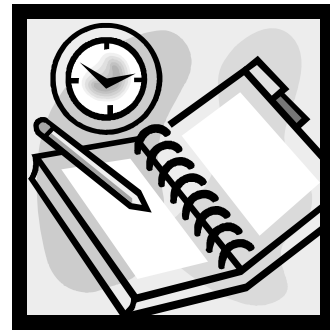

4-H CLUB PROGRAM PLANNING GUIDE

This *4-H Club Program Planning Guide* has been designed to assist you in completing University of California 4-H YDP requirements for maintaining your 4-H club's charter and permission to use the 4-H name and emblem. Use this guide to establish goals that your club can accomplish during the 4-H program year.

Place a checkmark by those goals that you plan to work on this year. As you complete your goal, place a checkmark on the completed section. To receive a charter seal, your club must complete items 1-7 in Section 1. Additionally, you must select at least two items from each remaining section (Sections 2-4). You may substitute one goal of your own in Section 2, 3 and 4. Please use the blank line at the end of each group to designate your goal.

A planning committee of 4-H members, working with a volunteer leader, will set the objectives for the coming year based on the accomplishments of the previous year. During the year, review the objectives regularly with the 4-H members to check on progress.

At the end of the 4-H year, the officers and leaders will submit their report of objectives achieved to the county Cooperative Extension office. If your club meets all of its objectives, it will receive either a green, blue or gold seal for its charter at Achievement Night.



Your planned goals, including required signatures, are due to the UCCE office by October 16, 2009

The final report of achieved goals is due to the UCCE office by August 11, 2010

CHARTER SEALS

Gold - 20 or more goals completed

Blue - 15 to 19 goals completed

Green - 10 to 14 goals completed

REQUIREMENTS FOR ALL UNITS**Planned****Section 1****Completed**

All 4-H clubs are required to complete the following by county due date.

- | | | |
|-------------------------------------|---|--------------------------|
| <input checked="" type="checkbox"/> | 1. Enrollment materials and program fees submitted by county due date. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 2. Develop and present budget to the 4-H club and submit by county due date. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3. Conduct a 4-H club mid-year and year-end audits and submit by county due date. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 4. Conduct a club property inventory and submit by county due date. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 5. Submit Community Outreach Report by county due date. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 6. Complete the Secretary's Book and submit by county due date. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 7. Complete Treasurer's Book and submit by county due date. | <input type="checkbox"/> |

MEMBERSHIP & UNIT GOALS**Planned****Section 2****Completed**

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | 1. Enroll ____% of eligible members from last year. | <input type="checkbox"/> |
| <input type="checkbox"/> | 2. At least ____% of the members will complete records by county due date. | <input type="checkbox"/> |
| <input type="checkbox"/> | 3. Hold ____ regular club meetings. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4. Plan a monthly educational program that focuses on life skills and asset development, i.e., health, citizenship, community service, communication, safety, etc. | <input type="checkbox"/> |
| <input type="checkbox"/> | 5. At least ___% of members will give demonstrations or talks at events other than club or project meetings. | <input type="checkbox"/> |
| <input type="checkbox"/> | 6. Participate in a community event to promote membership in the club or county 4-H Youth Development Program (i.e., back to school night, open house). | <input type="checkbox"/> |
| <input type="checkbox"/> | 7. Prepare at least 2 club newsletters for members during the 4-H year. | <input type="checkbox"/> |
| <input type="checkbox"/> | 8. Each project group or member will give a prepared report at a 4-H club meeting at least once during the club year. | <input type="checkbox"/> |
| <input type="checkbox"/> | 9. Each 4-H member's parent/guardian attend at least one 4-H club meeting or event during the year. | <input type="checkbox"/> |
| <input type="checkbox"/> | 10. Greet and introduce all guests at 4-H meetings. | <input type="checkbox"/> |
| <input type="checkbox"/> | 11. At least 80% of members will serve on club committee. | <input type="checkbox"/> |
| <input type="checkbox"/> | 12. ___% of returning members will recruit one new member at enrollment time. | <input type="checkbox"/> |
| <input type="checkbox"/> | 13. Include singing at 4-H club meetings and gatherings. | <input type="checkbox"/> |
| <input type="checkbox"/> | 14. Include recreation at 4-H club meetings and gatherings. | <input type="checkbox"/> |
| <input type="checkbox"/> | 15. _____ | <input type="checkbox"/> |

LEADERSHIP GOALS		
Planned	Section 3	Completed

- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | 1. Provide leadership for each project. | <input type="checkbox"/> |
| <input type="checkbox"/> | 2. Conduct at least two events during the year – picnic, tour, potluck, party, etc. | <input type="checkbox"/> |
| <input type="checkbox"/> | 3. Adult volunteers or teen leaders will make personal contact with first and second year members at least once during the first three (3) months of the program year. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4. At least one senior (9 th – 12 th grades) member and one volunteer will attend all of the County 4-H Council meetings and report back to the club. | <input type="checkbox"/> |
| <input type="checkbox"/> | 5. At least one senior (9 th – 12 th grades) member or one volunteer will serve on a countywide planning or event committee. | <input type="checkbox"/> |
| <input type="checkbox"/> | 6. All Junior/Teen leaders will prepare a Leadership Project Plan and Report for their project(s). | <input type="checkbox"/> |
| <input type="checkbox"/> | 7. _____ | <input type="checkbox"/> |

COMMUNITY GOALS		
Planned	Section 4	Completed

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | 1. At least 50% of members will exhibit, participate or represent 4-H at a county or district fair, 4-H or community event. | <input type="checkbox"/> |
| <input type="checkbox"/> | 2. Prepare an educational display for National 4-H week, or other county or community event that has a life skills component and promotes 4-H. | <input type="checkbox"/> |
| <input type="checkbox"/> | 3. Give a 4-H presentation before another organization. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4. Have a planned community service project. | <input type="checkbox"/> |
| <input type="checkbox"/> | 5. Publicize 4-H membership in the community. | <input type="checkbox"/> |
| <input type="checkbox"/> | 6. Host another club or youth group during the year. | <input type="checkbox"/> |
| <input type="checkbox"/> | 7. _____ | <input type="checkbox"/> |

Year charter received: _____

I have reviewed this plan of the _____ 4-H Club and agree to work toward the selected goals.

Dated: _____

 Club Secretary

Dated: _____

 Club President

Dated: _____

 Club Community Leader

Adapted from: *Suggested Objective for 4-H Seals*, 4-H 1053 (out of print), University of CA; *Guide for County 4-H Leaders, Councils and County Committees*, 4-H 1138, University of CA; and *4-H Unit Program Planning Guide*, Appendix F-4, University of CA