



# 4-H Club Planning Workbook



## CLUB GOALS, CALENDAR, AND MEETING PLANS

A 4-H club plan really helps a club run smoothly. This planning workbook gives you a place to record your plan.

As officers, you need to assist your members and leaders in developing your annual plan including your club goals, calendar of club meetings and detailed meeting plans. Involving your club members in planning your programs will be a key step in your success for the year.

At the end of this workbook is also the club recognition standards for 4-H clubs throughout the state. You, your members and leaders, may want to review this as you begin your planning if you want to excel and be recognized for your work.

Part of the expectations as you form a club, and each year following, is that you submit your club plans to the County Extension Office updating your club records as you re-enroll membership annually. To do this, just copy pages 2,4-5 and 14 in this workbook and send to your county 4-H office. This gives the 4-H staff a record of your club 's planned activities and will help them help you.

Part of this plan might also be identifying community service project ( s ) you and your club members want to conduct this year. Be sure to include these on your calendar.

*For Club Leaders:*

The Guide "Planning the 4-H Club Program" ( 4 H GCL 20 ) has been developed to assist you and your club in developing your annual club program.

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Other publications to help you and your club function are:



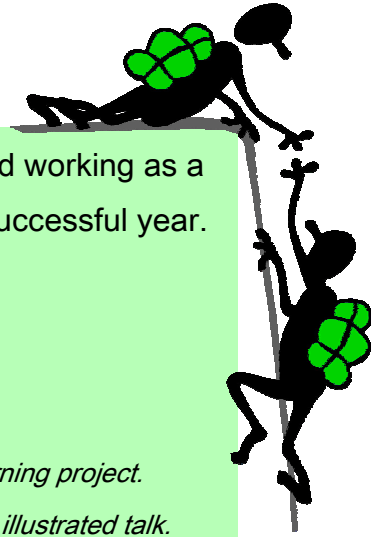
4H GCM 11 Florida 4-H Officers ' Handbook

4H GCR 01 Florida 4-H Club Secretary Book

4H GCR 02 Florida 4-H Treasurer Book



## CLUB GOALS



Begin your club year by establishing goals. Brainstorming and working as a group will help you get everyone engaged in planning for a successful year.

*Example of Club Goals:*

- 1. Enroll 5 new members*
- 2. Increase family participation*
- 3. Have 100% of members complete at least one project record.*
- 4. Have 100% of members participate in one community service-learning project.*
- 5. Have at least 50% of members give at least one demonstration or illustrated talk.*

Your CLUB GOALS for this year:


*Reminder:*

Copy your goals (this page) and calendar ( pages 4-5) and submit to your County 4-H office. As you plan, if you need assistance or help from your 4-H agent, use the request form on page 14 to record these. Include a copy of this with your annual club program plans and membership re-enrollments.

## CLUB CALENDAR, AND MEETING PLAN



Next, as a group, plan the learning experiences, special activities, events like fundraising and community service events that your members would like to do as a club for the year. Be sure to try to

involve all members in some responsibilities throughout the year.

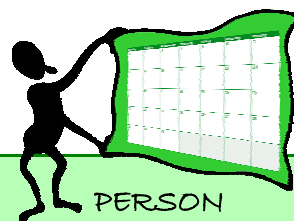
### Examples:

MONTH	PROGRAM, EVENT OR ACTIVITY	DATE AND TIME	PLACE	PERSON RESPONSIBLE
September	Regular Club meeting topic: Energy	Monday, 8th, 7:30 p.m.	Jim's house	Jim to contact speaker
	Conservation Beef project meeting	Monday, 8th, 5:00 p.m.	Jim's barn	Jim, Tom, Mr. Lynch
	City Council	Monday, 15th, 7:00 p.m.	County 4-H office	Club Officers

DATE: September 8th	PROGRAM TOPIC: Energy Conservation
<b>JOB:</b>	<b>PERSON RESPONSIBLE:</b>
<b>Business</b>	
Arrange for meeting place	Sara
Plan business agenda	Daniel
Lead pledge to American flag/4-H Pledge	Joanna
<b>Education</b>	
Contact program presenter	Mark
Introduce speaker or presenter	Kris
Present Demonstration/Illustrated Talk	Katelyn
<b>Recreation</b>	
Lead recreation	Natalie
Lead singing, icebreaker, or team building activity	Bruce
Provide refreshments	Kendra



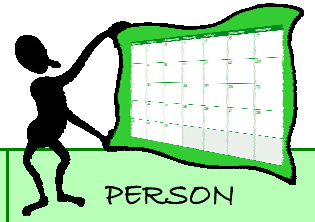
# CLUB CALENDAR



MONTH	PROGRAM, EVENT OR ACTIVITY	DATE & TIME	PLACE	PERSON RESPONSIBLE
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				
FEBRUARY				



# CLUB CALENDAR



MONTH	PROGRAM, EVENT OR ACTIVITY	DATE & TIME	PLACE	PERSON RESPONSIBLE
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				



# CLUB MEETING PLANS



DATE:		PROGRAM TOPIC:	
JOB:		PERSON RESPONSIBLE:	
<b>Business</b>			
Arrange for meeting place			
Plan business agenda			
Lead pledge to American flag and 4-H Pledge			
<b>Education</b>			
Contact program presenter			
Introduce speaker or presenter			
Present Demonstration or Illustrated Talk			
<b>Recreation</b>			
Lead recreation			
Lead singing, icebreaker, or team-building activity			
Provide refreshments			



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# Standards of Excellence for 4-H Clubs and Groups



Check the following *Club Performance Standards* completed during the 4-H year. Documentation may come from meeting minutes, scrapbooks, photos, newspaper articles, letters, etc., and should be attached to this form.

Club/Group Name _____	
County _____	
Club/Group President Signature _____	Date _____
Organizational Volunteer Signature _____	Date _____
Total Number of checked responses for the 20 Excellent Standards _____	

## Club Performance Standards

- \_\_\_\_\_ 1. Club/group had a planned annual program that includes group goals. (*Ex: recruit 4 new members; 75% of members will attend camp; all members will choose one county learning activity to attend*)
- \_\_\_\_\_ 2. Club/group members were actively involved in planning the club/group 's annual program.
- \_\_\_\_\_ 3. Club/group selected an area of focus for their annual program. (*Ex: health & fitness; environmental science; pet care; community service; intercultural understanding*) *OR club/group is represented in the community, by serving on a committee, council or board with adult partners.*
- \_\_\_\_\_ 4. Club/Group members were involved in implementing the annual program/activities. (*Ex: planning and bringing snacks; leading the pledges; calling club/group members for a meeting or assignment; presenting a demonstration; organizing a tour; introducing a speaker; leading recreation; teaching others*)
- \_\_\_\_\_ 5. A calendar for the year was printed and distributed to members, parents, volunteers, and the local Extension Office. (*Ex: identify meetings dates, locations, educational programs; special projects; social events; county or district events*)
- \_\_\_\_\_ 6. All members were invited and at least 75% of club/group members were involved in at least nine club/group activities during the year. (*Ex: meetings; club/group tours; recognition event*)
- \_\_\_\_\_ 7. Club/Group officers were elected or appointed, and fulfilled their leadership roles.
- \_\_\_\_\_ 8. Club/Group completed at least one ( 1 ) community service project.



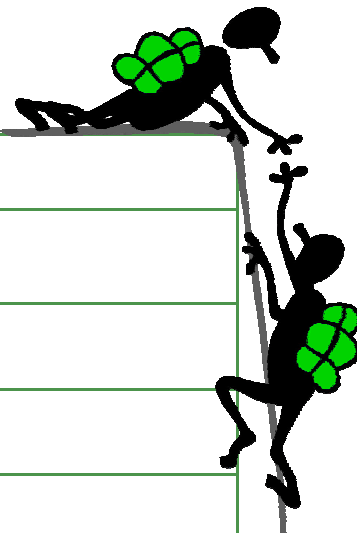
## Club Performance Standards (continued)

- \_\_\_\_\_ 9. Club/Group completed at least one ( 1 ) promotion activity that promotes 4-H visibility at the community or county level. (*Ex: participating in a community parade; radio interviews during National 4-H Week; project displays in business windows; or doing website development for County Extension office.* )
- \_\_\_\_\_ 10. Club/Group has completed at least one ( 1 ) project that promotes 4-H visibility at the county, multi-county, district, state, multi-state, national or global level.
- \_\_\_\_\_ 11. Club/Group recruited at least one ( 1 ) project volunteer for at least 75% of the member ' s project learning areas.
- \_\_\_\_\_ 12. At least 75% of the members made progress toward individual 4-H project goals.
- \_\_\_\_\_ 13. Group developed a method to communicate with families at least three ( 3 ) times per year regarding club/group activities, education, and achievements. (*Ex: newsletters; e-mails; calling tree; group activity that includes families*)
- \_\_\_\_\_ 14. Club/Group planned at least one ( 1 ) activity to include parents and families in club/group activities. (*Ex: project showcase; skating party; tours; recognition event* )
- \_\_\_\_\_ 15. Members took part in a variety of non-competitive activities and/or meetings beyond the 4-H club/ group level. (*Ex: county project workshops; council meetings; interstate exchange programs* )
- \_\_\_\_\_ 16. A scheduled recognition event was held for members, volunteers and parents.
- \_\_\_\_\_ 17. Club/group planned and implemented at least one multi-club activity. (*Ex: doing multi-club community service; several clubs managing a community or county event; conducting a multi-club learning or social event* )
- \_\_\_\_\_ 18. Members participated in competitive 4-H events beyond the club/group level. (*Ex: county events; district events; state fair; project area competitions* )
- \_\_\_\_\_ 19. 4-H club/group consistently had a safety/supervision ratio of 1 adult to 10 youth.
- \_\_\_\_\_ 20. The racial/ethnic composition of the club reflects the diversity of the surrounding community. (If club does not reflect the diversity of the community, then successful efforts to contact minority citizens in person, by mail, and through mass media may be used. Work with your county 4-H agent for help achieving this goal.)

12-13 Checked of 20 questions = **BRONZE Clover Club Award**  
14-15 Checked of 20 questions = **SILVER Clover Club Award**  
16-17 Checked of 20 questions = **GOLD Clover Club Award**  
18-20 Checked of 20 questions = **EMERALD Clover Club Award**



# ASSISTANCE NEEDED IN CARRYING OUT OUR CLUB PLANS




Name of Club:

Meeting Location:

Meeting Date and Time:

Leader's Name:

President:	
Vice-President:	
Secretary:	
Treasurer:	
Recreation Leader:	



## THE 4-H PLEDGE

**HEAD**

*I pledge...*

**HEART**

*my Head*

*to clearer thinking*

*my Heart*

*to greater loyalty*

**HANDS**

*my Hands*

*to larger service*

*and my Health*

**HEALTH**

*to better living*

*for my club*

*my community*

*my country*

*and my world.*



The HEAD represents:

1. Thinking, planning and reasoning.
2. Gaining new and valuable knowledge.
3. Understanding the whys.

The HEART represents:

1. Being concerned about the welfare of others.
2. Accepting the responsibilities of citizenship.
3. Determining the values and attitudes by which to live.
4. Learning how to live and work with others.
5. Developing positive attitudes.

The HANDS represent:

1. Learning new skills.
2. Improving skills already known.
3. Being useful, helpful, and skillful.
4. Developing respect for work and pride in accomplishment.

The HEALTH represents:

1. Practicing healthful living.
2. Enjoying life.
3. Using leisure time wisely.
4. Protecting the well being of self and others.

The 4-H Pledge, first adopted in 1927, summarizes 4-H as the four-fold development of youth through the Head, Heart, Hands and Health.

1. This document is 4H GCW 20 or DLN 4H013, one of a series of the Florida 4-H Youth Development, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, November 2007. Please visit the 4-H Website at <http://florida4H.org>.
2. Joy Jordan: contact person, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville, 32611.
3. This information was revised by Joy Jordan, 4-H Youth Development Specialist, Dale Pracht, Community Based Organizational Systems in 4-H Youth Development, Department of Family Youth and Community Sciences, and Judy Butterfield, Regional Specialized Agent, 4-H Youth Development, IFAS, University of Florida.

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