need to write the clever clues to lead them to the next clue!

Hot Potato- Simply get a soft ball (not a softball!) or a rolled up sock and toss it to a child. Tell them to toss it to someone else as quickly as possible. Everyone repeats this. When does this game end? Who knows? Just get rid of it!

Games taken from Boy Scouts, <http://www.boysscouttrail.com/boy-scouts/boy-scout-games.asp>, Great Big Book of Children's Games-Reader's Digest, ©1999, The Social Game Book, PNW Bulletin 17, May 1957, and conferences attended.

Sandra Carlson, Clatsop County 4-H, 2023

Resources

Ice-breaker games

Group Juggle

Group size: 6 to 100 (put people into groups of about 10 to 12)

Equipment: Kish balls and other soft balls, beanbags, medium-sized stuffed animals

Hint: If everyone wears a nametag, this will be more successful!

Have people form a circle, with everyone facing the middle of the circle. Be sure everyone has room to move (catch and throw).

Explain that an object will be thrown around the circle, each person catching it only once, until it returns to the "starting point." Once the group has done this, explain that now the "pattern" is set, and from now on each person must throw the object to the same person and the same person will throw it to them. Still standing behind the "starting point," give them one object and allow this to make its way through the "set pattern" two or three times.

Once the group seems to have this down, begin to introduce new items, so there are 2 items in the air, then 3, then 4, then 5, and you can see why it's called "Group Juggle"! This activity can go on as long as the members are enjoying it.

Name Bingo

Group size: 25 or more people

Equipment: Bingo sheet, pencil, and a square of paper for each person; container (such as a hat, bowl, or box)

Give each person a small, blank piece of paper, a pencil, and a blank bingo card (can be

printed on paper). Have each person write his or her name on the small square of paper and drop it into the container for later use.

Let everyone circulate for about 15 minutes. They should introduce themselves, shake hands, and then write each other's names in the bingo card squares; i.e., I write Joe's name on my sheet, while Joe writes my name on his sheet. Names can be written on any square, but no name may be written more than once. (Keep the center square a free space.)

At the end of the allotted time, everyone gathers in front of the caller. The caller reaches into the container, pulls out a name, and reads it to the group. That person then stands up and says "Hi!" to everyone. People who have that person's name on their bingo card place an "X" over the name. The first person to cross off five names in a row (either horizontally, vertically, or diagonally) calls "Bingo!"

Play can continue for as many rounds as you like.

Scavenger Hunt

Group size: 20 or more

Equipment: A sheet of paper with at least 10 characteristics on it (everyone has a copy of the same sheet of paper) and a pencil for each person

Hand each person a sheet of the paper and a pencil. Tell everyone to mill around and find someone in the group with one of the characteristics on the sheet. When they find that person, have the person sign on their sheet and have them do the same for the other person. Choose positive characteristics, such as:

- Birthdays in the same week or month
- Plays the same sport or does the same activity
- Likes the same kind of music
- Same kind of 4-H project you do
- Same color of eyes or hair

- Same middle name
- Older or younger siblings or someone with none at all
- In the same grade at school
- Has on an article of clothing that is the same as one you are wearing
- Lives in the same community

Card Introduction Game

Size of group: 16 to 52

Equipment: Deck of cards

Every person gets a card (use up each set of four cards—for example, all the aces or kings—until each person has their card). Direct everyone to move without talking.

Have everyone find another person who has the same number they do. When everyone has a partner, have the group listen for the question. When the question is given, one person talks while the other person listens. The listener cannot say anything. When the time limit is over, have everyone switch roles. One person talks and the other person listens.

Tell everyone to move on and find another person with the same number. Then, a new question is given. Again, each person talks and listens during her or his turn.

Have the group do this one more time.

Questions should encourage people to talk to each other, such as the following:

- What is the best thing about your community, and what is the thing you'd most like to change?
- What would you do if you had a whole week to spend on anything you want (money is no object)?
- What is something you are good at, and what is something you'd like to learn?

Educational games

Baseball

For this game, you will need to go through your project materials and draw out two to three questions of varying difficulty per member.

(Tip: If you have older members or junior leaders who have been in the project for 2 years or more, they will have a "ball" coming up with the needed questions.)

Start the game by dividing the group into teams. You can do this by having them count off by twos, with the "ones" being on one team and the "twos" on the other. If you have different ages and levels of experience, you might want to hand-pick the teams yourself in order to even up the sides.

After deciding which team will "bat" first (perhaps by the toss of a coin), the first team to "bat" must send their first "batter" to the plate.

Then, draw one of the questions at random and "pitch" by asking the batter the question. If she or he is correct, she or he progresses the number of bases indicated by the value of the question. If a fellow team member is on the base ahead, that team member advances the appropriate number of bases. Eventually, when enough questions are answered correctly, the players will advance back to home plate and score a run for their team.

Wrong answers put the batter "out" and three outs retire the side. When a wrong answer is given, allow the other team members to try to answer the question.

Play a pre-set number of innings (an inning is complete when both teams have been up to "bat"). The winning team is the one with the most runs. (A player must advance

through all the bases and back to home plate to score a run. Runs are not scored when players are still on base when their side retires.)

Password

This game operates exactly as the TV show. Two teams of two players each play against each other. Instead of random words, have cards made up with words associated with the 4-H projects you are leading.

Start by giving one player on each team cards with the *same* words. One player is allowed to give a *one-word* clue to his or her teammate. If the teammate guesses the correct word, the team wins 5 points. If the answer is incorrect, the player on the other team gives a *one-word* clue for the same word to her or his teammate. A correct answer now is worth 4 points. Alternate between teams until a correct answer is given or until no points are left.

When five one-word clues are given without a correct guess, allow the spectators to try to guess the word.

Each time you begin a new word, start with the team that had the second clue before so that each team gets an equal chance at the 5-point clues. The first team to reach 10 points wins the opportunity to face a new team from the club.

Jeopardy

This game is based on the TV game show. Jeopardy is a wonderful game for 4-H clubs. Because of the number of members in a 4-H club, this version of the game has club members divided into two teams.

Categories can be any 4-H projects in a 4-H club plus a general 4-H category. List categories on a chalkboard or piece of paper with points listed below each category

(100, 200, 300, 400, 500). It could look something like this:

General	Sheep	Foods	Natural Resources
100	100	100	100
200	200	200	200
300	300	300	300
400	400	400	400
500	500	500	500

Set a time limit for the game (15 to 30 minutes is suggested) and choose a timekeeper. Decide which team gets to start first (flip a coin). Ask that team to choose a category and an amount of points (for example, "Food for 100 points"). (To make it easier for 4-H members, we will ask questions and have them give answers, instead of the way it is played on TV.) The Foods question could be something like: "What are the five basic food groups?" (Answer: fruits; vegetables; meat; milk [dairy]; breads and cereals.)

The team discusses the question, and then one person gives an answer. If the answer is correct, the team receives 100 points (or whatever the point total for that question).

If the team answers correctly, it will be asked a second question. The team may answer up to three questions in a row (if all are correct). If a team answers a question incorrectly or has successfully answered three questions in a row, the other team gets a turn.

Be sure to have a balance of older and younger members on each team, as well as members within a variety of project areas. This will make the game as fair as possible. One older member can serve as moderator and another member can keep track of the score and questions that have been asked.

Sample role playing scenarios

1.

Your friends from school, who know nothing about sheep, ask how you can distinguish among the different breeds. You decide to explain and show them the different breeds of sheep.

2.

You come out to feed your rabbits and find that one of them has a leg caught in the cage wiring. What steps will you take to deal with this situation? What kind of information do you need? Who or what are your resources?

3.

You come home after school and find the following note from your parents: "We will be home at 6:00 pm. Please make dinner for the four of us from the items found in the refrigerator and cupboards. Remember that Joan is allergic to milk. Thanks. Mom and Dad." What process will you use to deal with this situation?

4.

You come home and find that an animal has eaten one of the houseplants. The dog and cat don't show any symptoms of illness. What can you do in this situation? What resources can help you?

5.

You are a junior leader in your 4-H club and County Fair is 2 weeks away! You have completed your entomology exhibit, forestry notebook, and records, but keep thinking there are other things you can do to prepare for the fair. What are some things you can do?

6.

Your horse needs to be loaded into a trailer for an upcoming clinic. Demonstrate how to load a horse safely onto the trailer, making sure you avoid obstacles in your barn. What training do you need to do to get your horse ready for the loading process?

7.

You are going to visit a breeder next week to select your feeder hogs for County Fair. What steps should you take to get ready for the hogs to come to your property? What materials will you need? What information should you take with you? What questions should you ask the breeder?



4-H Recreation Kit

Every club can have a game kit which includes a variety of recreation equipment and games. As a club learns what games its members enjoy playing, add that game or equipment to the kit. It can be stored in a box or an old suitcase. Ask youngsters to donate or loan games or equipment. Parents or members also could make some games.

Here are items and activities to consider.

Sticks

- Roll discs
- Push discs
- Push pennies
- Jump sticks
- Catch hoops

Ping pong balls

- Blow on table
- Blow along floor
- Fan with paddles
- Balance on paddles
- Play baseball

Inner tubes

- Over and under
- Roll
- Crawl through
- Jump from
- Arm wrestle on

Paddles

- Bat balloons
- Balance balls
- Catch beanbags
- Play baseball
- Fan ping pong balls

Rope

- Tug-of-war
- Jump the rope
- Swing with bag
- Pick up while jumping
- Tie ball on end
- Elastic bands (cut from inner tubes)
- Hobble race
- Three-legged race
- Crawl through
- Foot to hand race

Balloons

- Hold with knees and run
- Pass under chin relay
- Bat with hands relay
- Play soccer

Beanbags

- Catch
- Play tag
- Relay races
- Keep away

Other items

- Rubber balls
- Floppy frisbees
- Rubber chicken
- Blindfolds
- Play golf with cans

See the publication *Recreation* for more resources and information on recreation in 4-H clubs or groups. This publication is available through your local Extension office.

Field trips and tours checklist

The following can help you decide where and when the field trip or tour should take place.

- What do you want the members to see and learn?
- Where will you find what you want to see and learn?
- When will the tour occur?
 - School holidays
 - Long weekends
- Other factors to consider
 - Weather conditions
 - Available transportation

Before the tour or field trip

- Develop a tentative schedule
- Contact the host of the tour
 - Explain the purpose of the tour
 - Size of your group
 - Other limitations
- Parent permission/health forms
 - Make sure you hand these out far enough in advance so there is time to get them back. It might take two or three meetings to get them all.
- Insurance (if needed)
- Safety/first-aid kit
- Transportation
 - 4-H leaders
 - Maps/directions to destination
- Food
 - Sack lunches with proper cold storage
 - Restaurant plans/reservations
- Cost
 - Budget and Financial Reporting Form
- PA/sound system (if needed)
 - Rent or borrow
- Chaperone/adults
 - Define responsibilities
 - Men/women ratios that match the group
 - Overnight tours
 - Review the publication *For the Well-being of Youth and Adults* (4-H 0258L)

Pre-tour meeting

- Inform the members and parents
- Tentative schedule
- Collect health forms
- Meeting/departure/pick-up locations
- Contact numbers
- Discuss suitable clothing requirements
- Discuss expected behaviors and consequences if expectations are not met

Day of the tour or field trip

Meet with the group and check for:

- Health forms
- Money/fees
- Clothing/footwear

Start/leave/return on time

At the tour location:

- Gather the group
- Introduce the host of the tour
- Keep the group together
- Encourage questions
- Handle conduct problems
- Have the members thank the host of the tour
- Stay on schedule

After the tour or field trip

Review the tour.

- What did they learn?
- What did they see?
- How does what they saw and learned relate to them?
- How can they apply it to their lives and projects?

Have members sign and send thank-you notes to:

- Tour host
- Parents/volunteers
- Have the members submit a news story/release to the local radio and newspapers
- Pay any expenses
- Prepare a report with photos for the club scrapbook
- Ask members and parents about future tours

Guest speaker checklist

What is the purpose of having a speaker come to your club?

- Education
- Career exploration
- Expanded project information
- Other

Make sure you communicate the purpose to the speaker so that he or she can prepare his or her talk to fit.

Who should make the arrangements?

Club leaders who have a large number of intermediate and senior members should encourage those youth to make the contact and arrangements with the guest speakers. Leaders need to be sure that the members have the details and that they have done the follow-up.

Club leaders who have young members will make the majority of arrangements for their club. Young members can be involved in the process by selecting topics and ideas, introducing the speakers, and arranging other details that are age appropriate.

Making contact

Once the topic has been selected and suitable speakers identified, the speakers need to be contacted. This list can help you make sure that you've taken care of the details.

- Identify yourself and your affiliation with the 4-H Youth Development Program.
- Tell the person why you are calling.
- Confirm the topic and the date you are asking for.
- Ask if she or he would be willing to speak to your club.
- Ask the speaker if she or he will be using any equipment and what the club might need to have ready.
- Thank him or her and say that you will confirm closer to the date.
- If the person cannot participate, thank him or her for the time and say that you will keep his or her name and number for future opportunities.

One week prior to the club meeting

Call the speaker and confirm the date, time, and place. Ask if she or he needs directions.

Active Teaching—Active Learning

You might also want to give the speaker a phone number where she or he can reach you. That number may be a cellular phone or the number where the meeting is held. That way, the speaker can contact you in case she or he is unable to make the meeting or if he or she needs further directions. Mail a map or directions.

When the speaker arrives

Make sure the speaker is greeted and is made to feel comfortable. This can be a very good experience for younger members. Ask the speaker if members can help in preparing or setting up. Again, younger members can assist with this task.

Once the speaker is ready and set up, gather the group and start the meeting. It is very important that you stay on schedule. Many of the guest speakers that come to 4-H work in a specialized field. They might have taken time from their job to speak to the 4-H club. Be respectful of their time schedule. Start and end on time.

During the speaker's presentation

Leaders may need to help the members stay on task with their questions, provide information to the speaker related to members' questions, and handle any problem with members' conduct.

After the speaker concludes

Encourage members to ask questions that pertain to the topic. Assist the members in showing appreciation to the speaker, and thank the speaker for coming.

After the speaker leaves

Leaders can enhance the learning experience in the following ways.

- Recap what the speaker said.
- Have members list ways that they can improve their project based on the information they heard.
- Have them draw a picture of one part of the speaker's comments.
- Let members write a news story about the experience.
- Ask members what other topics would be of interest to them.
- Have the members write and sign thank-you notes to the speaker.

