

Lesson 13A

Planning the 4-H Club Year

Materials:

- Clover Survey handout
- Overhead or PowerPoint slides
 - A Yearly Plan Will
 - Putting the Yearly Club Plan Together
 - Gathering Information & Suggestions
 - Planning Committee
 - Setting Goals
 - Action Plans
 - Writing the Club Plan
 - Measure of Success

Objectives:

1. To present the procedures for making a yearly club plan.
2. To provide direction for involving youth in planning and implementing what will happen in the club during the year.

What to do -

What to Say -

Introduce the lesson

This is the second of the three lessons focusing on supporting and maintaining clubs. This lesson addresses efforts to involve club members in preparing a yearly club plan. You will find the material I am covering in your handbooks starting in Section III, Lesson 13A.

Introduce the importance of 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 will have more



What to do-

What to Say-

Discuss the benefits of a yearly club plan using **slide 1: A Yearly Plan Will**

ownership in the activities and projects they have planned or helped plan and this ownership will increase their level of participation. In addition, the activities will likely be ones that they find interesting, and therefore the club will be more rewarding and fun for everyone. Adult leaders can facilitate this input by involving them in making plans for what the club will do during the coming year.

A well-developed yearly plan will give guidance and direction to club members and leaders. It will

- Clearly state the goals that the club has agreed to work toward.
- Let everyone know what to expect from participation in the club.
- Outline each person's responsibilities.
- Provide each member with specific tasks during the year.
- Give everyone ample time to prepare for meetings and events.
- Promote a balanced experience with a variety of activities.
- Help the group to measure how successful they were in reaching their goals.
- Help families to better participate in 4-H events.

Discuss the process of putting a yearly club plan together using slides 2 & 3, Constructing a Yearly Plan and Gathering Information. The following information supports these slides

Slide 2: Constructing a Yearly Plan

The process of putting a plan together involves two steps

1. Determining 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 learn and the activities they would like to focus on.
2. Putting those suggestion into a plan.



What to do-

What to Say-

Slide 3: Gathering Information & Suggestions

Introduce the Clover Activity

Youth and leaders will use the information that club members provide to determine the activities and events that the club will offer during the year.

There are many ways to discover what youth and parents would like to build into their 4-H experience. Here are some ideas.

- Use a Clover worksheet activity
- Use a survey box – decorate a box or container and explain its purpose at an open house, general meeting, activity or event. Have a short form or blank pieces of paper for suggestions to be put into the box for the upcoming 4-H program year.
- Use a wall parking lot or sticky board in an area easily accessible to the youth's height. As youth arrive ask them to write on a self-adhesive note or a brightly colored paper at least one thing they would like to do, to learn, or make in the 4-H club this year.
- Ask teens to develop a web-based survey to gather information about interests from other youth – have the survey be creative and interactive.
- Have members create collages suggesting programs, activities, and events they wish to participate in during the club year. Have members explain the collages.
- During roll call ask members to answer with a suggestion for a club activity, program, goal, etc. No response should be repeated. Place responses onto a poster pad for all to see.

Today we are going to explore a method recommended by 4-H staff in



What to do-

What to Say-

Lead participants through a procedure for determining interests and needs of the group. Define a type of club that all groups will use in the exercise so that you can use a merging process to work with their responses.

Give the group 3-4 minutes to write their responses on the clover.

Give the group another 3-4 minutes to write these responses. Continue this process with segments three and four.

several states. This Clover worksheet activity provides a way to gather information during meeting time and adapts well for use with all age groups. It is designed to be performed individually, but 7-8 year olds may need to be paired with an older youth to assist in the writing aspect of the activity. Pretend for the next 30 minutes that you are part of a 4-H group and I am your 4-H leader or club officer.

So that we can merge your work as we would if you all represented a single club, let's assume that we are a multi-project club and that our members are 9-16 year olds.

In Section III, Lesson 13A of your handbook you will find a graphic of a clover. In the upper left hand segment of the clover, write what you are curious about and would like to explore this year in 4-H.

In the upper right hand segment, write ideas you have for helping the community.

In the lower left hand segment of the clover, list any hobbies you enjoy. In the lower right hand segment, write ideas for activities that would be fun for you.

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

I have placed four large flip chart pages on this bulletin board. I would like to have



What to do-

What to Say-

Demonstrate how this information can be used to set club goals in the following manner. Lead the group in identifying those entries on each chart 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. It is possible to move immediately into setting goals from this data, or the information can be given to a planning committee at this time.

Lead a discussion of information gathering ideas.

Review the procedure for turning ideas into a plan using slides 4,5,& 6. The following information supports
Slide 4: Planning Committee Selection

the ideas that were generated at each table recorded on these charts. I have given a different color of magic marker to each table so that we can track the information.

How well do you think this method of gathering information would work for your 4-H program?

How might you adapt the activity to meet your own needs?

Can you think of other ways to gather information from youth and parents?

As a rule, the work of putting suggestions into a plan is handled by a planning committee. There is no one way to work with a planning committee, but these steps seem to work well for most clubs.

Planning committee membership should be as inclusive as possible. If the club is small, the committee could be the whole club. In this case, members can be divided into groups with the



What to do-

What to Say-

responsibility for planning a specific part of the club plan (such as time, place, business agenda, educational programs, social/recreational activities and citizenship opportunities). The planning committee will coordinate the efforts of the groups and will get their work into a written plan.

If the club is large, a representative committee is recommended. The committee may be elected, or appointed in accordance with the club's by-laws or guidelines. Members of the club planning committee should represent the interests and the diversity of all people in the club. Representation of individual differences that could include race or national origin, gender, disabilities, age, long time or new membership should be visible on the committee.

Often, the vice president serves as the youth chair of the planning committee. The youth chair and adult leaders will work with the planning committee to put the suggestions and input from club members into a practical plan for the year.

Slide 5: Planning Committee Advantages

Planning meetings allow each member to be a part of decisions affecting the club and assure the kinds of programs and activities 4-H members, leaders, and parents really want. This participation increases the likelihood that club members will stay involved.

In addition, while deciding how they will make their ideas happen, youth develop skills in group process, planning and management.

Slide 6: Planning Committee Meeting

This is an outline of the planning committee meeting. Make sure the time, space and format that you are using for this meeting will encourage total group participation.



What to do-

What to Say-

Discuss turning ideas into goals and plans using slides 7,8,& 9. The following information supports these slides.

Slide 7: Setting Goals & Good Club Goals

Bring the information you have gathered to the meeting. You may want to add some information such as

- Ages of members, where they live, and what they do.
- Activities and organizations outside 4-H in which club members are involved.
- Information about the community: schools, businesses, and people. Suggestions on how 4-H can work with other groups to develop a good program and improve your community?
- Information on the current emphasis in the county 4-H program, noting the training that is available, county or district events and activities, and emerging areas of interest and support.

Start the meeting with a group building experience. Then lead the group in identifying the club goals. When goals have been written, decide what activities or experiences will be offered to reach those goals. Identify who will be responsible for these actions and put all of this in writing. Take the plan to the club for approval.

Goals state what the club members would like to see the club accomplish during the year.

- Start with the interests of club members and target life skills.
- State the goals clearly in words that make it easy to determine whether they were reached.
- Choose goals that are realistic and achievable and can be measured.
- Make sure goals fit within the developmental capabilities of members.



What to do-

What to Say-

Slide 8: Possible Club Goals

- Choose goals that promote cooperation.
- Choose goals that promote learning and skill development.
- Choose goals that provide individual and group achievement incentives.

The following are examples of some possible club goals: There are more in your handbook

In (year)___ our club members will:

Learn more about (something—health, computers, pets, etc)

Participate in _(# of)_____ community service activities

Train officers to conduct a monthly business meeting

Give a demonstration or public speech on a selected topic

Provide all 4-H club families with a calendar of events

Slide 9: Action Plans

Once specific goals are defined, the planning committee must decide upon the kinds of experiences the club will offer to achieve each goal.

The committee will then outline how these actions will be carried out.

For example, to accomplish the goal of developing greater parent involvement, the group may decide to have a parents' night or plan visits with each parent at their homes. Project work that is offered through the club should support the development of the skills youth have targeted through their goals.

An annual 4-H program club plan typically includes the following kinds of activities:

- Meetings that take place on a fixed date every month.
- Educational field trips or presentations by special guests.
- Recreational activities (games, songs, etc.) for each meeting.
- Special events such as parties, dances, or picnics.



What to do-

What to Say-

Lead a discussion about putting the club plan into a written format using **Slide 10: Writing the Club Plan**. The following information supports Slide 10.

Discuss ways to determine accomplishments in reaching club goals using **Slide 11: Measure of Success Indicators**. The following information supports those slides.

- At least one community service project.
- Two or three projects lasting at least two months each.
- At least one opportunity for each member to make a presentation.
- One club recognition activity.
- One promotional activity during National 4-H Week.
- One meeting to plan the program for the following year.

Write the plan for the year in simple terms with date, time, place, and the names of those responsible for each offering. Keep good minutes when planning. Make sure the plan

- includes experiences that involve all members
- has opportunities interesting and appropriate for all ages
- can be realistically accomplished
- has made sure members will have fun while learning
- has taken into consideration the activities outside of the 4-H club that members are involved in that could affect their participation
- includes opportunities for members to experience leadership, public speaking, service to the community

Copies of the proposed plan will need to be given to everyone in the club so that they can read it before voting on it. The plan must have the approval of the club.



What to do-

What to Say-

Part of a planning process is checking out progress toward goals. Throughout the year, leaders and members need to review the club plan to determine how well they are doing in reaching their goals.

In addition, it is important that club leaders and officers review the structure of the club quarterly to assure that the environment of the club is one that supports positive growth and development.

Section III, Lesson 13A of your manual has a check list you can use.

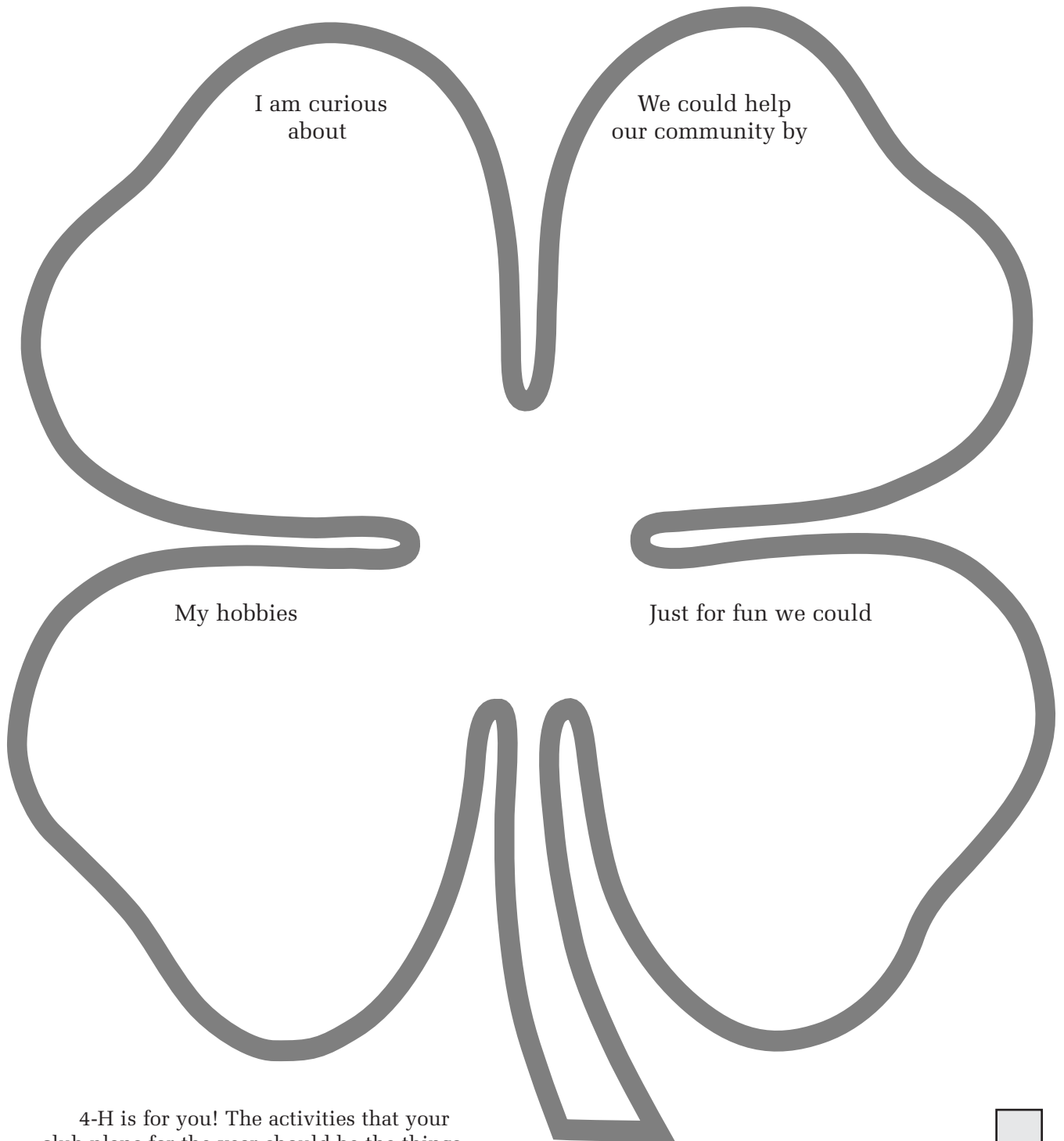
Bring closure to the lesson

The planning process is fairly straightforward. As you implement it with youth and adults you will want to be aware of the issues and concerns that may surface in the group if conflicts in interests arise. Make sure that the final product has something from everyone in it.

If youth see themselves in their club plan, they will develop ownership in the club. This ownership will not only keep them involved, it will stimulate their efforts to involve others. Which leads us to our next lesson on marketing.



How to Design your own Clover



4-H is for you! The activities that your club plans for the year should be the things the members of your club want to do. By writing your ideas on this clover you will help the planning committee.

In the upper left hand segment of the clover, write what you would like to find out about this year in 4-H.

In the upper right hand segment, write ideas you have for helping the community

In the lower left hand segment of the clover, list any hobbies you enjoy.

In the lower right hand segment, write ideas for activities that would be fun for you.



A Yearly Plan Will

State members goals

State participation expectations

Outline individual responsibilities

Provide a schedule



A Yearly Plan Will

Promote a balanced experience

**Provide a way to measure
success**

Promote family participation



Constructing a Yearly Plan

Step One:

Determine the interests and desires of all members of the club

Step Two:

Putting the Suggestions into a Plan



Gathering Information & Suggestions

- **Clover Worksheet Activity**
- **Survey box**
- **Post a wall parking lot or sticky board**
- **Web based**
- **Collages**
- **Roll call**
- **Brainstorming**



Planning Committee: Selection

**Represent the total diversity of
the club**

- Ages of Members**
- Gender**
- Race**
- Abilities/Disabilities**
- Parents and Volunteers**
- Long Time and New Members**

(Small clubs can use entire club as the committee)



Planning Committee: Advantages

**Assures everyone has a voice in
what the club does**

**Provides a hands on learning
experience in group process**

Planning

Organizing

Managing



Planning Committee Meeting

Gather Information before the meeting

Start the meeting with a group building experience

Identify group goals

Create action plans to reach goals

Identify responsibilities

Write the plan

Get club approval



Setting Goals

**Goals state what club members
want to accomplish**

Good club goals

**Are based on interests of
members**

Target life skills

Are stated clearly



Setting Goals

Good club goals

Are realistic and achievable and measurable

Are appropriate to developmental needs of members

Promote cooperation

Promote learning and skill development



Setting Goals

Good club goals

Provided incentives; group and individual

Provide opportunities for communication, leadership and community service



Setting Goals

**Goals statements can start like
this:**

In (year) our club members will



Action Plans Include

**Meetings that take place on a
fixed date every month**

**Educational field trips or
presentations by special
guests**

**Recreational activities (games,
songs, etc.) for each meeting**



Action Plans Include

**Special events such as parties,
dances, or picnics**

**At least one community service
project**

**Two or three projects lasting at
least two months each**



Action Plans Include

At least one opportunity for each member to make a presentation

One club recognition activity

One promotional activity during National 4-H Week

One meeting to plan the program for the following year



Writing the Club Plan

Use simple terms and include dates, times, places, and names of those responsible

Make sure the plan:

- **Can be realistically accomplished**
- **Includes experiences that involve all members**



Writing the Club Plan

- **Has interesting age appropriate opportunities.**
- **Assures fun for members**
- **Takes into consideration members activities outside of the 4-H club.**
- **Promotes leadership, public speaking, and service to the community**



Measure Of Success Indicators

- **Open communication between local 4-H office and leaders of the 4-H club**
- **Diversity in membership and leadership**
- **Shared leadership between adults, and youth**



Measure Of Success Indicators

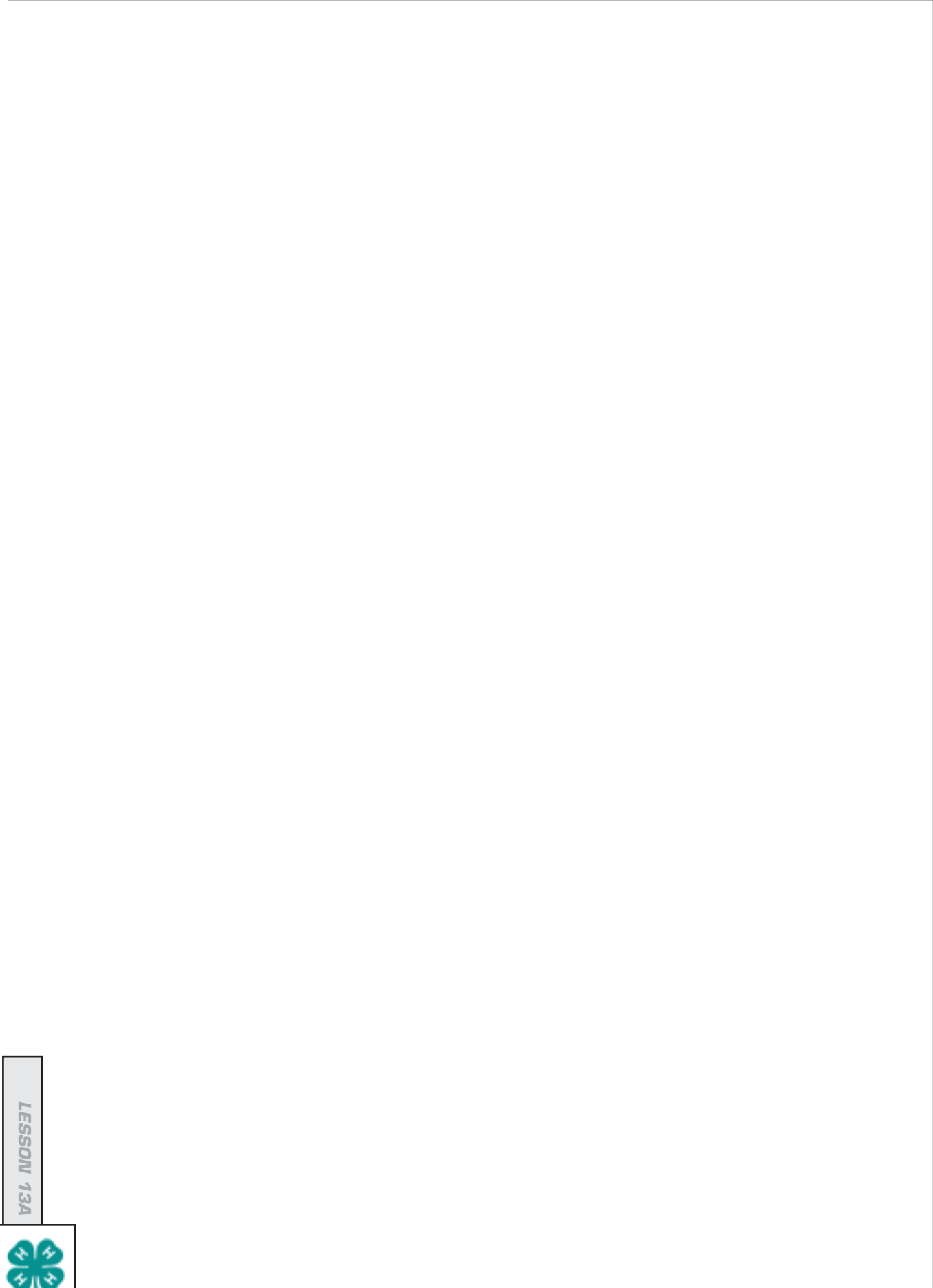
- **Flexible and adaptable leadership**
- **Varied opportunities for youth/adult partnering**
- **Individual interests, abilities, and assets addressed**
- **Balanced avenues of participation offered**



Measure Of Success Indicators

- **Balanced opportunities for cooperation and competition offered**
- **Recognition provided for member and volunteer accomplishments and contributions**
- **Group agreement on rules to assure positive environment**





LESSON 13A

