



4-H CLUB ANNUAL PLANNING FORM



YEAR _____ DUE DATE – NOVEMBER 1

A. 4-H Club Name: _____

Leader's Name: _____ Email: _____

Regular Club Monthly Meeting Days: _____

Meeting Place: _____ Time: _____

B. Number of Members: _____ Age Range: _____

Club Interests this year:

C. MAJOR COMPONENTS OF CLUB'S ANNUAL PLAN

1. Recruitment and Promotion: List ways members are recruited and how your club promotes 4-H (ie. flyers, posters, etc.).

2. Community Service Project: List service projects your club is considering that will make a difference in the community.

3. 4-H Week Activities: List one or two activities your club will do to recognize National 4-H week.

4. Fundraising Activity: List activities your club will participate in to help raise money to attain its goals.

5. Club Recognition Events: List ways your club will recognize members, leaders and parents for their participation in the 4-H program.

6. Educational Programs/Speakers/Tours/Field Trips: List any activities your club will do to achieve its educational goals.

7. Please list any projects or leaders you already have in place.

4-H Club Project	Project Leader

8. Does your club plan to complete project books this year?

9. Please list your club officers:

Office	Name

10. When are officers meetings scheduled?

D. MONTHLY MEETINGS AND ACTIVITIES

1. Who will plan the agenda?

2. Will committees be formed? If so, please list names of the committees and the chair of each committee.

Name of Committee	Chairperson

3. How will activities be planned?

4. How will projects be conducted?

5. How will member presentations be planned?

6. How will recreation and refreshments be planned?

Tips for completing the following portions:

1. Complete the Annual Goal Setting form by using the guide, 4-H club plans and goals, in this section of the manual.
2. The goals defined for the club should be used when planning educational portions of club meetings, club activities and community service activities.
3. The Annual 4-H Club Plan might have the following components for each month. Remember this components when setting goals for your club and include them in your monthly meetings:
 - a. Educational program – any speakers or educational activities you have planned for the club meeting or any clinics offered during the month
 - b. Activities/Events – list any activities your club has planned (ie. bowling, field trips, etc.)
 - c. Community Service – list any community service activities or planning your club might be doing
 - d. Fundraising – list any fundraising or planning your club might be doing

ANNUAL 4-H CLUB GOAL SETTING WORKSHEET EXAMPLE

Year: _____

GOAL	ACTION STEPS	NECESSARY RESOURCES	WHO	TIMELINE
<p><i>GOAL # 1. EXAMPLE</i> Increase the membership of XXX Club by 6 members through a campaign in which every member invites one friend to a club meeting during the first three months of the 4-H year."</p>	<p>1.Develop packet to market 4-H 2.Each member ID's 3.potential members 3.Deliver packets to potential members 4.Make follow-up call to parents</p> <p>Hold special club meeting for potential members and parents</p>	<p>1.Marketing materials from 4-H office 2.Phone numbers of potential members 3.Displays from 4-H Office 4.Member project displays 5.Refreshments</p>	<p>1.Marketing packets developed by Club Leader and Exec. Committee 2.Mrs. Smith will get phone #'s from members 3.4-H Agent will provide 4-H displays 4.Each Member will prepare project display 5.Club parents will bring refreshments</p>	<p>1.Packet developed by end of September 2.Packets delivered by mid-Oct. 3.Follow-up call made by end of Oct. 4.Special meeting held in Nov.</p>

ANNUAL 4-H CLUB GOAL SETTING WORKSHEET

Year: _____

GOAL	ACTION STEPS	NECESSARY RESOURCES	WHO	TIMELINE

4-H CLUB PROGRAM PLAN YEAR: _____

<p align="center">OCTOBER</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>	<p align="center">NOVEMBER</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>	<p align="center">DECEMBER</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>
<p align="center">JANUARY</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>	<p align="center">FEBRUARY</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>	<p align="center">MARCH</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>

<p style="text-align: center;">APRIL</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>	<p style="text-align: center;">MAY</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>	<p style="text-align: center;">JUNE</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>
<p style="text-align: center;">JULY</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>	<p style="text-align: center;">AUGUST</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>	<p style="text-align: center;">SEPTEMBER</p> <p>Goal #:</p> <p>Educational Program:</p> <p>Activities/Events:</p> <p>Community Service:</p> <p>Fundraising:</p>