

## MATERIALS

1. Power Point slides or posters of:
  - Tips for Developing a Yearly Plan
  - Constructing a Yearly Plan
  - Ideas for Gathering Information and Suggestions
  - Clover Survey
  - Setting Goals
  - Examples of Club Goals
  - A Typical 4-H Program Plan
2. One Clover Survey handout for each participant
3. Easel with markers
4. Tape
5. Copies of Appendix, Lesson 12 handouts if participants are not receiving 4-H 101 curriculum

## OBJECTIVES

1. To practice making a yearly 4-H Club plan
2. To provide ways to incorporate youth in planning yearly club activities

## TIME

1 hour

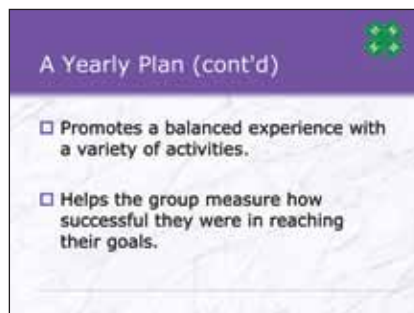
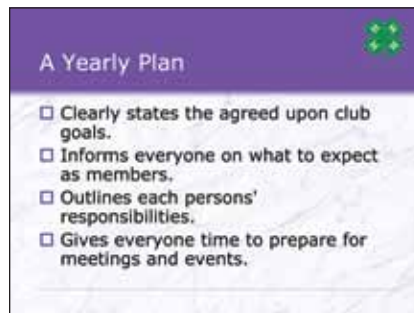
# LESSON 12

## Planning the 4-H Club Year

4-H PRKC: Youth Program Development (domain): Program Design; Program Implementation (topics)

### WHAT TO DO

Show Power Point slides or poster of Tips for Developing a Yearly Plan.



### WHAT TO SAY

In this lesson we will continue our conversation about supporting and maintaining 4-H Clubs. This lesson addresses efforts to involve club members in preparing a yearly club plan.

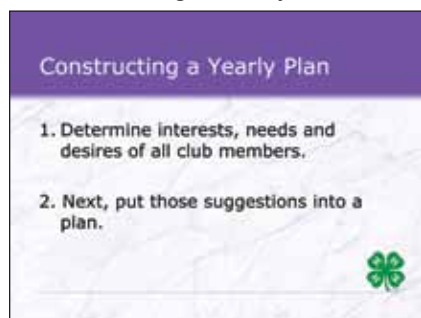
Youth learn leadership skills by taking part in organizing the club, deciding what the club will do during the year and writing the rules for group behavior. Young people have more ownership in activities and projects they have planned. Adult leaders can facilitate the process but should not be the ones deciding what a club will do.

A well-developed yearly club plan gives guidance and direction to club members. It will:

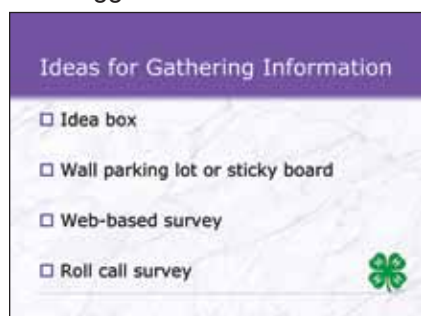
- clearly state the agreed-upon club goals;
- inform everyone on what to expect as members of the club;
- outline each persons' responsibilities;
- give everyone ample time to prepare for meetings and events;
- promote a balanced experience with a variety of activities;
- help the group measure how successful they were in reaching their goals.

## WHAT TO DO

Show Power Point slide or poster of Constructing a Yearly Plan.



Show Power Point slide or poster of Ideas for Gathering Information and Suggestions.



## WHAT TO SAY

Now let's talk about how to actually put the plan together. This process involves two steps:

- 1) Determine the interests, needs and desires of all the members of the club. It is important to involve everyone in the club in identifying the things they would like to learn and the activities in which they would like to participate.
- 2) Next, you need to put those suggestions into a plan.

There are many ways to discover what youth and parents would like from their 4-H experience. Everyone should have an opportunity to provide input. Here are some ways to encourage club members to share ideas.

Use an idea box, which can be a decorated shoe box or plastic container. Explain its purpose at an open house or meeting. Provide blank pieces of paper for suggestions to be put in the box for the upcoming 4-H year.

Use a wall parking lot or sticky board in an area easily accessible to youth. As youth arrive at a meeting, ask them to write on a self-adhesive note or brightly colored paper at least one thing they would like to do, learn, or make in 4-H.

Ask teens to develop a web-based survey to gather information from all club members.

During roll call, ask members to answer with a suggestion for a club activity, program, or goal for the coming year. Place responses on an easel or poster board for later discussion.

## WHAT TO DO

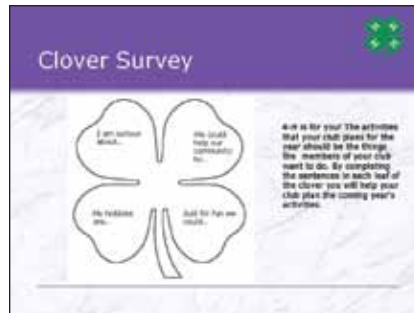
## WHAT TO SAY

Today we are going to participate in an activity that many 4-H staff and volunteers use as a way to gather information from club members. It can be used with all age groups, though you may wish to partner 7-8 year olds with an older youth to help with writing. Each club member should complete the survey and return it to the planning committee. A copy of this handout is included in the Appendix.

Let's assume that our 4-H club is a multi-project club that has members ranging from 9-16 years old.

Give each participant a Clover Survey handout.

Show Power Point slide or poster of Clover Survey.



In each section of the clover, you will find a partial sentence. Please finish that sentence with your own ideas. For example, you could finish the sentence, "We could help our community..." by sponsoring a clean-up day at City Park."

Give participants an example of how a 4-H member might finish one of the clover survey questions.

Allow participants about 10 minutes to finish their clover survey.

## WHAT TO DO

As participants are working on their clover survey, tape four pieces of easel paper to the wall.

Title the first piece of paper: I am curious about...

Title the second piece of paper: We could help our community by...

Title the third piece of paper with: My hobbies are...

Title the fourth piece of paper with: Just for fun we could....

Have participants break into groups of 4-5.

Allow about 10 minutes for group sharing.

Give each group a different color marker. Ask participants to record their ideas with their markers on the easel papers you have placed around the room.

Help the group identify entries on each piece of paper that are similar and circle them. Those ideas that are circled will be the basis for the program planning process because they represent common choices related to project interests, community service and recreation.

Lead a discussion of how this method worked. Allow about 10 minutes for discussion.

## WHAT TO SAY

Take some time now to share what you have written on your clover with the people in your group. Make a check by the items that are the same.

I have placed four large pieces of paper around the room. I would like to have the ideas that were common in each group recorded on these charts.

Now let's look at similarities on our lists and circle them. These represent the common interests in our club.

As you can see, many of you came up with similar ideas for our club's plan. The ideas I have circled will be the basis for the program planning process because they represent common choices related to project interests, community service and recreation. From here, we can move into setting goals, or we could give this information to our planning committee.

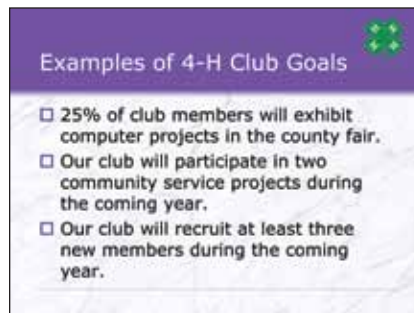
How well do you think this planning method worked?

## WHAT TO DO

Show Power Point slide or poster of Setting Goals.



Show Power Point slides or poster of Examples of Club Goals.



## WHAT TO SAY

Does anyone have any other ways they would like to share that we might use in a club setting to gather information from youth and parents?

Now let's talk about setting goals for your club. We have already generated our list of ideas and interests; now we need to work on how to make those ideas into goals. Good club goals should:

- reflect the interests of the club;
- target life skills;
- be stated clearly in words that make it easy to determine whether they were reached;
- be realistic, achievable, and measurable;
- fit within the developmental capabilities of members;
- promote cooperation, learning and skill development;
- provide individual and group achievement incentives.

Here are examples of some possible club goals that were generated as a result of a club using the Clover Survey to generate ideas.

- 1) 25% of our club members will exhibit computer projects at the county fair.
- 2) Our club will participate in 2 community service projects during the coming year.
- 3) Our club will recruit at least three new members during the coming year.
- 4) Our club will offer healthy snack options at every meeting during the coming year.
- 5) Our club will attend one city council meeting during the coming year.

## WHAT TO DO

## WHAT TO SAY

Once specific goals are defined, the planning committee or club must decide on action plans to support each goal.

For example, to accomplish the goal of serving the community, let's say the club identified a nursing home and park as two community services projects to adopt. Now, they must decide in their action plan how to support these community service projects. Perhaps the nursing home has asked for volunteers to sit and talk with the residents one weekend per month. Or, the club might plan a holiday party at the nursing home, providing snacks and entertainment for the residents. The club might also volunteer to "adopt" a certain area of the City Park, keeping it free from trash and donating flowers or trees for a beautification project.

The completion of goals and supporting action plans will naturally lead to a yearly club plan. Knowing what actions you want to take to accomplish your goals sets the agenda for the coming year. Typically, a 4-H program plan might include:

- meetings that take place on a fixed day every month;
- educational field trips or presentations by special guests;
- recreational activities, such as games, songs, dance or exercise at each meeting;
- special events such as holiday parties or picnics;
- community service projects; project work, which usually takes place with adult project leaders at a different time than the general club meeting;
- at least one opportunity for each member to make a presentation;

### A Typical 4-H Program Plan

#### Includes:

- Meetings on a fixed day every month.
- Educational trips or presentations by special guests.
- Recreational activities.
- Special events such as holiday parties.
- Community service projects.
- Project work.

### A Typical 4-H Program Plan (cont'd)

#### Includes:

- Opportunities for member presentations.
- One club recognition activity.
- One 4-H promotional activity.
- One meeting to plan the program for the following year.

## WHAT TO DO

## WHAT TO SAY

- one club recognition activity;
- one 4-H promotional activity, perhaps during 4-H Week;
- one meeting to plan the program for the following year.

Your 4-H Club yearly club plan can be written very simply listing the date, times, places and names of those responsible for each activity. Copies of the plan should then be shared with everyone and voted on by club membership.

Throughout the year, adult leaders and members need to review the plan to determine how the club is doing in terms of reaching its goals.

In summary, remember that club members will develop ownership if they are actively involved in generating ideas, setting goals and developing the yearly plan. Adult leaders are there to guide and facilitate the learning process.