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# 4-H LEADS FOR LEADERS

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## THE PROGRAM PLAN

90501H

Leader's Guide



Each 4-H club has an opportunity to plan its own program. This may be done in many ways. Some options are given throughout this material.

### Why Plan?

A program planned in advance helps youth in your club:

- set goals and accomplish them;
- plan for specific times or events (meeting time and place, special activities, field trips, and so forth);
- prepare a schedule so that members, parents and volunteers know what is planned and who is responsible far enough in advance to plan personal schedules;
- share responsibility between members, parents and volunteers; and
- plan programs which meet the needs of all members.

### Who Plans?

4-H members, volunteers and parents should all have some part in program planning. This is a great opportunity for youth to develop leadership and communication skills. Adults should be present to ask questions, clarify plans and support youth in their decisions.

### *Small Clubs*

1. All members, volunteers and a representative number of parents might be involved in planning the program. Members can check with their parents prior to the planning meeting on family schedules that might influence dates and times of meetings and activities.
2. Families take turns planning and hosting meetings. These families plan what will be done and are responsible for arranging and carrying out the program for their time.

### *Large Clubs*

1. The officers, volunteers and representative parents can meet to plan the program. Present the plan at the next club meeting for discussion, revision and approval.
2. Appoint a committee for program planning. The committee should be composed of members, volunteers and parents and represent different ages and sexes. The committee can be appointed by the president (usually in consultation with a club leader), selected from volunteers or elected by the membership.

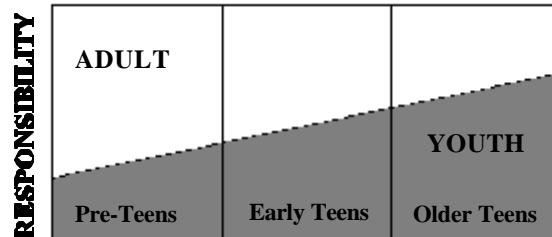
All the club members should know of the purpose and responsibility of the committee before the planning committee is formed. Present the plan at the next club meeting for discussion, revision and approval.

## **Involvement in Program Development**

Young people are more likely to be interested in carrying out plans *they* develop.

The role of leaders and parents in program planning will be different depending upon the age and experience of the group. Younger boys and girls just starting out in 4-H need and will accept considerable direction and guidance from leaders and parents. As they gain experience and maturity, members begin to take more responsibility in planning their own programs. Older teens usually are eager and able to do their own planning and should be challenged and supported. The adult's role with this age group is mainly one of counseling on program possibilities and finding resources.

The diagram illustrates the changing role of the adult in planning programs with different age groups. With the preteens, the adult plays a major role in directing the kinds of things they might do



in their club or group. With the early teen group, the adult usually plays a less direct role, first getting the members ideas before contributing ideas of his or her own. With older teens, the adult's role is mainly one of consulting or advising since the members are capable of coming up with their own ideas.

### **When Should Planning Be Done?**

Plan soon after the club is organized; either at the second meeting or before the second meeting of the current year. New clubs take more time and may need help from experienced 4-H volunteers or Extension staff. Established clubs often plan the next year by the end of the present year so there is no lapse in programming.

Make adjustments to plans as you go along.

### **Time Included in the Plan**

Most plans are for the club year. However, some newer clubs with younger members feel that a year is too long a time to plan. They prefer planning for four to six months at a time. This gives more members an opportunity to serve on committees and work cooperatively with others.

Start with a basic plan and add as the year progresses.

### **Getting Member's Ideas**

Each member has different ideas about what the club should do. The planning group may wish to try different techniques to discover these ideas so that all youth have an opportunity for input—even those that are shy and don't speak up!

- *Suggestion box.* Ask members to write suggestions for the coming year in a confidential box.
- *Sharing ideas.* Use a blackboard or tape a large piece of paper to the wall (shelf paper, brown paper, anything large). As group members arrive, ask them to write or draw on the paper at least one thing they want to do in the 4-H club during the year. Using magic markers or crayons in many colors adds to the fun.

- *Roll call.* Ask members to answer roll call with a suggestion for an activity, club goal, and so forth. Everyone should try to have a unique response!
- *Brainstorming.* Divide the club into small groups of five or six and ask members to suggest club activities, events or goals. Encourage all ideas; do not evaluate or criticize at the time. List all ideas on large sheets of paper. Make it a contest for generating the most ideas!
- *Collages.* Have members attach pictures and other items that suggest activities they are interested in to large sheets of paper, boxes, cartons or bags. They can explain what their collages mean. Necessary materials include: magazines, newspapers, construction paper, crayons, glue, scissors, and so forth.

### **What's in a Plan?**

Develop each program to fit the needs of the club. Some plans will be detailed, others will be just an outline of when and where the meetings will be held, who will lead pledges or give demonstrations, and so forth. Some plans will ask special committees for input and planning.

Most program plans should have the following elements:

- *4-H project work and other educational activities.* Can the project interests of each member be met? Include special project meetings, tours and visits. Each member have at least one opportunity during the year to make a presentation (talk, demonstration, and so forth) to the entire club or, in large clubs, to project groups.
- *Recreation or fun activities.* Does each meeting include some planned recreation? This may be as simple as answering roll call in a different way and refreshments or it may include a ball game, games, dancing party or picnic.
- *Citizenship activities.* Can you plan to do something for others? This may include service activities such as working with the elderly, collecting for a worthwhile cause, participating in a clean-up day or carrying out a community pride project.

- *Participation in special county, district and state events.* Do you have a county calendar of events so you can include county activities in your plan? You may want to schedule training in the club to prepare youth for some of the county events and activities such as judging, demonstrations, clinics, fashion revues, and so forth.

As you think of each program idea, ask these questions:

- Is it something most of the group is interested in?
- Is it something that can be done in the time available?
- Will it require money, materials or transportation?
- What is its purpose?
- What will be learned?
- How will it help others?
- How will you know when progress is made?

Look at the total program. Can you answer “yes” to each of the following questions?

- Does the program involve all members?
- Is there something in the program of interest to all ages?
- Is there variety in the program?
- Is the plan realistic?
- Does the plan show who is responsible?
- Does the plan indicate when the program will be carried out?
- Are some fun and work activities included?
- Were county 4-H events considered?
- Are parents included?

### **Resources**

- *Secretary's Record Book.* It contains a sample club program and forms to develop your club's program.
- *The 4-H Club Meeting. Leads for Leaders,* section F, tells more about planning individual meetings.
- *Community Pride Leader's Guide* explains how to plan citizenship projects.

### **Keep Members Informed**

After the club approves the program, be sure each member and volunteer has a written copy of the program or year book. Keep them informed of changes made.

## **Keep the Program Flexible**

Changes may be necessary as new opportunities become available or emergencies demand attention. Keep the program flexible enough that these changes can be made.

## **How Are You Doing?**

Measure the success of your program. This may be done after a meeting, after the completion of a special activity or project, or at the end of the year. Some of the questions you might ask are:

- Was attendance at meetings and events good?
- How well did the 4-H members get along with each other?
- Was there a feeling of community within the group?
- Did each member have an opportunity to participate?
- How has the group grown in its ability to make decisions and solve problems?
- Is there evidence that the members have developed self-confidence?
- What leadership responsibilities have members been able to assume?
- What new knowledge and skills have the members learned?
- What new interests and talents have members developed?
- Did parents support members and participate in activities and events?

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# 4-H Club Calendar

**Club goals for the year:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Month	Program, event or activity	Committee or person(s) responsible

# 4-H Club Calendar

**Club goals for the year:**

1. Extend 4-H membership to five others in the community.
2. Increase number of families attending club meetings.
3. Participate in at least one community function.
4. Make every member feel important in the club.
5. Make parent and leader assistance available to every member.
6. \_\_\_\_\_

Month	Program, event or activity	Committee or person(s) responsible
<i>September</i>	<p><i>General Meeting, Sept. 6 at 7:00 p.m.</i>  <i>Begin to enroll members</i>  <i>Explain new projects to new members</i>  <i>Elect officers</i></p> <p><i>Planning Committee chosen</i>  <i>Survey members for program ideas</i>  <i>Demonstrations—Diane Bray</i></p>	<p><i>Mrs. Able, Enrollment Coord.</i>  <i>Project leaders</i>  <i>Amy Baker, Pres. &amp; Mrs. Mayes,</i>  <i>organizational ldr.</i></p> <p><i>Sue Bender, Jim Ray, Jim Scott</i></p>
<i>October</i>	<p><i>General Meeting, Oct. 4 at 7:00 p.m.</i>  <i>Install new officers</i>  <i>Report of Program Committee</i>  <i>Demonstrations—Diane Bray,</i>  <i>Coord.</i>  <i>Halloween party</i>  <i>Window display in bank</i></p>	<p><i>Mrs. Mayes, Organizational ldr.</i>  <i>Susan Witt, Chmn.</i></p> <p><i>Sharon Jones, Bill Huff, Jane Huff</i>  <i>Lynn Fry, Chmn</i>  <i>Mary Jones, Chmn, &amp; Mrs. Price,</i>  <i>activities ldr.</i></p>
<i>November</i>	<p><i>General Meeting, Nov. 1 at 7:00 p.m.</i>  <i>Recognition/Family Night</i></p> <p><i>Speaker</i>  <i>Demonstrations—Diane Bray,</i>  <i>Coord.</i>  <i>Appoint Christmas Party Committee</i></p>	<p><i>Bill Huff, Chmn &amp; Mrs. Price,</i>  <i>activities ldr.</i>  <i>Jane Huff, contact speaker</i>  <i>John Able, Ken Dahl, Chris White</i></p> <p><i>Mrs. Price, adviser</i></p>