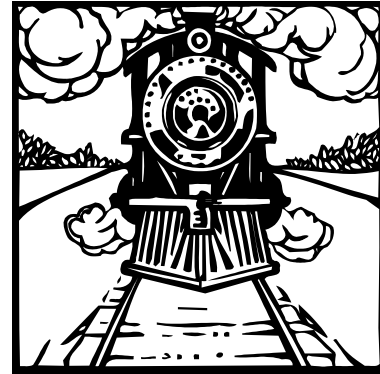


## Staying on TRAC with Program Planning

Successful 4-H club work requires planning on the part of the member and the club.

Planning the year's program is one of the most important responsibilities a volunteer will have for reaching members. The success or failure of the club to expand, interest new members, and retain current membership depends largely on the programs and activities planned and carried out. A well-balanced and preplanned program provides a solid foundation for a successful year. Planning 12 months in advance...

1. Makes more interesting and better-balanced meetings.
2. Allows member 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.



Each club will be unique in its membership. Therefore, it is necessary to plan the program accordingly. A good program for regular club meetings will reflect the interests and needs of ALL members.

### PLANNING A CLUB PROGRAM – “4-H CLUB PROGRAM PLAN” (F-467)

The steps to follow in planning a club program are:

1. Study Situation: At this step, consider the previous years' programs, the characteristics, talents, and needs of the 4-H club, the members, and your community.
2. Establish Goals: Goals are the things that the organizational leader, parents, and members would like to accomplish in the coming year.
3. List Possible Activities: Make a master list of community and 4-H activities related to the goals.
4. Choose the Best Activities: The club members can't take part in all of the possible activities. Choose the activities best suited to accomplish the goals set forth, the membership needs, interests, and desires.
5. Contact Resources for Educational Programs: Make contact with people and resources that can assist the club in accomplishing the established goals.
6. Complete a Master Calendar: Develop a master calendar, which includes the activities, educational programs/lessons, which will assist the club in reaching its goals.

The planning role of an organizational leader will vary greatly with the age of the club members and the individual's personality. With younger members, you will do most of the planning yourself with the help of the parents, your Extension Staff and other volunteers.

## CARRYING OUT THE PLAN

The system used and how your club carries out the steps in the planning process will depend mainly upon the size of the club and the ages of the members.

Committees and sub-committees function very well when the group is large. A permanent or "standing" program planning committee with club officers, teen leaders, adult volunteers, and parents represented may discuss the club's interests, needs, and goals.

The committee will prepare a tentative plan for the year. The tentative plan should then be presented to the club for changes and final approval.

After the club has approved the planned program, a copy should be made and distributed to each family and the County Extension Office.

"4-H Club Program Books", (M-683), are available from the Extension Office to assist in planning the 4-H program in your community. The forms should be filled out at the beginning of the club year for the entire year and used as a guide with changes being made as needed.

The planning procedure just presented is aimed primarily at the organizational leader and the project leader.

Project leaders will meet and plan with 4-H members who are enrolled in the particular project.

## END OF YEAR REPORTING

Each club should complete and submit an end of year report of club activities to the county Extension office. The report may be a form and procedure used in your county or it may be a club scrapbook, or secretary's book. Visit with the Extension Agent for details.

All clubs are responsible for providing an annual financial accounting report to the Extension Office for any funds raised or collected in the name of 4-H. The report must include the bank name, account number, and balance. Follow the guidelines in the, "the 4-H Club Treasurer Record Book", (F-1019), for handling money, record keeping and reporting purposes.



**Important  
People**

## 4-H Volunteers & Parents

The Mississippi 4-H Program is committed to providing County Volunteer Training on the local, county, district and state levels. The training opportunities provide individuals with positive social interaction with their peers and an opportunity to exchange ideas. For your personal development and 4-H skill enhancement watch your county newsletter for details and check out the Mississippi 4-H home page at <http://msucares.com>, for district and state competition.



Division of Youth  
MSUC 10'

**4-H Volunteers needed to**

- **Create a learning environment for youth and adults**
- **Structure learning experiences for youth and adults**
- **Help the learner interact with the information**

**Mississippi State University Extension Service  
4-H Youth Development  
[www.http://msucares.com](http://msucares.com)**

## KEEPING THE COUNTY OFFICE INFORMED

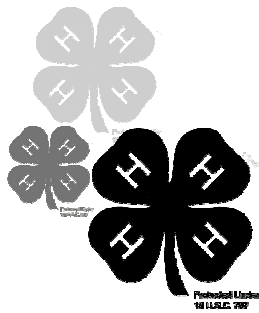
Activities and Intent Form – One of the responsibilities of the local club volunteers is to keep the Extension Office informed of activities taking place outside of the regular local club meeting. A form is available that will assist in planning an activity, as well as function as a checklist for identifying and working through liability and risk issues. The form should be turned in to the county office prior to the club function. *This form is only completed when your club has planned and is responsible for an activity that is taking place outside of the regularly scheduled meeting.*



The form is not necessary for county, district or state events being planned and conducted by entities outside the responsibility of your local club.

**MASTER CALENDAR OF 4-H CLUB PLANS**

<p><u>October</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>	<p><u>November</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>	<p><u>December</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>
<p><u>January</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>	<p><u>February</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>	<p><u>March</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>
<p><u>April</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>	<p><u>May</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>	<p><u>June</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>
<p><u>July</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>	<p><u>August</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>	<p><u>September</u></p> <p>4-H Meeting &amp; Date Educational Program/Lesson Special Activities of Club &amp; Date(s).</p>



## Review Questions Unit 1E

Name \_\_\_\_\_ County \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Club \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ Date Completed \_\_\_\_\_

A minimum of three (3) 4-H Volunteer Self Study Lessons may be completed as one of the three necessary trainings required to maintain active status as a Certified 4-H Volunteer. The completed review questions from each lesson must be filed annually by the date specified by your county office.

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

1.

2.

3.

4.

5.

What are the six steps for planning a club program?

1.

2.

3.

4.

5.

6.

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

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

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.

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

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

Extension Office Use Only

Date Received by Extension Office \_\_\_\_\_ Reviewed by \_\_\_\_\_