4-H Club/Group Program Planning Book
Planning Considerations

1. Every general club and project group should develop a program based on the interests and goals of the members.

2. Plan in advance as much as possible. Planning goes on continuously; update, change, and add to plans as needed.

3. Depending on group size, all members should have equal opportunity to contribute to the planning process. Get their ideas and have them approve the program. For a large club, choose a representative group for the program planning committee.

4. Involve all members in the program as much as possible.

5. Allow parents to help plan and approve the program.

6. Build on the group's past experiences.

7. Plan a fun, enjoyable program to keep members interested and involved.

8. Project groups may record their planning along with the general club or may use their own planning books. The planning efforts of the general club and project groups must always be coordinated.

9. Meetings may include openings, business meetings, education or project work, recreation, and refreshments. However, it is not necessary for all meetings to have this structure. Be flexible.

10. Give each member a summary of the program as soon as the basic planning is done. Include dates, times, places, programs, and participants.
Steps in Planning a Successful Program

GO SLOW TO GO FAST!

1. **Identify the group’s needs.**

2. **Develop goals** for what the members want to learn or accomplish.

3. **Brainstorm** as many ideas as possible on how to reach these goals.

4. **Choose the best** suggestions, keeping the following in mind:
   a. Look at the strengths and weaknesses of the group. What do they have going for them? What might keep the group from accomplishing its goals? Are there enough members willing to work on the program? Will the members be excited about getting involved?
   b. What are the potential benefits to individual members? To the group? To the community? Will the program have lasting effects?
   c. Are there any risks or dangers in the program?
   d. Do the program plans fit the group’s overall goals or purpose? Are they consistent with the 4-H mission of helping young people learn by doing?

5. **Develop a plan** of action, including what, where, when, who, and how. List all the tasks or actions necessary. Use a chart like the one on page 3 to organize your plan.
   a. Sometimes creating a theme, catchy title, or logo will focus and coordinate program plans.
   b. For some programs you may need to consider a budget, arrangements for facilities, equipment, food, decor, publicity, transportation, cleanup, etc.
   c. Break the big tasks down into smaller jobs or several steps with deadlines.

6. **Check** with planning committee members regularly to share ideas and support. Ask questions about how things are going, whether more help or materials are needed, etc. Make adjustments; be flexible; turn mistakes into positive learning experiences.

7. **Celebrate** the successful completion of the program. Recognize those who participated and express appreciation for a job well done.

8. **Evaluate** the program. Were the goals of the group met? What things went well? What would you choose to do or not do again? How did participants feel about the results? In what way can you use what was learned in this planning experience in the future?
Program Planning Committee Members:


Club or Group Goals
Determine the goals of your club or group and how the group will reach them. Examples of goals are: to tell more people in the community about 4-H, to increase club membership, to perform community service, to learn how to rebuild a small engine, or to serve a snack to friends. List the goals, how you will reach them, who is in charge of the program, when you plan the program to occur, and when it was actually done.

<table>
<thead>
<tr>
<th>What we plan to do</th>
<th>How we will do it</th>
<th>Who is in charge</th>
<th>When to do it</th>
<th>Date done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Help prospective members and their parents</td>
<td>Plan a special meeting for 4th graders and their parents</td>
<td>Philippa</td>
<td>October</td>
<td></td>
</tr>
<tr>
<td>learn more about 4-H</td>
<td>Put up a window display</td>
<td>Armand</td>
<td>National 4-H Week</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plan a program on 4-H for the PTA</td>
<td>Luisa</td>
<td>January</td>
<td></td>
</tr>
<tr>
<td>What we plan to do</td>
<td>How we will do it</td>
<td>Who is in charge</td>
<td>When to do it</td>
<td>Date done</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------</td>
<td>------------------</td>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What we plan to do</td>
<td>How we will do it</td>
<td>Who is in charge</td>
<td>When to do it</td>
<td>Date done</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------</td>
<td>------------------</td>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Calendar of Events

List all events that members need to know about. As they become known, add date, time, and place. Continuously add events to the list as planning progresses. (Some popular holidays and observances are indicated here to help in planning.)

<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1st week: National 4-H Week; Halloween)</td>
<td>(Thanksgiving)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Christmas; Hanukkah)</td>
<td>(New Year's Day, Martin Luther King Jr. Day)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Presidents' Birthdays; Valentine's Day)</td>
<td>(St. Patrick's Day)</td>
</tr>
<tr>
<td>April</td>
<td>May</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>(Easter)</td>
<td>(Cinco de Mayo; Mother's Day; Memorial Day)</td>
</tr>
<tr>
<td>June</td>
<td>July</td>
</tr>
<tr>
<td>(Father's Day; State 4-H Conference)</td>
<td>(Independence Day; County Fairs)</td>
</tr>
<tr>
<td>August</td>
<td>September</td>
</tr>
<tr>
<td>(County Fairs)</td>
<td>(Labor Day; State Fair; County Fairs)</td>
</tr>
</tbody>
</table>
First Meeting Plans

Date__________________ Time__________________ Place__________________

Opening
Get-acquainted idea:__________________________________________________________
Led by:______________________________________________________________
Pledge of Allegiance—Led by:______________________________________________
4-H Pledge—Led by:_____________________________________________________

Business (Club name, election of officers, enrollment, appoint committees, etc.)
1.______________________________________________________________
2.______________________________________________________________
3.______________________________________________________________
4.______________________________________________________________

Program (Public speeches, films, demonstrations, hands-on activities, etc.)
Activity:___________________________________________________________
Led by:___________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Recreation
Activity:___________________________________________________________
Led by:___________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Refreshment
Led by:______________________________________________________________

Next meeting reminders
1.______________________________________________________________
2.______________________________________________________________
# Meeting Plans

**Date** ____________  **Time** ____________  **Place** ______________________________________________________________________

**Call to Order**

**Opening** (Pledge of Allegiance, 4-H Pledge, songs, etc.)

<table>
<thead>
<tr>
<th>Activity:</th>
<th>Led by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________________________________________________________</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>______________________________________________________________________</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>______________________________________________________________________</td>
<td>____________________________________________________________________</td>
</tr>
</tbody>
</table>

**Roll Call**

**Reading of Minutes**

**Treasurer’s Report**

**Reports of Committees**

________________________________________________________________________

**Unfinished Business**

________________________________________________________________________

**New Business**

________________________________________________________________________

**Adjournment of Business Meeting**

**Program** (Presentations, demonstrations, hands-on activities)

<table>
<thead>
<tr>
<th>Activity:</th>
<th>Led by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________________________________________________________</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>______________________________________________________________________</td>
<td>____________________________________________________________________</td>
</tr>
<tr>
<td>______________________________________________________________________</td>
<td>____________________________________________________________________</td>
</tr>
</tbody>
</table>

**Recreation**

<table>
<thead>
<tr>
<th>Activity:</th>
<th>Led by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________________________________________________________</td>
<td>____________________________________________________________________</td>
</tr>
</tbody>
</table>

**Other assignments and next meeting reminders**

________________________________________________________________________
Meeting Plans

Date ________________  Time ________________  Place _____________________________

Call to Order

Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)

Activity: __________________________________________  Led by: __________________________

________________________________________

________________________________________

________________________________________

Roll Call

Reading of Minutes

Treasurer’s Report

Reports of Committees ________________________________________

________________________________________

Unfinished Business ________________________________________

________________________________________

New Business __________________________________________

________________________________________

Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)

Activity: __________________________________________  Led by: __________________________

________________________________________

________________________________________

Recreation

Activity: __________________________________________  Led by: __________________________

________________________________________

Other assignments and next meeting reminders _________________________________
Meeting Plans

Date ___________________ Time ____________ Place _______________________

Call to Order

Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)

Activity: ____________________________  Led by: ____________________________

______________________________  ________________________________

______________________________  ________________________________

______________________________  ________________________________

Roll Call

Reading of Minutes

Treasurer’s Report

Reports of Committees ________________________________

______________________________

Unfinished Business ________________________________

______________________________

New Business ________________________________

Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)

Activity: ____________________________  Led by: ____________________________

______________________________  ________________________________

______________________________  ________________________________

Recreation

Activity: ____________________________  Led by: ____________________________

Other assignments and next meeting reminders ____________________________________________
Meeting Plans

Date ________________  Time ________________  Place ____________________________

Call to Order

Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)
Activity:________________________________________  Led by:__________________________

________________________________________________________

________________________________________________________

Roll Call

Reading of Minutes

Treasurer’s Report

Reports of Committees ____________________________________________

________________________________________________________

Unfinished Business _____________________________________________

________________________________________________________

New Business __________________________________________________

________________________________________________________

Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)
Activity:________________________________________  Led by:__________________________

________________________________________________________

________________________________________________________

Recreation
Activity:________________________________________  Led by:__________________________

________________________________________________________

Other assignments and next meeting reminders ____________________________

________________________________________________________

12
Meeting Plans

Date _____________________ Time ______________ Place _____________________

Call to Order

Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)

Activity: ____________________ Led by: ____________________

______________________________ ____________________

______________________________ ____________________

______________________________ ____________________

Roll Call

Reading of Minutes

Treasurer's Report

Reports of Committees ____________________

______________________________ ____________________

Unfinished Business ____________________

______________________________ ____________________

New Business ____________________

______________________________ ____________________

Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)

Activity: ____________________ Led by: ____________________

______________________________ ____________________

______________________________ ____________________

______________________________ ____________________

Recreation

Activity: ____________________ Led by: ____________________

Other assignments and next meeting reminders ____________________
Meeting Plans

Date ____________________ Time ____________________ Place ____________________

Call to Order

Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)
Activity: ____________________ Led by: ____________________

______________________________
______________________________

Roll Call

Reading of Minutes

Treasurer's Report

Reports of Committees ____________________

______________________________

Unfinished Business ____________________

______________________________

New Business ____________________

______________________________

Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)
Activity: ____________________ Led by: ____________________

______________________________
______________________________

Recreation
Activity: ____________________ Led by: ____________________

Other assignments and next meeting reminders ____________________

______________________________
Meeting Plans

Date __________________ Time ________ Place _______________________________________

Call to Order

Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)
Activity: ___________________________________________ Led by: __________________________
______________________________________________________
______________________________________________________
______________________________________________________

Roll Call

Reading of Minutes

Treasurer's Report

Reports of Committees ____________________________________________
______________________________________________________

Unfinished Business ____________________________________________
______________________________________________________

New Business _________________________________________________
______________________________________________________

Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)
Activity: ___________________________________________ Led by: __________________________
______________________________________________________
______________________________________________________
______________________________________________________

Recreation
Activity: ___________________________________________ Led by: __________________________

Other assignments and next meeting reminders ________________________________
Meeting Plans

Date ___________________ Time ___________________ Place ___________________

Call to Order

Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)
Activity: _____________________________ Led by: _____________________________

______________________________
______________________________
______________________________

Roll Call

Reading of Minutes

Treasurer’s Report

Reports of Committees _____________________________

______________________________

Unfinished Business _____________________________

______________________________

New Business _____________________________

______________________________

Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)
Activity: _____________________________ Led by: _____________________________

______________________________
______________________________
______________________________

Recreation
Activity: _____________________________ Led by: _____________________________

Other assignments and next meeting reminders _____________________________
Meeting Plans

Date ____________________  Time ____________  Place ________________________________

Call to Order

Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)

Activity: ________________________  Led by: ________________________________

__________________________________________

__________________________________________

__________________________________________

Roll Call

Reading of Minutes

Treasurer’s Report

Reports of Committees ________________________________

__________________________________________

__________________________________________

Unfinished Business ________________________________

__________________________________________

__________________________________________

New Business ________________________________

__________________________________________

Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)

Activity: ________________________  Led by: ________________________________

__________________________________________

__________________________________________

__________________________________________

Recreation

Activity: ________________________  Led by: ________________________________

__________________________________________

Other assignments and next meeting reminders ________________________________
Meeting Plans

Date ________________ Time ________________ Place ______________________________

Call to Order

Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)
Activity: ___________________________ Led by: ___________________________

______________________________

______________________________

______________________________

Roll Call

Reading of Minutes

Treasurer's Report

Reports of Committees ________________________________

______________________________

Unfinished Business ________________________________

______________________________

New Business ________________________________

Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)
Activity: ___________________________ Led by: ___________________________

______________________________

______________________________

______________________________

Recreation
Activity: ___________________________ Led by: ___________________________

Other assignments and next meeting reminders ________________________________
Meeting Plans

Date __________________ Time ___________ Place _________________________

Call to Order

Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)
Activity: ___________________________ Led by: ___________________________

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Roll Call

Reading of Minutes

Treasurer’s Report

Reports of Committees ____________________________________________________

_____________________________________________________________________
_____________________________________________________________________

Unfinished Business ______________________________________________________

_____________________________________________________________________

New Business __________________________________________________________

_____________________________________________________________________

Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)
Activity: ___________________________ Led by: ___________________________

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Recreation
Activity: ___________________________ Led by: ___________________________

Other assignments and next meeting reminders ________________________________
Meeting Plans

Date _________________ Time _________________ Place _________________________________

Call to Order

Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)
Activity: _______________________________ Led by: _______________________________

_______________________________
_______________________________
_______________________________
_______________________________

Roll Call

Reading of Minutes

Treasurer's Report

Reports of Committees _____________________________________________________________

_______________________________

Unfinished Business ______________________________________________________________

_______________________________

New Business _________________________________________________________________

_______________________________

Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)
Activity: _______________________________ Led by: _______________________________

_______________________________
_______________________________
_______________________________
_______________________________

Recreation
Activity: _______________________________ Led by: _______________________________

Other assignments and next meeting reminders _________________________________________

________________________________