



## Answers Unit 1E

What are the five reasons for planning club meetings in advance?

1. **Makes more interesting and better-balanced meetings.**
2. **Allow members to take part.**
3. **Gives families a feeling of security and direction.**
4. **Sets an example and provides experience in planning ahead.**
5. **Helps distribute the leadership and various responsibilities.**

What are the six steps for planning a club program?

1. **Study Situation**
2. **Establish Goals**
3. **List Possible Activities**
4. **Choose the Best Activities**
5. **Contact Resources for Educational Programs**
6. **Complete a Master Calendar**

What does the planning committee do with the tentative plan once it is complete?

**Present the plan to the club for changes and final approval.**

What is the name of the form available, at the county office, used for planning club meetings?

**Monthly 4-H Meeting Planning Guide**

What kind of club end of year report is required in your county? Visit with your County Extension Agent if you do not know the answer.

**Secretary Record Book**

What is the name of the form used to submit the club's annual financial accounting?

**Annual Report of the 4-H Club Treasurer**

Can the club use a report generated by an electronic record keeping system?  Yes  No