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?
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>
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</thead>
<tbody>
<tr>
<td>Example: Help prospective members and their parents learn more about 4-H</td>
<td>Plan a special meeting for 4th graders and their parents</td>
<td>Phillipa</td>
<td>October</td>
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<tr>
<td></td>
<td>Put up a window display</td>
<td>Armand</td>
<td>National 4-H Week</td>
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<td></td>
<td>Plan a program on 4-H for the PTA</td>
<td>Luisa</td>
<td>January</td>
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<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>
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<tr>
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</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>
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</thead>
<tbody>
<tr>
<td></td>
<td>(1st week: National 4-H Week; Halloween)</td>
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<td></td>
<td>(Thanksgiving)</td>
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<tr>
<td>December</td>
<td>January</td>
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<tr>
<td>(Christmas; Hanukkah)</td>
<td>(New Year's Day; Martin Luther King Jr. Day)</td>
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<tr>
<td>February</td>
<td>March</td>
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<tr>
<td>(Presidents' Birthdays; Valentine's Day)</td>
<td>(St. Patrick's Day)</td>
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<tr>
<td>April</td>
<td>May</td>
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</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: ___________________________________________________________________
    ____________________________________________  ____________________________
    ____________________________________________  ____________________________
    ____________________________________________  ____________________________
    ____________________________________________  ____________________________

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: ___________________________

______________________________

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______________________________

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: ________________________________

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Unfinished Business ___________________________________________________________________

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New Business ______________________________________________________________________

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Program (Presentations, demonstrations, hands-on activities)

Activity: ___________________________  Led by: ________________________________

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__________________________________________________________________________

Recreation

Activity: ___________________________  Led by: ________________________________

__________________________________________________________________________

Other assignments and next meeting reminders ________________________________________
Meeting Plans

Date ____________  Time __________  Place ________________________________

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Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)
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Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)
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Program (Presentations, demonstrations, hands-on activities)
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Activity: ____________________________ Led by: ____________________________

______________________________________________________________________________

Other assignments and next meeting reminders ________________________________________
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Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)

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Activity: ________________________________  Led by: ________________________________

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Activity: ________________________________  Led by: ________________________________

Other assignments and next meeting reminders ________________________________
Meeting Plans

Date ____________ Time _________ Place ________________________________

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Opening (Pledge of Allegiance, 4-H Pledge, songs, etc.)
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Date ________________  Time __________  Place ____________________________

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

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Reports of Committees ________________________________

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Unfinished Business ________________________________

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New Business ________________________________

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Adjournment of Business Meeting

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

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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: ___________________________

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New Business ________________________________

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Adjournment of Business Meeting

Program (Presentations, demonstrations, hands-on activities)

Activity: ___________________________  Led by: ___________________________

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Recreation

Activity: ___________________________  Led by: ___________________________

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Other assignments and next meeting reminders ________________________________

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17
Meeting Plans

Date _______________ Time __________ Place ____________________________

Call to Order

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

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Roll Call

Reading of Minutes

Treasurer’s Report

Reports of Committees ________________________________________

__________________________________________________________

Unfinished Business __________________________________________

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New Business _______________________________________________

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Adjournment of Business Meeting

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

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__________________________________________________________

__________________________________________________________

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:__________________________________________________

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_____________________________________________________

## 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

_____________________________________________________

19
Meeting Plans

Date ______________ Time __________ Place ____________________________

Call to Order

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

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Reports of Committees _________________________________________________
________________________________________________________________________

Unfinished Business _____________________________________________
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New Business _____________________________________________
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Adjournment of Business Meeting

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

Other assignments and next meeting reminders ____________________________