

# What Is A Project Meeting?

A project meeting is defined as a scheduled meeting which is planned, organized, coordinated, and/or taught by a certified 4-H volunteer with the purpose of learning new project skills or mastering project knowledge which will assist the 4-H member enrolled in 4-H project work. A certified volunteer is defined as a person who has completed a Volunteer Information Profile, attended VIP training and is recognized as a leader in the Atchison County 4-H program.

Routine tasks associated with project work should not be considered as an appropriate substitute for project meeting attendance. For example, feeding a pet cat daily should not be considered a project meeting. As the purpose of the 4-H program is one of education and not competition, project meetings should provide an opportunity to develop new skills. Therefore, project meeting focus should be on skill development and not simply on fair exhibit completion and competition. For example, if a 4-H member baked purple ribbon cookies at a project meeting last year and returned to bake the same recipe this year, this activity would be defined as project work and not a project meeting as no new skills were developed.

## **Project Meeting Tips & Guidelines**

Project meetings can incorporate a variety of teaching methods such as tours, demonstrations, skill-a-thons, workshop attendance, judging contests, hands on experiences, guest speakers, or self study reporting and research in consultation with the project leader. For example, a 4-H member might consult with a project leader to set up a research project to determine the effects of fertilizer on cucumbers. After visiting with a project leader, a teen 4-H member might arrange to shadow employees in the project field to learn about career opportunities. However, attending a 4-H event such as a horse judging contest would not fulfill project meeting requirements for the geology project. While new skills may be acquired by participating in this experience, these skills will

not assist the 4-Her in the geology project. Likewise, entry in livestock shows would not be considered to be a project meeting. Furthermore, appropriate alternative activities such as attending a summer theater camp can be considered a project meeting if the dramatic arts project leader is consulted prior to attendance.



Project meetings should be age appropriate. Visiting a pet store to learn about feed choices may be appropriate as a 1<sup>st</sup> year member project meeting. However, if this same member visits the same store and sees the same feed choices for seven years, this activity should not be considered a project meeting as new skills are not being developed. Project meetings should help 4-Hers reach project goals. Completing Section I of the project meeting attendance form provides an opportunity for the 4-Her and project leader to discuss project goals.

## **Project Meeting Attendance Requirements for Fair Premiums**

4-H members should document project meeting attendance by requesting the same VIP 4-H project leader to sign the project meeting attendance form. A duplicate list of attendance should be kept by the project leader. Appropriate alternative activities may be considered if the member consults with the leader prior to attending the activity and attendance form requirements are completed.

**It is the responsibility of the 4-H member to participate in at least three project meetings experiences per project.** The 4-H member and project leader are encouraged to develop an appropriate alternative learning experiences if the 4-H member is unable to attend a scheduled meeting. The 4-H member should not expect the project leader to have a special project meeting to fulfill attendance requirements. It would be appropriate early in the 4-H year, to work with another project leader if project meeting

scheduling continually presents scheduling conflicts. It would not be appropriate 4 weeks before fair to seek a different project leader because the 4-H member has been unable to attend project meetings and desires to be eligible for fair premiums.

As the purpose of the junior division of the fair is one of learning as well as competition, all 4-H members may exhibit project work, participate in conference judging, receive a ribbon placing according to the modified Danish system and prizes associated with ribbon placing. However, as some 4-H projects have enrollment date requirements, members enrolling after this date may not be eligible to exhibit in these projects at the fair but may enroll in the project.

### **Reporting of Attendance Guidelines**

Attendance forms are to be submitted to the Extension Office by July 1. The eligibility of a 4-H member to receive fair premiums should be determined by the project leader as fair exhibits are evaluating project work and not general 4-H membership status. Fair premiums include ribbon placing premiums as well as junior livestock sale premiums. For the sake of uniformity, 4-H clubs should follow the procedure outlined below. It is suggested that a project leader should notify 4-H Club Parents Advisory at least 4 weeks prior to the fair deadline date of those 4-H members who are ineligible to receive fair premiums. 4-H members should also submit their project meeting form to the advisory committee at this time as well. Both the project leader and 4-H member should keep a copy of the information submitted.

If the 4-Her is ineligible to receive premiums, it would be encouraged to discuss this situation with the 4-H member and parents at this time. Allowing the member to participate in this decision making process should have the outcome of learning about the consequences of decision making. This is a life skill all responsible adults must master, and this 4-H



experience is an opportunity to learn decision making skills. It is the responsibility of the 4-H member to attend scheduled project meetings, likewise it is the responsibility of the 4-H volunteer leader to schedule learning opportunities for 4-H members. The 4-H club Parents Advisory should review all forms. Following this review, all community Club leaders should submit in written

form a list of all 4-H Club members who should not receive fair premiums as well as documentation of attendance at project meetings to the Extension Office by August 1. Upon receiving this information, the extension agents will notify the following: 1) 4-H member and parent(s), 2) project leaders, 3) community club leaders and 4) fair treasurer of 4-Hers ineligible to receive fair premiums.

The 4-H member will be allowed to exhibit project work if all exhibit rules are met. As appropriate, judges and fair superintendents will be notified of 4-H members ineligible to receive premiums. In the spirit of sportsmanship, it is not appropriate to publicly identify 4-H members who will not receive premiums. Sportsmanship like conduct by all persons involved in this procedure is expected.

Reasonable judgment by all persons involved shall be used in the interpretation of the above guidelines.

*This program and materials are available to all individuals without discrimination on the basis of race, color, national origin, sex, age or disability.*