



## Club Program Planning Answers

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

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

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 educator if you do not know the answer.

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