

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 a activity you work with in your 4-H volunteer role.

Month Date Time Location	Business Agenda Events, Activities, Items for group decision	Program Agenda Educational pro- gram or Activity. Speakers, Dem- onstrations	Recreation Agenda Singing, games, team building, refreshments.	Community Ser- vice-Learning Project	Essential Ele- ments Belonging– B Independence– I Generosity– G Mastery– M	Special Events Club, County, District, State

Sample Annual Plan

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Aug	Elect officers Hand out enrollment forms Appoint •Planning comm	Parliamentary procedure Make posters for National 4-H week.	Picnic; Get ac- quainted melon seed spitting contest	Brainstorm ideas for service- learning	Host greeter – B Picnic – B & G Name game – B Service learning brain- storm - G	Club Family Night County •Leader's Council Mtg.
Sept	Install Officers Collect enrollments Appoint National 4-H wk promotion comm Planning comm get OK for year's; pro- gram; Hand out yearly plan	Present completion certi- ficates and seals. Return record books Explain record keeping Project reports by mem- bers Judging - apples	Halloween Game	Announce fire prevention survey in October	Host greeter – B Certificates-M Approve Program–B Proj rpt – I & M Judging – M & I Game – B Plan fd baskets-G	National 4-H Week Recognition Night County Leader's Council Mtg. Fall Leader Update
Oct	Plan •fund-raising proj for camp •Community Serv Activities	Give instructions on demos. Holiday gifts and decora- tions demonstrations by mem- bers Project reports by mem- bers	Thanksgiving Game	Reports of fire safety survey. Plan for Thanks- giving food bas- kets	Host greeter – B Plan service – G Demos – M & I Proj reports – M&I Deliver food baskets - G	Record book work- shop State 4-H Ambassa- dor Training Announce Western Regional Leaders Forum County Leader's Council Mtg.
Nov	Announce Officer's Training; Announce judging events Report on food bas- kets; Remind to bring gift for Holiday party in Dec.	demonstrations by mem- bers Project reports by mem- bers Judging - raincoats	Holiday party	Plan for Christ- mas food boxes Deliver Thanks- giving food bas- kets	Host greeter – B Games – B Service –G Judging-M&I	Beef weigh –in County youth leader- ship workshop!
Dec	Announce Pub Sp Con Announce fair dates Report on Christmas food boxes.	Make valentines for nursing home demonstrations by mem- bers; Project reports by members	Action songs and games	Deliver Christmas food boxes. Plan for visit to nursing home in February	Host greeter –B games – B Service – G Demos – M&I Proj reports- M&I	Swine weigh-in Officer's Training County Leader's Council meeting
Jan	Finish fund-raising project Announce record due date Announce fair cleanup Orientation and potluck	demonstrations by mem- bers Project reports by mem- bers	Valentine Game	Plan for tree- planting in March	Host greeter – B Water proj – G Games –B Demos- M&I Proj reports – M&I	Sheep weigh-in Fair entry forms due Leader's Forum County Leader's Council Mtg
Feb	Report on Leaders forum; Report on nursing home visit Remind record due date	Demonstrations by mem- bers; Project reports by members Explain record keeping	St. Patrick's game	Visit nursing home; Plan for partnering with city on water- harvesting project	Host greeter – B Water proj – G Games –B Tree planting-G Proj reports-M&I	Communications Rodeo County Leaders Council mtg.
Mar	Announce Teen Conf; Announce 4-H Camp; Report on Pub Sp Contest Report water harvest	Demonstrations by mem- bers Project reports by mem- bers Records check	Actions songs & games	Plant tree on school grounds Meet with city – water harvesting	Host greeter – G Water proj – G Games –B Proj reports – M&I	Record books due Fair cleanup Fair County Leaders Council mtg.
Apr	Remind about Teen Conference Remind 4-H camp	Speaker: from humane society to talk about spay- ing and neutering		Host greeter-B Proj reports – M&I	County Leaders Council mtg.	
May	Announce Ambassa- dor Retreat Report water harvest	Project reports by mem- bers	Relay games	Three weekends to work on water harvesting project	Water proj – G Games –B Proj reports – M&I	County Leaders Council mtg.
Jun	Report of Teen con- ference Report water harvest	Project reports by mem- bers	Club picnic Folk games	Complete water harvesting project	Host greeter – B Water proj – G; Proj re- ports – M&I Games -B	County Leaders Council mtg.