**January Business Meeting Tips**

• Promote Family Forum 1/25, Save the date/planning for Carnival 3/11

* Remind members where to find Project Workshop dates (see newsletter and Team Up Calendar)

• Collect manual orders & money

• Club t-shirt sign ups

• Re-enrollment deadline for returning members (1/26)

• Judging Activity (optional)

• Demonstrations by officers (optional)

**Getting Members Started on their Projects**

1. Leaders can log in to their club in 4HOnline and download their roster. At the bottom of the Excel spreadsheet, there is a tab for the list of projects for each member. Leaders can also request a club report from Jeannie listing members with their 4-H Projects

2. Direct your members to their individual project resources. This is especially important for new 4-H members!

3. The “go to” resource for all projects is the **Colorado 4-H website** at [**https://co4h.colostate.edu/program-areas/colorado-4-h-project-information/**](https://co4h.colostate.edu/program-areas/colorado-4-h-project-information/)Under this link you will find separate pages for each project that include:

* **Project Overview and Tips** – This document explains the project goals and provides tips for completing the project.
* **Project Manuals** – The appropriate manuals are listed on the State 4-H project web page. Some manuals are available online for download and others can be purchased from Shop 4-H.
* **Project Record Book** – All e-Record Books be found on the Colorado 4-H website under 4-H Project Information. It’s a good idea to remind members about their 4-H age. Record Books for 2022-2023 are now available!
* **Exhibition Requirements** – These requirements are contained in the State and County Fair books. There are separate Fair books for General and Consumer Science Exhibits and for Contests. The State Fair books can be found on the Colorado 4-H website, under *4-H Program/Projects, State Fair Information.* County requirements should be the same as for State Fair – County Fair books can be found on the Boulder County Fair website under the Exhibitors tab.This is important info for members to read ahead of time so they know what items they will need to produce for their exhibit*.*
* **Project Deadlines** – It is always good to let members know when their project is due. For General Projects, let them know the Club deadlines for Record Book sign-off or other requirements. Also let members know the County deadlines to submit their exhibit and for interview judging. For Livestock projects, share the club deadlines, and if you know it, share the date for the County Fair show for their species.

4. Encourage members to read the monthly 4-H Newsletter to learn about project workshops.

5. It can also be helpful to share contact information for Club Project Leaders or County Project Superintendents if members have questions.