

SCORE CARD FOR MODEL MEETING

COUNTY _____

4-H CLUB _____

NUMBER OF MEMBERS IN 4-H CLUB _____

TIME:

START _____

FINISH _____

TOTAL _____

(Roll excluded from time of meeting)

JUDGES COMMENTS

POINTS

I. GROUP BUILDING

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A. Opening Exercises:

Such as roll call, pledge, flag salute, motto, creed, etc.
Should be timely and include club member interaction.

B. Celebration:

Closing: Small celebrations of meeting
accomplishments, including small group
exchange of ideas, group song or cheer, etc.

C. Ceremonies:

Celebration for long term accomplishments, such as
leaders recognition, installation ceremony, completion
of community service project ceremony, recognition of
new members.

II. DECISION MAKING

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A. PARLIAMENTARY SKILLS

Order of business, making and carrying through
motions, reports of committees, parliamentary
problems.

B. GROUP INVOLVEMENT

Activity to allow all members to have input into a
decision.

C. OFFICERS REPORTS

Oral reports made by Secretary, Treasurer, Reporter,
4-H Council Representative, and other Officers.

III. PROGRAM

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Program designed to best meet the needs and interest
of this club. It may include group singing, project
activities, skillathons, talent, talks, demonstrations, etc.
Clues to effective program selection are the
attentiveness or involvement of the group.

RATINGS:

PURPLE: _____

BLUE: _____

RED: _____

WHITE: _____

IV. ATTITUDE

/10

Naturalness of the meeting, the avoidance of a staged
production.

Judge's Initials _____

EXPLANATION OF MODEL MEETING SCORE CARD

Note the four main divisions of the model meeting score card and the relative importance given to each division.

1. Business. Follow the order of business as given in *So You Are President Of Your Group*, 4-H 471. Plan the business meeting to display 4-H'ers skill in conducting a meeting and their ability to use correct parliamentary procedure. There will not be time for lengthy discussion of motions. The parliamentary procedure used should expedite, not obstruct business. Naturalness and alertness are as important in the business meeting as in the program.
2. Reports should give interesting, valuable information. They should be complete, but concise.
3. Ceremonies. There should be one major ceremony such as initiation, installation, placing a seal on the charter, older 4-H'er "graduation", leadership recognition, citizenship, or other ceremony in addition to routine opening and closing ceremonies. Ceremonies should be well done and impressive. Originality is desirable, but it is more important to have a ceremony be meaningful and impressive. Ceremonies may be used where appropriate in the meeting.
4. Program. Arrangement of the program may be worked out to please the club. "Balance" of program refers to approximately equal participation by boys and girls. The time division between parts of the program should approximate that of a good local 4-H meeting. Time divisions for a model meeting will usually fall within these limits: opening ceremony and business, 12 to 14 minutes; program, 14 to 16 minutes; recreation, 4 to 5 minutes; and closing ceremony and announcements, 2 minutes.

Songs should show appreciation of good singing. Games, stunts, and skits should be adapted to the age of the group and should teach teamwork. One game involving rhythm and coordination is desirable. Quality of program means accuracy, timeliness, and value of the information presented or entertainment given and excellence of delivery.
5. Attitude. Naturalness, alertness, enthusiasm, and teamwork are desired. The presentation should give the impression of an actual 4-H meeting. Look at and talk to 4-H'ers, not to the audience. Each 4-H'ers contribution to the program should be heard by the audience, but not directed to them. The seating arrangement may be as desired for the best hearing, seeing, participating, and effective use of space.
6. Leaders should participate in the meeting as leaders normally do. They need not answer roll call. Advice and counsel will be in order and may include announcements and reports.
7. The secretary shall give the judges the notes recorded during the meeting. Notes or minutes prepared beforehand are not acceptable.
8. When sitting at the table, the president should always be to the right of the secretary and the American Flag should be to the president's right, so that the American Flag is always farthest right of anything on the table. This puts the 4-H flag on the president's left, in front of the secretary.