



# 4-H Club



## Annual Plan Of Meetings and Activities

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Year

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4-H Club/Project Name

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Regular Meeting Date

Place

# 4-H Club or Project Annual Plan of Meetings and Activities

4-H Club Officers and Advisors should meet at the beginning of the year and before each club meeting to plan club activities and events and set the business agenda, the program and the recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation and song (15-20 minutes), club business (20-30 minutes), and program (no longer than 30 minutes). Conclude the meeting with healthy refreshments. This meeting sequence should be arranged to meet the needs of members, program guests, or club preference. Use this form and your county 4-H calendar of events to organize your club meetings and your annual plan. This plan must be turned in to the extension office with 4-H club enrollment at the beginning of the year. A copy should be included in the Secretary's Book. This is also used by Teen leaders when planning their club/project activities. See sample plan on back page.

<b>Month</b> Date Time Location	<b>Business Agenda</b> Events, Activities, Items for group decision	<b>Program Agenda</b> Educational program or Activity. Speakers, Demonstrations	<b>Recreation Agenda</b> Singing, games, team building, refreshments.	<b>Community Service Project</b>	<b>Special Events</b> Club, County, District, State



# Sample 4-H Club Annual Plan

<b>Month</b> Date time Location	<b>Business</b> Events, Activities, Items for group decision	<b>Program</b> Educational program or activity, Speakers, Demonstrations	<b>Recreation</b> Singing, games, team building, refreshments	<b>Community Service</b> <b>Project</b>	<b>Special Events</b> Club, County, district, State
<b>Sept</b>	Elect officers Hand out enrollment forms Appoint •Planning committee •National 4-H Week promotion committee	Parliamentary procedure Make posters for National 4-H week.	Picnic Get acquainted (name game)  Watermelon seed spitting contest	Announce fire prevention survey in October	Club Family Night County Leader's Council Mtg.
<b>Oct</b>	Install Officers Collect enrollments and money for material. Planning committee get approval for program for year Hand out yearly plan	Present completion certificates and seals. Return record books Explain record keeping Project reports by members	Halloween Game	Reports of fire safety survey. Plan for Thanksgiving food baskets	National 4-H Week Recognition Night County Leader's Council Mtg.
<b>Nov</b>	Plan •fund-raising project for camp •Community Service Activities Remind to bring gift for Holiday party in Dec.	Give instructions on demos. Holiday gifts and decorations demonstrations by members Project reports by members	Thanksgiving Game	Plan for Christmas food baskets	State 4-H Ambassador Training Announce Western Regional Leaders Forum County Leader's Council Mtg.
<b>Dec</b>	Announce Officer's Training Announce judging events	demonstrations by members Project reports by members	Holiday party	Deliver Christmas box. Plan for visit to nursing home in February	Beef weigh –in County youth leadership workshop!
<b>Jan</b>	Announce Communications Rodeo Announce fair dates	Make valentines for nursing home demonstrations by members Work on Involvement Record Project reports by members	Action songs and games		Swine weigh-in Officer's Training County Leader's Council meeting
<b>Feb</b>	Finish fund-raising project Announce record due date Announce fair cleanup Orientation and potluck	demonstrations by members Leaders get in groups w/youth to check and explain record keeping Project reports by members	Valentine Game	Visit nursing home	Sheep weigh-in Fair entry forms due Leader's Forum County Leader's Council Mtg
<b>Mar</b>	Report on Leaders forum Remind record due date	Demonstrations by members Project reports by members Records check	St. Patrick's game	Plant tree on school grounds	Communications Rodeo County Leaders Council mtg.
<b>Apr</b>	Announce JOLT Announce 4-H Camp Report on Communications Rodeo	Speaker: from humane society to talk about spaying and neutering animals Project reports by members	April Fool's Party		Record books due Fair cleanup Fair County Leaders Council mtg.
<b>May</b>	Announce STAR	Project reports by members	Actions songs & games		County Leaders Council mtg.
<b>June</b>	Report of JOLT	Project reports by members	Relays		JOLT NRCWAY County Leaders Council mtg.
<b>July</b>	Report of NRCWAY	Project reports by members	Club picnic Folk games		STAR County Leaders Council mtg.
<b>Aug</b>	Report of STAR Announcements about club reorganization	Speaker: from Arizona Fish and Game Project reports by members	Action songs and games		Enrollment packets arrive! County Leaders Council mtg.