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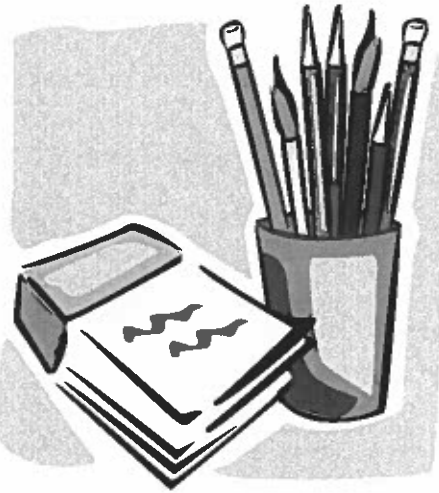
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4-H Club/Group

Program

Planning Book

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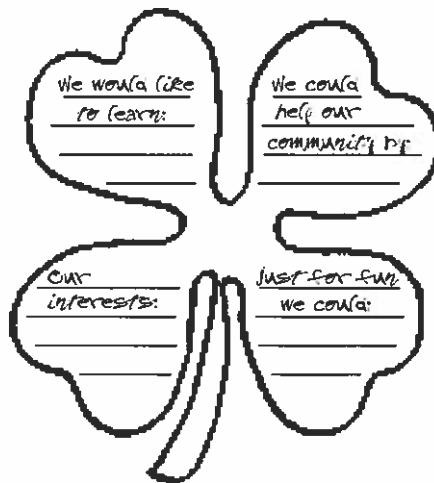
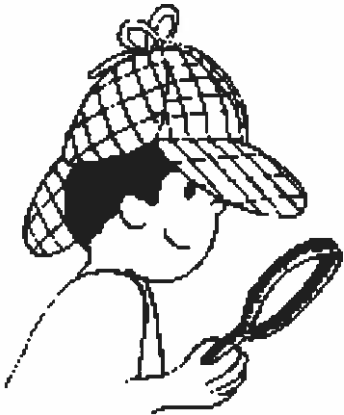


WASHINGTON STATE UNIVERSITY  
 EXTENSION



# 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.

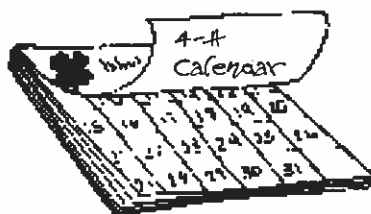
What we plan to do	How we will do it	Who is in charge	When to do it	Date done
Example: Help prospective members and their parents learn more about 4-H	Plan a special meeting for 4th graders and their parents	Phillipa	October	
	Put up a window display	Armand	National 4-H Week	
	Plan a program on 4-H for the PTA	Luisa	January	

What we plan to do	How we will do it	Who is in charge	When to do it	Date done

What we plan to do	How we will do it	Who is in charge	When to do it	Date done







**April**

**May**

(Easter)

(Cinco de Mayo; Mother's Day; Memorial Day)

**June**

**July**

(Father's Day; State 4-H Conference)

(Independence Day; County Fairs)

**August**

**September**

(County Fairs)

(Labor Day; State Fair; County Fairs)

# 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.)

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 \_\_\_\_\_

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Activity:	Led by:
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_____	_____

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\_\_\_\_\_



**Club or Group Name** \_\_\_\_\_

**City** \_\_\_\_\_

**County** \_\_\_\_\_

**Program Planning**

**Committee Secretary** \_\_\_\_\_

Revised by Nancy Rausch, Program Coordinator for Volunteers, Cowlitz County Extension, and Nancy Mordhorst, 4-H Program Coordinator, WSU Pullman.

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