

## EXPLANATION OF MODEL MEETING SCORE CARD

Note the five 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 meetings 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 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, as far as possible, show appreciation of good singing rather than forced gaiety. Parodies are seldom desirable. 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.

5. Attitude. Naturalness, alertness, enthusiasm, and teamwork are desired. Forced, unnatural gaiety should be avoided. 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. The secretary shall give the judges the notes recorded during the meeting. The up-to-date 4-H Secretary's Record Book may be asked for with the notes and minutes.
7. Leader 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.

**SCORE CARD FOR "TRADITIONAL" MODEL MEETING**  
(County Option)

Club \_\_\_\_\_

35 minutes  
Time:      Finish: \_\_\_\_\_  
                 Start: \_\_\_\_\_  
                 Total: \_\_\_\_\_

Division	Points	Judges Comments
<b>Business</b> A. Parliamentary Skill - 20 Order of business, making and carrying through motions, reports of committees and correct handling of parliamentary problems. B. Secretary's minutes - 5 C. Officers Reports - 10 Excellence of oral reports made by secretary, treasurer, reporter, county representative, and other officers.	35	
<b>Ceremonies</b> - Opening and closing, use of 4-H Pledge, flag salute, motto, creed, initiation or installation ceremony, attaching seal to charter, leaders' recognition, citizenship ceremony, and any other suitable ceremonies, especially those showing originality.	10	
<b>Program</b> - Plan the type of program that best fits the needs and interests of the 4-H'ers. It may include group singing, talks, demonstrations, recreation, talent, or any other area which is meaningful to the membership. A. Balance and Arrangement - 20 B. Quality of entire program - 25	45	
<b>Attitude</b> - Naturalness of meeting - not staged. Response, enthusiasm, dispatch, attentiveness, and posture.	5	
<b>Leaders' Participation</b> - Brief reports, statements and advice.	5	

**FINAL RATING:**

Purple \_\_\_\_\_ Blue \_\_\_\_\_ Red \_\_\_\_\_ White \_\_\_\_\_

**JUDGES INITIALS:** \_\_\_\_\_

## SCORE CARD FOR MODEL MEETING

Club \_\_\_\_\_

Time \_\_\_\_\_ minutes

County \_\_\_\_\_

Division	Points	Judges Comments
<b>Group Building</b> A. Get Acquainted Activities - Use of game or activity to cause members to talk to each other about themselves. Can occur at any point in the meeting. B. Celebration Openings: Pledge, flag salute, motto, creed Closings: small celebration of meeting accomplishments, including small group exchange of ideas, group hugs, group song or cheer, etc. Ceremonies: celebration for long term accomplishments, such as leaders, recognition, installation ceremony, completion of community service project ceremony, recognition of new members.	30	
<b>Decision Making</b> 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. Secretary's Minutes - Prepare minutes of presented meeting to give to judge at closing of meeting. D. Officers Reports - Oral reports made by secretary, treasurer, reporter, county council representatives, and other officers.	30	
<b>Program</b> - Program designed to best meet the needs and interests of this club. It may include group singing, guest speakers, project activities, skillathons, films, talent, talks, demonstrations, etc. Clues to effective program selection are the attentiveness or involvement of the group.	30	
<b>Attitude</b> - Naturalness of the meeting. The avoidance of a staged production.	10	

### FINAL RATING:

Purple \_\_\_\_\_

Blue \_\_\_\_\_

Red \_\_\_\_\_

White \_\_\_\_\_

**JUDGES INITIALS:** \_\_\_\_\_