



Planning Cloverbud Meetings

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Complete this template to plan and organize your Cloverbud meetings. Short meetings, lasting one hour or less, are best. The "activity period" should last 30 – 40 minutes. Cloverbud curriculum can be purchased through your OSU Extension Office. It contains lessons that are organized by learning activities consisting of five main components: Getting Started, Digging Deeper, Looking Within, Bringing Closure and Going Beyond. Choose one learning activity from three or four of the components for each meeting.

Meeting Template	Meeting Plan
Meeting Location	
Date	
Time	
Open the meeting with traditional members by reciting the U.S. and 4-H pledges, answering roll-call, and listening to the Secretary's and Treasurer's Reports. Then, move to the Cloverbud meeting area.	
Getting Started – Activities that introduce, familiarize and sensitize the learners to the topic.	Activity: Supplies Needed:
Digging Deeper – Activities that involve exploration of the topic. They are focused, hands-on activities.	Activity: Supplies needed:
Looking Within – Activities that help learners understand how to apply what they learn to their daily lives. This may include circle time where learners share their feelings or experiences.	Activity: Supplies needed:
Bringing Closure – Activities that 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.	Activity: Supplies needed:
Going Beyond – Ideas for follow-up at home or after the meeting, which might include a letter to parents outlining what was taught, discussed, and experienced.	Activity: Supplies needed:
Adjourn – Release Cloverbuds to their parent/guardian. Remind parents/guardians of the next meeting date, time and location.	

Adapted from: Susan Trutner and Scott Scheer, 4-H Cloverbud Volunteer Guidebook (4-H 711 AG, 2005).
Columbus: Ohio State University Extension, 2005.



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