

4H GCW 20



Florida 4-H CLUB



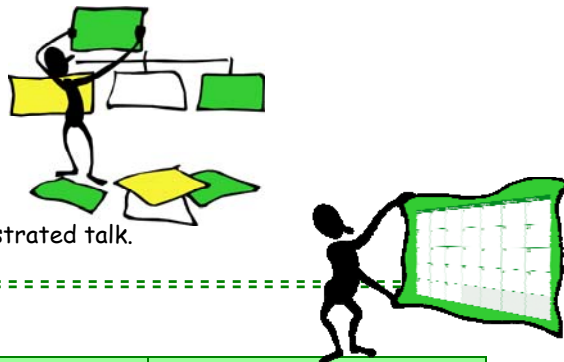
Planning Workbook

A 4-H club plan really helps a club run smoothly. The Leader Guide "Planning the 4-H Club Program" (4-H 378.1) has been developed to assist you and your club in developing your annual club program. This planning workbook gives you a place to record your plan.

Please note that the last 2 pages in this workbook (pages 13 and 14) are to be cut out and sent to your county 4-H office. This gives the 4-H staff a record of your club's planned activities and will help them help you.

CLUB GOALS (example)

1. Enroll 5 new members
2. Increase family participation
3. Have 100% of members complete at least one project record.
4. Have 100% of members participate in one community service project.
5. Have at least 50% of members give at least one demonstration or illustrated talk.



CLUB CALENDAR (example)

MONTH	PROGRAM, EVENT OR ACTIVITY	DATE AND TIME	PLACE	PERSON RESPONSIBLE
September	Regular Club meeting topic: Energy	Monday, 8th, 7.30 p.m.	Jim's house	Jim to contact speaker
	Conservation Beef project meeting	Monday, 8th, 5:00 p.m.	Jim's barn	Jim, Tom, Mr. Lynch
	City Council	Monday, 15th, 7:00 p.m.	County 4-H office	Club Officers

CLUB MEETING PLAN (example)

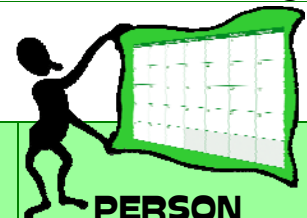
DATE: September 8th

PROGRAM TOPIC: Energy Conservation



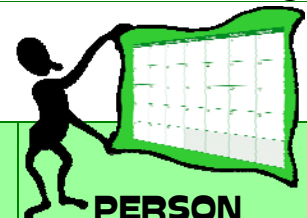
JOB:	PERSON RESPONSIBLE:
Arrange for meeting place	Jeremy
Arrange for program	Jim
Lead recreation	Michael
Lead singing	Rachel
Pledge to American flag	Joshua
4-H Pledge	Kimberly
Introduce speaker	Travis
Provide refreshments	Sandy
Give Demonstration	Christie

CLUB CALENDAR



MONTH	PROGRAM, EVENT OR ACTIVITY	DATE & TIME	PLACE	PERSON RESPONSIBLE
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
JANUARY				

CLUB CALENDAR



MONTH	PROGRAM, EVENT OR ACTIVITY	DATE & TIME	PLACE	PERSON RESPONSIBLE
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				

CLUB MEETING PLANS



DATE:

PROGRAM TOPIC:

JOB:	PERSON RESPONSIBLE:
Arrange for meeting place	
Arrange for program	
Lead recreation	
Lead singing	
Pledge to American flag	
4-H Pledge	
Introduce speaker	
Provide refreshments	

DATE:

PROGRAM TOPIC:

JOB:	PERSON RESPONSIBLE:
Arrange for meeting place	
Arrange for program	
Lead recreation	
Lead singing	
Pledge to American flag	
4-H Pledge	
Introduce speaker	
Provide refreshments	

CLUB MEETING PLANS



DATE:

PROGRAM TOPIC:

JOB:	PERSON RESPONSIBLE:
Arrange for meeting place	
Arrange for program	
Lead recreation	
Lead singing	
Pledge to American flag	
4-H Pledge	
Introduce speaker	
Provide refreshments	

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PROGRAM TOPIC:

JOB:	PERSON RESPONSIBLE:
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Arrange for program	
Lead recreation	
Lead singing	
Pledge to American flag	
4-H Pledge	
Introduce speaker	
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CLUB MEETING PLANS



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CLUB MEETING PLANS



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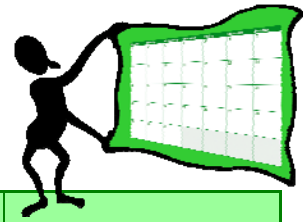
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Arrange for program	
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Lead singing	
Pledge to American flag	
4-H Pledge	
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Provide refreshments	

DATE:

PROGRAM TOPIC:

JOB:	PERSON RESPONSIBLE:
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Arrange for program	
Lead recreation	
Lead singing	
Pledge to American flag	
4-H Pledge	
Introduce speaker	
Provide refreshments	

Return to County 4-H Office



CLUB CALENDAR (include only Club-level activities)

MONTH	PROGRAM, EVENT OR ACTIVITY	DATE & TIME	PLACE	PERSON RESPONSIBLE

Standards of Excellence for 4-H Clubs and Groups

You may want to consider the following performance standards as you set the annual goals for your club. **Place a check next to the following Club Performance Standards completed during the 4-H year.** Documentation may come from meeting minutes, scrapbooks, photos, newspaper articles, letters, etc.



Club Performance Standards

- _____ 1. Club/group had a planned annual program that includes group goals.
(Ex: recruit 4 new members; 75% of members will attend camp; all members will choose one county learning activity to attend)
- _____ 2. Group members were actively involved in planning the group's annual program.
- _____ 3. Group selected an area of focus for their annual program.
(Ex: health & fitness; environmental science; pet care; community service; intercultural; understanding) OR Club is represented in the community, by serving on a committee, council or board with adult partners.
- _____ 4. Group members were involved in implementing the annual program/activities.
(Ex: planning and bringing snacks; leading the pledges; calling club members for a group meeting or assignment; presenting a demonstration; organizing a tour; introducing a speaker; leading recreation; teaching others)
- _____ 5. A calendar for the year was printed and distributed to members, parents, volunteers, and the local Extension Office. (Ex: identify meetings dates, locations, educational programs; special projects; social events; county or district events)
- _____ 6. All members were invited and at least 75% of group members were involved in at least nine group activities during the year. (Ex: meetings; club tours; recognition event)
- _____ 7. Group officers were elected or appointed, and fulfilled their leadership roles.
- _____ 8. Group completed at least one (1) community service project.
- _____ 9. Group completed at least one (1) project that promotes 4-H visibility at the community or county level. (Ex: participating in a community parade; radio interviews during National 4-H Week; project displays in business windows; or doing website development for County Extension office.)

Club Performance Standards (continued)

- _____ 10. Group has completed at least one (1) project that promotes 4-H visibility at the county, multi-county, district, state, multi-state, national or global level.
- _____ 11. Group recruited at least one (1) project volunteer for at least 75% of the member's project learning areas.
- _____ 12. At least 75% of the members made progress toward individual 4-H project goals.
- _____ 13. Group developed a method to communicate with families at least three (3) times per year regarding group activities, education and achievements. *(Ex: newsletters; e-mails; calling tree; group activity that includes families)*
- _____ 14. Group planned at least one (1) activity to include parents and families in club activities. *(Ex: project showcase; skating party; tours; recognition event)*
- _____ 15. Members took part in a variety of events and/or meetings beyond the 4-H group level. *(Ex: county project workshops; district events; state fair; interstate exchange programs)*
- _____ 16. A scheduled recognition event was held for members, volunteers and parents.
- _____ 17. Club/group planned and implemented at least one multi-club activity. *(Ex: doing multi-club community service; several clubs managing a community or county event; conducting a multi-club learning or social event)*
- _____ 18. Group members participated in 4-H activities beyond the club level. *(Ex: county educational workshops; district events; state fair)*
- _____ 19. 4-H club/group consistently had a safety/supervision ratio of 1 adult to 10 youth.
- _____ 20. The racial/ethnic composition of the club reflects the diversity of the surrounding community. (If club does not reflect the diversity of the community, then successful efforts to contact minority citizens in person, by mail, and through mass media may be used.)

12-13 Checked of 20 questions = **BRONZE** Clover Club Award

14-15 Checked of 20 questions = **SILVER** Clover Club Award

16-17 Checked of 20 questions = **GOLD** Clover Club Award

18-20 Checked of 20 questions = **EMERALD** Clover Club Award

HEAD**HEART****HANDS****HEALTH***I pledge...**my Head**to clearer thinking**my Heart**to greater loyalty**my Hands**to larger service**and my Health**to better living**for my club**my community**my country**and my world.*

THE 4-H PLEDGE

The HEAD represents:

1. Thinking, planning and reasoning.
2. Gaining new and valuable knowledge.
3. Understanding the whys.

The HEART represents:

1. Being concerned about the welfare of others.
2. Accepting the responsibilities of citizenship.
3. Determining the values and attitudes by which to live.
4. Learning how to live and work with others.
5. Developing positive attitudes.

The HANDS represent:

1. Learning new skills.
2. Improving skills already known.
3. Being useful, helpful, and skillful.
4. Developing respect for work and pride in accomplishment.

The HEALTH represents:

1. Practicing healthful living.
2. Enjoying life.
3. Using leisure time wisely.
4. Protecting the well being of self and others.

The 4-H Pledge, first adopted in 1927, summarizes 4-H as the four-fold development of youth through the Head, Heart, Hands and Health.

1. This document is 4HG CW20, one of a series of the Florida 4-H Youth Development, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. August 2007. Please visit the 4-H Website at <http://florida4H.org>.
2. Joy Jordan: contact person, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville, 32611.
3. This information was revised by Joy Jordan, 4-H Youth Development Specialist, and Judy Butterfield, Regional Specialized Agent for Central District, Department of Family Youth and Community Sciences, IFAS, University of Florida.

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