

# **Sample Action Plan**

## **Clover County S.A.F.E. Action Plan**

### **Meeting Agenda for Club Practices**

#### **Range Set up**

Range set up by appointed committee members prior to practice.

#### **Call to Order**

President calls the meeting to order.

#### **American & 4-H Pledge**

President leads American and 4-H Pledges

#### **Inspiration**

Vice President presents a Poem, inspirational or motivational thought

#### **Attendance**

Secretary take attendance

#### **Announcements**

President makes announcements provided by the coaches and the secretary collects and provides any appropriate paper work for members

#### **Range Rules**

Safety Officer reviews range rules and provides safety tip for the day.

#### **Activity / Recreation**

Team Building Activity or recreational Activity will be lead by coach our youth at this time. Community Service Projects should be lead at this time

#### **Program**

Lesson from Shooting Sports Curriculum will be lead by coaches at this time or 4-H'ers will work on Mastering Skills learned in previous lessons.

#### **Range Clean up**

Range clean up by appointed committee members after practice.

### **S.A.F.E. Club Officers**

Clover County Shotgun Club will have have a set of club officers that are responsible for helping plan and implementing club activities. In addition, officers shall be responsible for conducting monthly (or weekly) business portion of the S.A.F.E. practice. Officers for each club shall consist of: President, Vice President, Secretary and Safety Officer. The

duties of each officers area as follows:

**President:** The 4-H President's job is to help everyone in the club work together. The president presides at meetings, helps the coaches assign responsibilities, and works with the club leader and volunteers.

**Vice President:** The Vice President takes the place of the president if he/she is absent. The vice president is in charge of the inspiration, thought for the day or vespers for each meeting. In addition, the vice president may also be assigned to review the range rules before each practice.

**Secretary:** The secretary is responsible for taking role at each In addition, it is the responsibility to collect forms and ensure that each member takes home information provided by the coaches.

**Safety Officer:** The Safety Officer is responsible for for reviewing the range rules at each practice. In addition, the safety officer will observe for any rule violations and report to the coaches immediately.

## **Range Committee Members**

Clover County Shotgun Club will select range committee members that will be responsible for setting up prior to each practice and cleaning up the range after practice. There will be four range committee members assigned to set and four assigned to clean. New range committee members will be selected every 4-6 weeks so each member serves as part of the committee.

## **\* Other opportunities for leadership**

A 4-H'er may be assigned the responsibility to plan or led a community service project at practice.

Older 4-H'er can be assign to assist younger members or experienced 4-H'ers can be assigned assist new members with techniques or concepts.

A 4-H'er may be assigned the responsibility to led a team building activity.