Steps of 4-H Program Planning

Gather Information from members and adults.
Assess Needs.

Know the Big "Why"

Setting Goals
Specific Measurable Attainable Realistic Timeline

Steps to Reaching Goals

Reflect and Evaluate

Essential Questions
What are members interested in?
What goals do members have for their year?
What are the national, state and county 4-H goals?

Tools/Resources
*Design your own Clover
*"Green Light, Yellow Light, Red Light" from Program Planning Activities

Essential Questions
Which Essential Element are you strengthening?
* Belonging
* Mastery
* Independence.
* Generosity
Are you intentionally planning for engagement, interaction, supportive environment, or safe environment?

Tools/Resources
*Essential Element Chart
*Youth Program Quality Assurance

Essential Questions
What do we want to make happen this year? How will we know we’ve reached our goal?

Tools/Resources
*SMART Goals
*4-H Goal Setting Worksheet
*Club Charter

Essential Questions
What do we plan to do and how do we do it?

Tools/Resources
*4-H Club Annual Plan
*4-H Activity Planner
*Plan the Worst Event

Essential Questions
Reflection: What did you learn? What parts were challenging? What advice would you give others?

Evaluation: Have we reached our goals? What steps worked well? What steps needed improvement?

Tools/Resources
*4-H Program Planning Activities
Steps of 4-H Program Planning Worksheet

Gather Information from members and adults.

Assess Needs.

Know the Big “Why”

Setting Goals
- Specific
- Measurable
- Attainable
- Realistic
- Timeline

Steps to Reaching Goals

Reflect and Evaluate

Researched, designed and developed by Anita Harris, Barb Piehl, Anne Stevenson 8/2010
Design Your Own Clover!

I would like to learn…

We could help our community by…

Hobbies I could share with my club…

Just for fun we could…
**How To Design Your Own Clover**

4-H is for you – what you want to do in 4-H determines what you do. The things your club decides to do should be the things the members of your club want to do. Design your clover now.

I would like to learn…

- List here the things YOU want to learn.

We could help our community by…

- What do you think your community needs? What are some things you think your club could do? List them. If you think you could help by making a survey to see what other people think…write it here. You could do a demonstration on…

My hobbies I could share with my club…

- What are your hobbies? What do you like to do? It is possible that someone in your group would like to learn your hobby or maybe you would like to learn about someone else’s hobby. This will give you a chance to discuss learning from each other.

Just for fun we could…

- Every 4-H club needs activities “just for fun.” What suggestions do you have for this club?

Adapted from Mississippi State 4-H Youth Development Department, Information Sheet 701 – (09-01) by Joseph Campbell, Program Leader, Volunteerism, 4-H Youth Development, The Ohio State University.
SMART Goals

Goals should be SMART - specific, measurable, agreed upon, realistic and time-based.

S - specific, significant, stretching
M - measurable, meaningful, motivational
A - agreed upon, attainable, achievable, acceptable, action-oriented
R - realistic, relevant, reasonable, rewarding, results-oriented
T - time-based, timely, tangible, trackable

**Specific**
- Well defined
- Clear to anyone that has a basic knowledge of the project

**Measurable**
- Know if the goal is obtainable and how far away completion is
- Know when it has been achieved

**Agreed Upon**
- Agreement with all the stakeholders what the goals should be

**Realistic**
- Within the availability of resources, knowledge and time

**Time Based**
- Enough time to achieve the goal
- Not too much time, which can affect project performance
## 4-H Goal Setting Worksheet

<table>
<thead>
<tr>
<th>Essential Element/Youth Program Quality Assurance</th>
<th>Action: What you will do or how you will do it.</th>
<th>Measurable: how often, how much, how many, etc.?</th>
<th>Timetable: By when will you do this step?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Mastery</td>
<td>The Livestock Comm. will host a Livestock Day Camp for new members/families to teach fitting and grooming. Older members will help teach the workshops assisted by adult leaders.</td>
<td>25 new members will attend. 5-10 youth leaders will help teach or lead other activities at the day camp. At the end of the day we will discuss with members what they have learned.</td>
<td>Late May</td>
</tr>
<tr>
<td>Example: Interaction &amp; Generosity</td>
<td>Our club will do community service activities. Members will do community scanning to identify needs, use “Matter of Opinion” activity to select a service project.</td>
<td>1 activity, 50% of members will participate in each one.</td>
<td>This club year.</td>
</tr>
</tbody>
</table>
4-H Club Annual Plan

4-H club officers and adult advisors should meet at the beginning of the year and before each club meeting to plan activities and set the business meeting agenda, educational program, and recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation (15-20 minutes), business (20-30 minutes), and program (up to 30 minutes). Conclude the meeting with nutritious refreshments. The meeting sequence should be arranged to meet the needs of members, program guests, or club preference. Use this form and your county 4-H calendar of events to organize your club meetings and your annual plan. Some Extension Offices require that this plan be submitted at the beginning of the year. A copy should be included in the Secretary’s Book. See sample plan on back page. Begin to complete a plan for an activity you work with in your 4-H volunteer role.

<table>
<thead>
<tr>
<th>Month Date</th>
<th>Business Agenda</th>
<th>Program Agenda</th>
<th>Recreation Agenda</th>
<th>Community Service-Learning Project</th>
<th>Essential Elements</th>
<th>Special Events</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Events, Activities, Items for group decision</td>
<td>Educational program or Activity, Speakers, Demonstrations</td>
<td>Singing, games, team building, refreshments.</td>
<td></td>
<td>Belonging– B</td>
<td>Club, County, District, State</td>
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<td>Independence– I</td>
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<td>Generosity– G</td>
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<td></td>
<td>Mastery– M</td>
<td></td>
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<tr>
<td>Aug</td>
<td>Elect officers Hand out enrollment forms</td>
<td>Parliamentary procedure Make posters for National 4-H week.</td>
<td>Picnic; Get acquainted melon seed splitting contest</td>
<td>Brainstorm ideas for service-learning</td>
<td>Host greeter – B Picnic – B &amp; G Name game – B Service learning brainstorm - G</td>
<td>Club Family Night County Leader’s Council Mtg.</td>
</tr>
<tr>
<td>Sept</td>
<td>Install Officers Collect enrollments Appoint National 4-H wk promotion comm Planning comm get OK for year’s; program; Hand out yearly plan</td>
<td>Present completion certificates and seals. Return record books Explain record keeping Project reports by members Judging - apples</td>
<td>Halloween Game</td>
<td>Announce fire prevention survey in October</td>
<td>Host greeter – B Certificates-M Approve Program–B Proj rprt – I &amp; M Judging – M &amp; I Game – B Plan fd baskets-G</td>
<td>National 4-H Week Recognition Night County Leader’s Council Mtg. Fall Leader Update</td>
</tr>
<tr>
<td>Nov</td>
<td>Announce Officer’s Training; Announce judging events Report on food baskets; Remind to bring gift for Holiday party in Dec.</td>
<td>demonstrations by members Project reports by members Judging - raincoats</td>
<td>Holiday party</td>
<td>Plan for Christmas food boxes Deliver Thanksgiving food baskets</td>
<td>Host greeter – B Games – B Service –G Judging-M&amp;I</td>
<td>Beef weigh –in County youth leadership workshop!</td>
</tr>
<tr>
<td>Dec</td>
<td>Announce Pub Sp Con Announce fair dates Report on Christmas food boxes.</td>
<td>Make valentines for nursing home demonstrations by members; Project reports by members</td>
<td>Action songs and games</td>
<td>Deliver Christmas food boxes. Plan for visit to nursing home in February</td>
<td>Host greeter –B games – B Service – G Demos – M&amp;I Proj reports- M&amp;I</td>
<td>Swine weigh-in Officer’s Training County Leader’s Council meeting</td>
</tr>
<tr>
<td>Jan</td>
<td>Finish fund-raising project Announce record due date Announce fair cleanup Orientation and potluck</td>
<td>demonstrations by members Project reports by members</td>
<td>Valentine Game</td>
<td>Plan for tree-planting in March</td>
<td>Host greeter – B Water proj – G Games –B Demos- M&amp;I Proj reports – M&amp;I</td>
<td>Sheep weigh-in Fair entry forms due Leader’s Forum County Leader’s Council Mtg.</td>
</tr>
<tr>
<td>Feb</td>
<td>Report on Leaders forum; Report on nursing home visit Remind record due date</td>
<td>Demonstrations by members; Project reports by members Explain record keeping</td>
<td>St. Patrick’s game</td>
<td>Visit nursing home; Plan for partnering with city on water harvesting project</td>
<td>Host greeter – B Water proj – G Games –B Tree planting-G Proj reports-M&amp;I</td>
<td>Communications Rodeo County Leaders Council mtg.</td>
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<tr>
<td>Apr</td>
<td>Remind about Teen Conference Remind 4-H camp</td>
<td>Speaker: from humane society to talk about spaying and neutering</td>
<td>Host greeter-B Proj reports – M&amp;I</td>
<td></td>
<td>County Leaders Council mtg.</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Announce Ambassador Retreat Report water harvest</td>
<td>Project reports by members</td>
<td>Relay games</td>
<td>Three weekends to work on water harvesting project</td>
<td>Water proj – G Games –B Proj reports – M&amp;I</td>
<td>County Leaders Council mtg.</td>
</tr>
<tr>
<td>Jun</td>
<td>Report of Teen conference Report water harvest</td>
<td>Project reports by members</td>
<td>Club picnic Folk games</td>
<td>Complete water harvesting project</td>
<td>Host greeter – B Water proj – G; Proj reports – M&amp;I Games -B</td>
<td>County Leaders Council mtg.</td>
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</tbody>
</table>
The 8 W’s
Of Project Planning

1. **WHAT** are you planning to do?
   ____________________________________________________________

2. **WHY** do you want to do this project? **WHO** will benefit?
   ____________________________________________________________

3. **WHEN** and **WHERE** will the activity take place?
   Date:_________ Time:_________ Location:_________

4. **WHO** needs to approve the project?
   ____________________________________________________________

5. **WHAT** funds are needed to do this activity?
   ____________________________________________________________

6. **WHAT** kind of publicity is needed? **WHEN**?
   Type of publicity                                      When needed?
   ____________________________________________________________
   ____________________________________________________________

7. **WHO** will do the WORK?
   Task                    Person Responsible    Date Due
   ______________________  ________________________  _________
   ______________________  ________________________  _________
   ______________________  ________________________  _________
8. We’re Done!! Was it Worthwhile?

What went well?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What didn’t work so well?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What would you do differently next time?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Who needs to receive a thank you note?

Name: __________________ Who will write it: __________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
4-H Activity Planner

Activity Name: ________________________________
Time Required: _______ Intended Grades: _______ Max/Min Number Youth: _______
Goal including Essential Element: _____________________________________________
Activity Description: ________________________________________________________

Activity Leader (Youth and adult): ____________________________________________
Other Volunteers, Adults, Special Guests: ______________________________________

Supplies Needed:

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<th>Supplies Needed</th>
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Preparation Required:

<table>
<thead>
<tr>
<th>What needs to be done</th>
<th>By When</th>
<th>Who is Responsible</th>
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Activity Breakdown: (For example, 10 minutes to introduce and demonstrate an art project, 20 minutes to work on project, and 5 minutes to clean up)

<table>
<thead>
<tr>
<th>Length of Time</th>
<th>Activity</th>
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Alternative if activity doesn’t go as planned:
Planning Tool: Plan the Worst Event in 4-H History

Fill the top half of each shape with a specific strategy for making sure your event is a failure.

After discussing the worst event ever, write down the opposite of what you wrote in the top to ensure that your event is a success.

Event: __________________________