



UW-MADISON EXTENSION

4-H Project Meeting Plan

Updated 2024

Project Area & Meeting Title: _____

Date, Time & Place of Meeting: _____
(When and where? Do parents/guardians know? Is the location accessible?)

Learning Objectives: _____
(What life skills or project skills will youth learn at the project meeting?)

Meeting Outline:

(Plan hands-on activities using the experiential learning process. Who will lead each activity—youth leader, project leader, guest speaker, etc.?)

Interest Getter: _____

Skill Session: _____

Demonstration: _____

Record Keeping: _____

Summary & Assignments: _____

Refreshments & Recreation: _____

Equipment, Supplies Needed: _____
(What will you provide? What materials could members bring or help pay for?)

Safety: _____
(What risks are possible? What risk management procedures should be considered?)

Written handouts or instructions to take home: _____

At the Meeting:

- Talk with members about the purpose of the meeting, what we hope to learn, and how this relates to the overall project area.
- Review safety procedures related to the project.
- Connect what they are learning to life skills.
- Show, demonstrate, and give clear instructions about how to do activities.
- Let them do, make, and try activities themselves.
- Use reflection questions: What did you learn? How might you do this differently? Who could you share what you learned with? What did you learn through this activity? How does what you learned relate to other areas of your life? How can you use these skills in different situations?

Things to Do at Home: _____
(How could youth share what they learned? What could they try on their own?)

Our Next Meeting: _____
(Note date, time, place, topic, supplies/cost. Invite parents/guardians to attend. Encourage youth to be involved in teaching and leading.)