



## Club Program Planning

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, which is 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