

# Yearly 4-H Club Program Plan



Circular 237 Revised September 1991

Club: \_\_\_\_\_

County: \_\_\_\_\_ 4-H Year: \_\_\_\_\_

## Program Planning in Your 4-H Club

### A Good Program Should

- ✓ Start with the interest of members
- ✓ Have a variety of subjects and methods
- ✓ Include educational information
- ✓ Provide for fellowship
- ✓ Get members doing things
- ✓ Add something to each person's life

### Planning Ahead Helps Us To

- ✓ Have better club meetings
- ✓ Know what's going to happen
- ✓ Have time for each member to prepare when he or she is on the program
- ✓ Avoid other local meetings and events
- ✓ Inform our parents about what we are doing

### Who Plans?

- ✓ If the club is small, everyone helps
- ✓ A committee, for a large group
- ✓ Officers and leaders
- ✓ Parents will be interested in being present when planning is done

### The Club Year

- ✓ Runs from October 1 to September 30
- ✓ Includes an annual meeting in October or November
- ✓ Starts with election of officers

### Regular Meetings

- ✓ Contains three parts
  1. Business 10 to 30 minutes
  2. Educational 20 to 60 minutes
  3. Recreational 10 to 30 minutes

### The Program Chairman

- ✓ Reminds members who are to appear on the program for a specific meeting
- ✓ Announces the numbers
- ✓ Announces plans for the next meeting



**Send one copy of your completed plan to your County Extension Office no later than January 1. The club leader, secretary and program chairman should have a copy. If desired, each family may also have a copy of this circular.**

## Goals

Goals are the things 4-H club members and leaders decide they want to do during the coming year. As club members gain experience, they usually add to the list of goals.

Some examples could include: develop greater family participation; make every 4-H'er feel important in the club; participate in community functions.

Other goals might include plans for activities, publicity, improving club meetings, member participation, member recruitment, etc.

### Goals for our club:

## Projects Provide Program Material

In a new club with first year members, all members should take only one project and if possible the same one. If there are both boys and girls in the club, two projects could be made available, but each member should be limited to one. This makes it possible for the educational part of the program to provide help for the members, and for the leaders to help all the members at once. Information on record journals, demonstrations, judging, etc. is much more meaningful when members are learning about the same project.

In an established club where many members have had several years' experience, and carry several projects, program planning becomes more difficult.

One suggestion is to make a list of members down one side of a sheet of paper. List projects across the top and check each member's projects. Total all columns to see how many members are taking each project. Maybe plans can be made so food members in the club are responsible for the educational part of one meeting, livestock members another, etc. until all projects have been worked into the program.

**Work Meetings** are recommended for all clubs whether there is only one project or many. At a work meeting, the entire time is spent on the project work and members can get individual help if needed. Usually a work meeting is devoted to only one project.

**Program Plan**

Club \_\_\_\_\_

4-H Year \_\_\_\_\_ Leaders \_\_\_\_\_

Date and Time	Location or Host Family	Roll Call	Program Plans



Additional copies of this plan are available for each family

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# Plan for Work Meetings

Club \_\_\_\_\_

Date and Time	Place or Host Family	Project and Plans for Meeting	Person in Charge

**Reminder to Leaders:** It is important for every member to have the experience of serving on a committee, helping to plan a group program, learning how a group functions, assuming responsibilities, and learning the concept of helping others.

**Other Information for Parents:**

# Special Events

List special events which your club is planning to have. A beginner's club might select only one special event such as something special for parents.

Event	Date	Committee in Charge

# County Events

List county events in which your club plans to take part.

Event	Date	Committee in Charge