

KANSAS 4-H CLUB PROGRAM PLANNING



How Should 4-H Club Meetings Look?

Your imagination is the limit! Club gatherings can look however you would like. They can change in format. As a club, think about why members are involved and stay involved. What are they looking for? Then plan your club gatherings to meet those needs.

Focus on parts that meet the club's needs for each meeting. Some meetings may focus entirely on project work to help members accomplish their goals and learn new skills.

Remember 4-H should be fun! Celebrate accomplishments or just take time to focus on recreation once in a while. It's a great way to build a club team. Field trips and service-learning, etc. can put spice into your club, providing opportunities for youth to plan and organize while having fun. Contact your local 4-H Program Coordinator for resources. Whether your meetings are formal or informal, the agenda needs to be well planned in advance.

Kansas 4-H Community Club Annual Planning

Club: _____ 4-H Year: _____

Meeting Location: _____ Meeting Time: _____

President: _____ **Email:** _____

Home Phone: _____ Cell: _____

Vice President: _____ **Email:** _____

Home Phone: _____ Cell: _____

Secretary: _____ **Email:** _____

Home Phone: _____ Cell: _____

Treasurer: _____ **Email:** _____

Home Phone: _____ Cell: _____

Reporter: _____ **Email:** _____

Home Phone: _____ Cell: _____

Recreation: _____ **Email:** _____

Home Phone: _____ Cell: _____

Song Leader: _____ Email: _____

Home Phone: _____ Cell: _____

4-H Council Rep: _____ Email: _____

Home Phone: _____ Cell: _____

4-H Council Rep: _____ Email: _____

Home Phone: _____ Cell: _____

Other: _____ Email: _____

Home Phone: _____ Cell: _____

Other: _____ Email: _____

Home Phone: _____ Cell: _____

Community Leaders:

Name: _____ Email: _____

Home Phone: _____ Cell: _____

Name: _____ Email: _____

Home Phone: _____ Cell: _____

Name: _____ Email: _____

Home Phone: _____ Cell: _____

New Family Coordinator:

Name: _____ Email: _____

Home Phone: _____ Cell: _____

4-H Club Goals

Goals are the things 4-H club members and leaders decide they want to do during the coming year. As club members gain experience, they usually add to the list of goals.

Some examples could include: develop greater family participation; make every 4-H'er feel important in the club; participate in community functions. Other goals might include plans for activities, publicity, improving club meetings, member participation, member recruitment, etc.

Examples:

- ✿ Plan and conduct at least one community service learning project/activity.
- ✿ Have at least two project meetings in all projects having more than three club members enrolled.

Club Goals:

- ✿ _____
- ✿ _____
- ✿ _____
- ✿ _____
- ✿ _____
- ✿ _____

4-H Club Committees (add additional pages if necessary)

Project Tour (or other: _____):

Booth (or other: _____):

Skit (or other: _____):

Parade (or other: _____):

Club Program Plan

October _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

November _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

December _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

January _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

February _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

March _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

April _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

May _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

June _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

July _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

August _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

September _____, _____ Time: _____ am/pm	Committee or Person Responsible
Welcoming Activity	
Business Items	
Program:	
Refreshments:	

Month	Business Agenda Events, Activities, Items for group decision	Program Agenda Educational program or Activity. Speakers, Demonstrations	Community Service Learning Project	Special Events Club, County, District, State
October	<ul style="list-style-type: none"> ☼ Committee sign up ☼ Choose holiday service project 	<ul style="list-style-type: none"> ☼ Give instructions on talks & demos ☼ 4-H Project Selection ☼ New member welcome ceremony 	<ul style="list-style-type: none"> ✓ Plan for holiday service project 	<ul style="list-style-type: none"> ✓ National 4-H Week ✓ Officers Training
November	<ul style="list-style-type: none"> ☼ Choose holiday social 	<ul style="list-style-type: none"> ☼ Talks/Demos by members ☼ Project Goal Setting 	<ul style="list-style-type: none"> ✓ Coat drive 	<ul style="list-style-type: none"> ✓ Achievement Night ✓ Kansas 4-H Youth Leadership Forum
December	<ul style="list-style-type: none"> ☼ Announce Club Days; select Club Skit ☼ Announce fair dates 	<ul style="list-style-type: none"> ☼ Talks/Demos by members 	<ul style="list-style-type: none"> ✓ Sing carols at nursing home 	<ul style="list-style-type: none"> ✓ Holiday party
January	<ul style="list-style-type: none"> ☼ Choose club fundraiser 	<ul style="list-style-type: none"> ☼ Talks/Demos by members ☼ Record Book Overview 	<ul style="list-style-type: none"> ✓ Make valentines for nursing home 	<ul style="list-style-type: none"> ✓ County Club Day
February	<ul style="list-style-type: none"> ☼ 	<ul style="list-style-type: none"> ☼ Talks/Demos by members ☼ Guest Speaker: Foreign Exchange student 	<ul style="list-style-type: none"> ✓ Deliver valentines to nursing home 	<ul style="list-style-type: none"> ✓ Beef Weigh In ✓ Kansas 4-H Ambassador Training ✓ Kansas 4-H Citizenship in Action
March	<ul style="list-style-type: none"> ☼ Announce Discovery Days & Camp ☼ Plan Club Tour 	<ul style="list-style-type: none"> ☼ Talks/Demos by members ☼ Parliamentary Procedure Game 	<ul style="list-style-type: none"> ✓ Plant tree at school 	<ul style="list-style-type: none"> ✓ Regional Club Day
April	<ul style="list-style-type: none"> ☼ Remind about Discovery Days ☼ Remind 4-H camp 	<ul style="list-style-type: none"> ☼ Field Trip: Tour of County Courthouse 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ Small Animal Weigh In
May	<ul style="list-style-type: none"> ☼ Fair Booth ☼ Concession Stand 	<ul style="list-style-type: none"> ☼ Project Tour with potluck dinner & game of kickball 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ Club Project Tour
June	<ul style="list-style-type: none"> ☼ 	<ul style="list-style-type: none"> ☼ Assemble fair booth ☼ Record Book work night 	<ul style="list-style-type: none"> ✓ Brainstorm ideas for fall service projects 	<ul style="list-style-type: none"> ✓ Kansas 4-H Discovery Days ✓ 4-H Camp ✓ Day Camp
July	NO MEETING	<ul style="list-style-type: none"> ☼ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ County Fair
August	<ul style="list-style-type: none"> ☼ Report of county fair ☼ Elect officers 	<ul style="list-style-type: none"> ☼ Make posters & social media posts for National 4-H week. 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ .Livestock Sweepstakes
Sept	<ul style="list-style-type: none"> ☼ Officer Installation ☼ Hand out enrollment info 	<ul style="list-style-type: none"> ☼ Present completion certificates ☼ Turn in Record Books 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ Kansas State Fair

Kansas State University is committed to making its services, activities and programs accessible to all participants. If you have special requirements due to a physical, vision, or hearing disability, contact the Kansas State 4-H Office, 785-532-5800.

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