



PLANNING YOUR CLUB'S YEAR

Intended Audience:

- Adults and youth providing 4-H Club leadership

Learning Objectives:

Club leaders will:

- Learn the importance of program planning in community 4-H clubs
- Explore the parts of an effective 4-H club meeting
- Discover effective methods of program planning within a 4-H club

Target Essential Elements:

Gaining *independence* is an important element for 4-H club members.

Time: 30 minutes

Supplies Needed:

- Flipchart paper
- Markers
- Planning group scenario cards

Handouts

- Planning Scenarios
- Ideas to Remember during Program Planning
- Ideas for Your Yearly Club Program Book
- Fun, Business, Learning
- Evaluation

Do Ahead:

- Copy all necessary handouts.

Source:

- Created by Jessica Jens, Sauk County 4-H Youth Development Agent, UW-Extension.

WHAT TO DO*Why Is Planning Important?*

To begin our discussion on program planning, let's do some brainstorming on this topic. We'll write your ideas on flipchart paper so everyone can see them.

- What do you think of when you hear the term "program planning"?
- What do we plan?
- Why is program planning in the 4-H club important?

(Pass out the handout that diagrams the three distinct parts of the 4-H club meeting. Hang three pieces of flipchart paper on the wall; label each page with a different part of the 4-H club meeting – Business, Education and Recreation.) There are three parts of the club meeting: Business, Education and Recreation. As we talk about each section, we'll jot down your ideas. Let's continue your discussion with the following questions:

- What are the benefits of each part of a club meeting?
- What happens when one part is not included in the 4-H meeting?

The Yearly Planning Process

(Break the group into three smaller groups. Hand each group a scenario card.) How does program planning get accomplished? Hopefully, all clubs do some sort of program planning, but each method is a bit more or less effective.

Your group's task is to read the scenario card and answer the questions listed on the card. You'll have 5-10 minutes to complete this task, depending upon how much time you need. Once you're finished, you will present your scenario to the total group and talk about your answers to the questions. We'll take some time then to discuss each scenario.



(Pass out the other three handouts. Include any county specific resources that you may have. You can also handout a sample planning form found at www.uwex.edu/ces/4h/clubs/starting.cfm.) No matter which method of program planning a club chooses to do, it is important that the club's final program is shared with all members, leaders and county leadership – 4-H professional staff.

Closing

As we close today, let's spend some time sharing ideas that we can all use in the future.

- How does your club currently complete program planning?
- What additional resources would be helpful to your club?
- Does anyone have other program planning resources or ideas to share with us?
- Will you be changing your club program planning process because of these new ideas today?

Your reactions to this session help us evaluate its effectiveness. Please take the time now to complete this short evaluation.

TALK IT OVER**Reflect:**

- What are the three parts of a 4-H meeting and why is each one important?
- Explain two different ways program planning can be facilitated. What are the benefits and limitations of each one?

Apply:

- How can your club's program planning process be improved?
- Who can you recruit to help improve your club's program planning process?
- How will an improved program planning process affect your club?

ENHANCE/SIMPLIFY**Enhance:**

Before you get into teaching the lesson, it's a good idea to start out with a "mixer" activity. Even if the group knows each other, these types of activities are good for getting people talking and more receptive to the upcoming discussion. If you decide to add this activity, your lesson will be over 30 minutes long. Here's one idea: "Who Are You?" Imagine that you could ask people you just met anything you wanted to know in order to learn something about them. What would you ask? That's what this activity is all about. Ask the group to brainstorm a list of 10 or so questions that people would like to ask each other. Narrow the list down to two or three questions that people like best, then allow whatever length of time you want for mingling and conversing. Encourage people to try to meet everyone. Consider trying for a balance of factual, personal (but not intrusive), humorous and unusual questions to provide an air of adventure to conversations. Examples may include:

- What is the funniest situation you have encountered during the last two months?
- What famous person, living or dead, would you most want to have dinner with?
- What is your favorite film of all time?

Provide pens and paper in order to record the most interesting questions. If people want to ask more than two or three questions, have as many rounds as you have time for.

EVALUATION

It is important to use an evaluation that is consistent with your teaching objectives. The short evaluation in the handouts can be modified to meet your needs. An alternative to a written evaluation is to record the Reflection discussion under "Talk It Over." Recruit someone ahead of time to take notes while you are leading the discussion. Remember to share the evaluation results with 4-H Youth Development Extension staff in your county.

ADDITIONAL WEB LINKS

- Sample club planning sheet can be downloaded from Minnesota 4-H at www.fourh.umn.edu/resources/basic4h/mn4hleader.pdf (see pp. 17-18).
- New Jersey 4-H Leader Training Series "Planning a Yearly Calendar" at www.rcrc.rutgers.edu/pubs/pdfs/4h/e148/245-248.pdf.

ADDITIONAL RESOURCES

- *4-H Club Program Planning* by B. Heltemes, PowerPoint, University of Florida.
- *Michigan 4-H Club Development Guide*, 4-H Youth Development Children, Youth & Family Programs, Michigan State University Extension, 2003.
- *New Jersey 4-H Leader Training Series: Planning a Yearly Calendar* by R.M. Bergamann, Rutgers Cooperative Extension, 1994.
- *Quicksilver Adventure Games, Initiative Problems, Trust Activities and a Guide to Effective Leadership* by K. Rohnke and S. Butler, Kendall/Hunt Publishing Company: Dubuque, IA, 1995.

***Finalized by the Strengthening 4-H Club Leadership Work Team:
September 2005.***

Planning Scenario #1 (Club Officer Team)

In the Free-Footin' 4-H Club, the club officer team and organizational leader plan the club's program each year. In October, the youth officer team meets with the organizational leader prior to the club meeting. Together they decide what educational speakers will present at each club meeting, which club members will do project talks/demonstrations, and which families will bring the snacks. The organizational leader types the club program and presents it to the entire club.

- What is the rationale behind program planning this way?
- What are the pros of this type of program planning?
- What are the cons of this type of program planning?
- How will the outcome of this type of program planning be met by the entire 4-H club?
- How could this program planning method be improved?

Planning Scenario #2 (Parent Adult Group)

In the Farmer Tan 4-H Club, a group of adult leaders and parents get together in October to plan the upcoming 4-H year. The group decides what educational program will be presented at each meeting. Each parent volunteers to provide refreshments for one month and also decides which month their child/children will present project talks/demonstrations. Once completed, the adults present the club with the program plan for the upcoming 4-H year.

- What is the rationale behind program planning this way?
- What are the pros of this type of program planning?
- What are the cons of this type of program planning?
- How will the outcome of this type of program planning be met by the entire 4-H club?
- How could this program planning method be improved?

Planning Scenario #3 (Entire Club Process)

Each year in the Super Cool Clovers 4-H Club, the organizational leader and officer team facilitate a program planning session during the October 4-H club meeting. Together as a club, the members and parents brainstorm ideas for possible educational and recreational activities during the upcoming months. Families volunteer to coordinate particular educational and recreational programs, as well as provide refreshments and perform project talks/demonstrations. At the end of the meeting, the club has developed a program plan for the upcoming year and a member of the officer team is responsible for typing, producing and providing this plan to all members of the 4-H club.

- What is the rationale behind program planning this way?
- What are the pros of this type of program planning?
- What are the cons of this type of program planning?
- How will the outcome of this type of program planning be met by the entire 4-H club?
- How could this program planning method be improved?

Ideas to Remember during Program Planning

- Is there a balance between fun activities and learning experiences that support progress in each member's project?
- Does your 4-H Club Calendar include activities that help teach your members life skills as well as focus on your club project(s)?
- Have a variety of members' ideas been included that most of the club members will support?
- Have you included any field trips or outside resource persons to come to the club?
- Do most activities involve little or no cost to members?
If there is a cost, have you considered fund-raising activities?
- Are there any community service projects included?
- Are responsibilities for carrying out the activities shared among the club, or are there one or two members who are responsible for 80% of the program?
- Do the activities included provide opportunities for members to develop new leadership skills?
- Have you considered adequate preparation time for activities or events that your club has never experienced before?
- If your club has refreshments, have you included this responsibility in your plan?
- Can you, as the leader, see where the plan is flexible so that unexpected and spontaneous events can be accommodated?



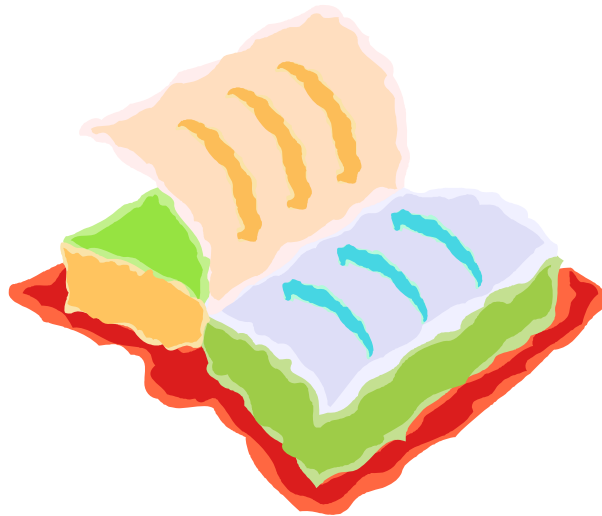
Ideas for Your Yearly Club Program Book

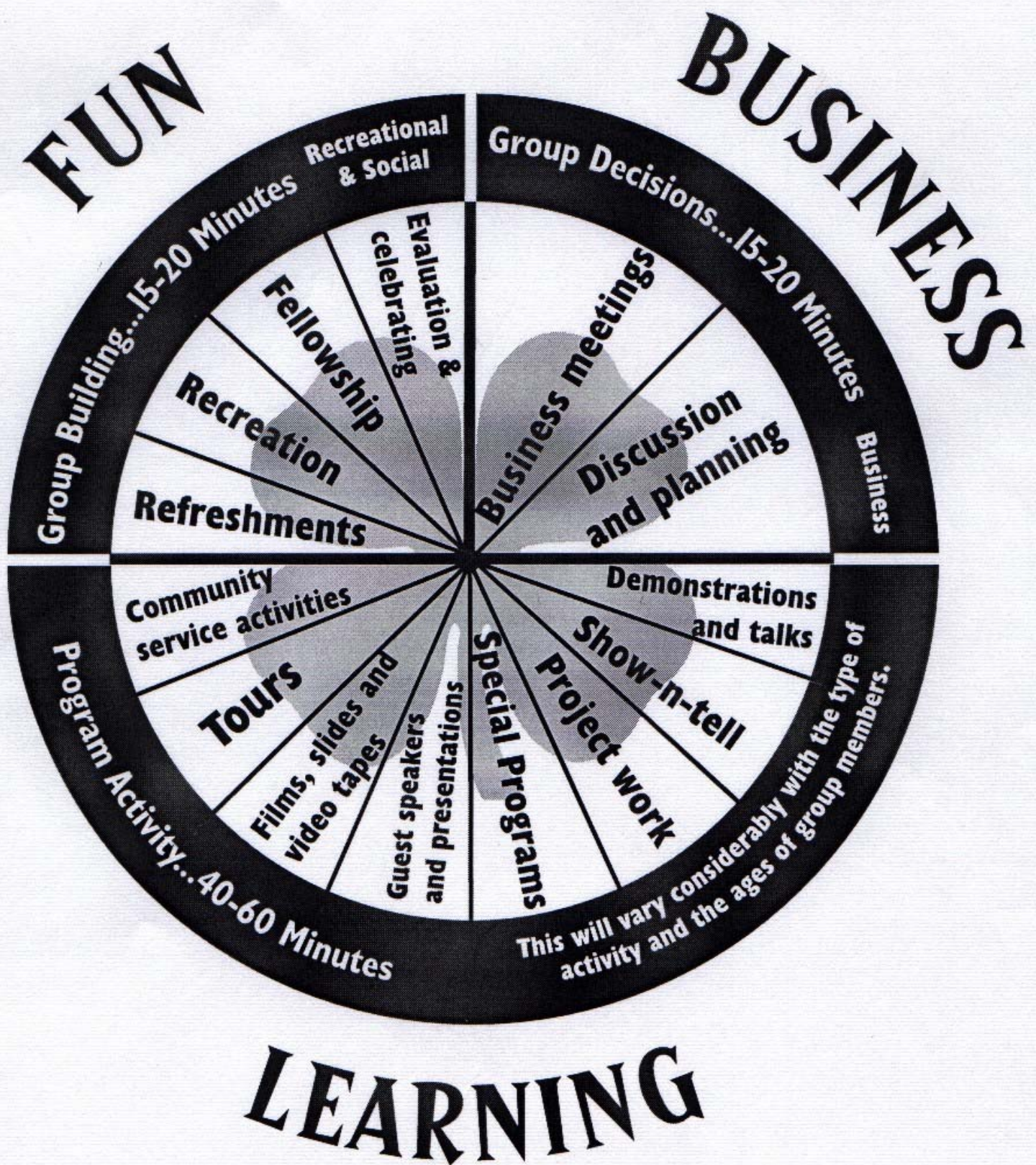
Club program books vary from club to club. But no matter what your format, here are some items that all yearly program books should include:

1. List of club officers
2. List of club committees, committee chairs and committee members
3. List of all club families and contact information
4. Monthly information:
 - Club roll call theme
 - Educational program
 - Recreational program (who's in charge of organizing this)
 - Members responsible for project talks or demonstrations

Other possible items to include:

1. Monthly birthdays
2. Pre-planned agenda items, such as planning a Christmas party, planning the year-end banquet/celebration, or planning the county fair booth
3. Description of club officer duties
4. Description of adult leader duties
5. Reminders of re-enrollment and fair entries
6. Pictures from last year's activities





Reproduced from the *Michigan 4-H Club Development Guide*.

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Evaluation

Please rate the following:

How useful will the presented information be in helping you increase adult involvement in your 4-H club?	Not very	A little	Not sure	Some	A lot
How many new ideas did you learn?	0	1-2	3-4	5	5 +
How valuable was this program to you in regards to your role as an organizational leader?	Not very	A little	Not sure	Some	A lot

What will you do as a result of this program?