



### 4-H Club or Group Annual Plan for 2018-2019

**Club or Group Name:** \_\_\_\_\_ **County:** \_\_\_\_\_

<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>Essential Elements</b> Belonging - B Independence - I Generosity - G Mastery - M	<b>Special Events</b> Club County Regional State
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						
August						
September						



## 4-H Club or Group Annual Plan **Sample Document**

4-H club or group officers and adult advisors should meet at the beginning of the year and before each club or group meeting to plan activities and set the business meeting agenda, educational program, and recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation (15-20 minutes), business (20-30 minutes), and program (up to 30 minutes). Conclude the meeting with nutritious refreshments. The 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. See sample below and blank form for planning on back page.

Month (Date Time/Location)	Business Agenda Events; activities; Items for group decision	Program Agenda Educational program or activity; speakers; demonstrations	Recreation Agenda Singing; games; team building; refreshments	Community Service Project	Essential Elements Belonging - B Independence - I Generosity - G Mastery - M	Special Events Club, county, regional, state
<b>October</b>	Elect officers; plan committees; hand out enrollment forms; talk about upcoming year; announce Jr. Leader training	Plan yearly agenda; club expectations; give instructions on presentation	Sing songs; play team building game	Thanksgiving placemats and/or pumpkin carving	Host greeter-B Name Game-B & G Community Service-G	Pumpkin Carving, Lock-In reminder; member recognition reminder; National 4-H Week
<b>November</b>	Collect enrollment; plan fund-raising; set caroling date; announce WORLD retreat; teen retreat; holiday party gift reminder; state resumes due in February.	Explain record books/requirements/ project reports by members; member presentations; begin/discuss advancements	Thanksgiving games	Plan for Thanksgiving food basket drive	Host Greeter-B Project Reports-I & M Presentations-I & M Community Service-G	Lock-In Member recognition, leader recognition
<b>December</b>	Announce fair dates, WORLD Retreat/Teen Retreat reminder	Caroling; holiday party; project reports by members	Holiday games and food	Caroling	Host Greeter-B Games-B Community Service-G Project reports-I & M	Announce WORLD Summer Conference
<b>January</b>	Finish fund-raising project; collect any enrollment forms; WORLD Retreat reminder	Demonstration by members; committee reports; project reports by members	Action songs and games	Plan food drive in February; Valentines cards for nursing homes	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Super Saturday reminder; Jr. Leader Training; enrollment deadline; announce camp counselor training; weigh-in /pres.
<b>February</b>	Report on fund-raising project; finalize food drive efforts; report on Super Saturday; state resumes due, WORLD Retreat	Demonstrations by members; committee reports; project work; prep for presentations; project reports by members	Valentines games	Collect food	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Weigh-in, announce Spring Into Arts; announce upcoming shows
<b>March</b>	Report on WORLD retreat, reports on Community service; announce camp dates	Practice presentations; record book check; committee reports; project reports by members	Action songs and games	Help with Leaders Association fundraiser	Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M	Record Book Workshop Camp Counselor Lock-In
<b>April</b>	Remind about Summer Conference; Remind about Summer Slumber	project reports by members; work on judging	Team building games	Clean up river walk or beach	Host Greeter-B Games-B Community Service-G Project reports-I & M	Weigh-In reminder
<b>May</b>	Summer Conference reminder; camp reminder; fair awards	Project record check; requirement check	Relay games	Nursing home visit	Host Greeter-B Games-B Community Service-G	Home Ec. Skills Contest
<b>June</b>	Upcoming summer activities; record book check and due date reminder	Project report by members; working on projects; fair paperwork	Club picnic; games	Collect food for food bank	Host Greeter-B Games-B Community Service-G Project reports-I & M	Fair paperwork deadlines
<b>July</b>	Fair; assign budget and Annual Plan committees	Finishing projects; buzzer game	Wheelbarrow races	Fair set up	Host Greeter-B Games-B Community Service-G	Announce record book competition
<b>August</b>	Plan National 4-H Week; vote on budget and annual plan; submit charter app & docs	Work on record books; get ready for State Fair	Water games		Host Greeter-B Games-B	Announce record book deadline
<b>September</b>	Hand out club certificates; year-end party; finish record	Fair suggestions; plan an National 4-H Week	Water melon spitting contest; picnic	Thanksgiving placemats	Host Greeter-B Games-B Community Service-G	Announce lock-In Announce National 4-H Week

**Possible Officers: President, Vice President, Secretary, Treasurer, Historian, News Reporter, Recreation Leader, Host Greeter**

**Safety Officer Possible Committees: Fundraising, Community Service, Record Book, Recreation**