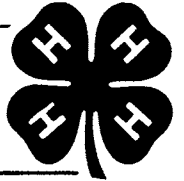




AGRICULTURAL EXTENSION SERVICE
UNIVERSITY OF MINNESOTA * U. S. DEPARTMENT OF AGRICULTURE
INSTITUTE OF AGRICULTURE, ST. PAUL, MINNESOTA 55101



4-H Leader Training Home Study Series

No. 5—Planning Programs

In the report on organizing a 4-H Club, the members and parents talked about ideas for the club program.

Let's find out more about the club program:

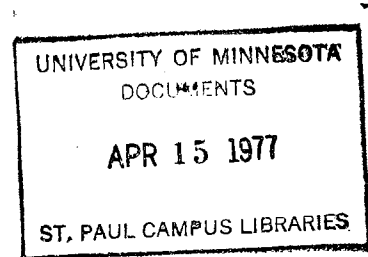
What is a program?

Why is it important?

How is the program planned?

What Is a Program?

Before a plane takes off, the pilot files a flight plan. His flight plan tells as closely as possible when and where he is going and how long it will take him to get there. Of course, fog, headwinds, turbulence, and other factors may change his plan during the flight.



The 4-H Club program is like a flight plan. It tells where the club is going and when. It also tells who is responsible for keeping it on schedule.

The program has three parts: club meetings, projects, and activities. A club meeting includes business, educational program, and recreation.

Why Is a Planned Program Important?

Time spent in "prospecting" for ideas will bring your 4-H Club closer to having a well-balanced club program.

The chances of having all members take part in the program are much greater when plans are made early.

A planned program helps to balance what club members will learn through meetings, projects, and activities. The program can have more variety.

Planning together is important to members as well as leaders.

When they help with planning, members:

- Feel their ideas are important
- Learn to express their ideas
- Have a chance to set goals they can reach

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Learn to make decisions
Gain respect for each other
Work together for group spirit
Learn about many possible programs

How Is a Program Planned?

There are many ways of planning a program. The ideas given here may help to make your club planning easier.

Who does the planning? 4-H members, leaders, and parents share in planning the club program. It is a good idea to include a member of the 4-H community or advisory committee if you have one.

When should you plan? The planning for the year is usually done at the third or fourth meeting of a newly organized club, right after the annual meeting for all others.

Where is planning done? Plans are started at a regular monthly club meeting or at a special meeting called for planning.

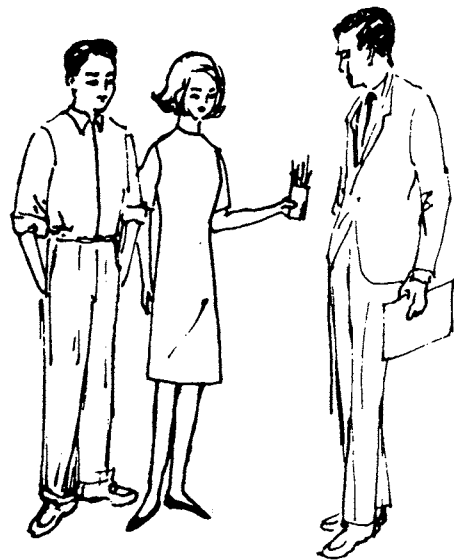
How do you do it? The regular club officers preside at the program planning meeting unless a special chairman is appointed. After other business is finished, program planning takes place.

The chairman will need your help to conduct the planning sessions.

1. Divide the 4-H members and parents into groups of 5 or 6 people. You can do this by numbering off or by asking 2 or 3 of the people in one row to face the 2 or 3 behind them. It is helpful to have both parents and members in each group.
2. Give each group pencil and paper. Ask them to select a chairman and a secretary-spokesman. The chairman sees that everyone has a chance to talk.
3. Assign topics (2 or 3) for each conversation group or "buzz group" to discuss. Give everyone a chance to tell his ideas. Topics likely to be needed for the program are:

- | | |
|----------|---|
| Group 1. | Business |
| Group 2. | Education (program) |
| Group 3. | Projects |
| Group 4. | Recreation |
| Group 5. | 4-H activities, events, and community service |

4. Have 30-45 minutes for conversation in the groups. These "buzz groups" should think about:
 - a. What the club did last year (if there was a club)
 - b. What the club would like to do this year
 - c. How will the club do it



5. At the end of the conversation period, have the secretary-spokesman report to the club, giving the ideas of the people in the small group. Be sure all groups have time to report.
6. The report should be listed on the blackboard or a large piece of paper (such as wrapping paper). Writing or printing should be large enough for everyone to see. The large paper or blackboard might look like this:

Business	Education	Projects	Recreation	4-H Activities, Events, & Community Service
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7. After listing all ideas from each group, have discussion by the whole club. Think about one feature at a time; ask everyone to help select the ideas to be included. Check those favored by the majority. Have each group turn in the report written by the secretary.
8. The yearly plan can be made from the items checked. The highlights for each month are listed. Plan for the beginning of the next club year because that gives time for the new program to be planned.
9. In large clubs or when time is limited at the planning meeting, the president should appoint a committee to work out the month by month outline.
10. You work with the committee to complete final details and specific plans for each meeting. All clubs should do this for the whole year or for at least 6 months ahead.
11. Each meeting has three parts: business, education, and recreation. To get all these parts a meeting needs the features listed:

Recreation for those who come early
Opening of meeting (pledge of allegiance, group singing, etc.)
Business meeting
Educational program or special activities
Recreation and refreshments

12. The monthly meetings planned in detail should have one page for each meeting. If possible, every 4-H family should have a copy of this plan. Be sure to send one to the extension office.

Examples of What Clubs Do

Opening:

Songs
4-H pledge
Pledge of allegiance
Poems or stories appropriate for the season
Skits for a special occasion or season
Promotion of some special activity: fair, camp, community service
Welcome ceremony for new members

Business:

- Elect officers
- Enroll members
- Plan a picnic
- Decide to buy a flag set
- Plan a radio program
- Plan a tour
- Announce activities such as special events or project workshops
- Plan to send gift to sick person
- Plan a cleanup at church, community building, cemetery
- Plan a 4-H Sunday program
- Get exhibits ready for the fair
- Plan a community 4-H achievement program
- Plan a health activity
- Plan a safety program
- Plan a party
- Appoint committees
- Plan a parents' program

Education:

The educational program might be a talk, demonstration, group discussion, tour, movies, slides, exhibits, judging by the members, leaders, or other adults. It might be on a project of interest to most club members or it might be something of a general nature. Here are some examples of topics for your educational program:

- How to conduct a meeting
- Responsibilities of officers and other club members
- Keeping records
- Getting exhibits ready
- Fixing an exhibit for National 4-H Club Week
- Social behavior
- Proper clothes for all occasions
- How to tie knots
- Health
- Balanced meals
- Safety
- Civil Defense
- Judging garden vegetables
- Travel talk
- Demonstration helps
- Photography
- Taking a soil sample
- Community projects
- Our natural resources

Recreation:

Some clubs have a different recreation committee for each meeting; some have a recreation leader for the year. Variety in recreation makes the meetings more fun. Club meetings often have recreation first for those who come early.

Here are some examples of recreation activities:

Picnic	Active sports
Party	Quiet games
Entertaining parents	Folk games
Talent number	Outdoor games

Refreshments are usually handled by a committee or by different members at each meeting.

Activities:

You can improve your 4-H Club by adding some new features. Try some of these examples:

- Conduct a welcome ceremony for new members
- Arrange formal installation of officers
- Games before as well as after the meeting
- Have variety in the recreation, using active and quiet features
- Use short skits to illustrate safety, health, manners, and good grooming
- Decorate the meeting room to provide a festive atmosphere
- Vary the ideas used to answer rollcall
- Rehearse and present a short play for the club or other interested groups
- Organize and direct a community picnic
- Work with other community groups in fixing a skating pond, horseshoe court, ball field, community park, hiking trail
- Set up a club-judging activity in vegetables, foods, clothing. Invite parents to take part
- Invite a speaker to talk to the club on some special program
- Plan special programs to highlight each of the four "h"'s, perhaps a different one each meeting
- Organize a "club reunion" for former members or those away at school
- Have a special exhibit during National 4-H Club Week
- Conduct a community achievement program at the end of the year
- Plan something to interest tourists
- Have 4-H alumni panel

References:

4-H Leaders' Handbook, pp. 13-15

How Does Your Program Rate?

A Check Sheet for Leaders

After you have completed program planning, fill out this form to see how it rates.

	<u>Yes</u>	<u>No</u>	<u>Needs Improvement</u>
1. Did all members share in the planning?	_____	_____	_____
2. Did parents help plan the program?	_____	_____	_____
3. Were copies of the program given to each family?	_____	_____	_____
4. Does each meeting include business, education, and recreation?	_____	_____	_____
5. Does your program have variety?	_____	_____	_____
6. Does each member have a chance to participate during the year?	_____	_____	_____
7. Are group activities provided so members can work together?	_____	_____	_____
8. Was the yearly plan completed early in the club year?	_____	_____	_____
9. Does the plan provide a way of checking the progress of each member?	_____	_____	_____
10. Are other community people besides project leaders used in the program?	_____	_____	_____
11. Is responsibility given all members, including first-year members?	_____	_____	_____
12. Does each event have something different from last year?	_____	_____	_____
13. Is there something to do all year?	_____	_____	_____
14. Can you improve next year's program by studying your program for this year?	_____	_____	_____

4-H CLUB CALENDAR 19__

(Name of Club)

Yearly Plan

November: Election of Officers (or October)	December:	January:	February:	
March:	April:	May:	June:	July:
August:	September:	October:	November:	

REPLY FORM

After you have read this unit on Planning Programs, please fill out this form and return it to the extension office. Thank you.

1. What ideas in this lesson will be helpful to you in planning a program?

2. How did your last year's program help in planning for this year?

3. List your questions and comments on program planning.

Your name: _____

Address: _____

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