

What Will Your 4-H Club Do for the Year?

A great 4-H game plan for your club does not just happen! Your team's success begins with careful planning by your members, advisors, officers and committees. Well-planned club programs reduce misunderstandings, lack of follow through and disappointments by members and families. Club ownership begins with members involved in planning, not just participating in the club plans.

Begin your club [programming planning process](#) with these simple steps!

Huddle around your team to put your 4-H game plan together for the season!

1. Select a [program planning committee](#) or involve the entire club to set club goals for the year. Review last year's plan and identify goals to accomplish.
2. Brainstorm [ideas](#) for club activities, events and programs. Utilize the [Design Your Own Clover](#) at a club meeting to get all members input. Committee members can use these to develop the club's yearly plan.
3. Plan the [club's yearly program](#). Make sure that your club meetings are a balance of business, education and recreation, use the [club meeting wheel](#) to help you plan. Choose activities that reflect the interest, needs and ages of all members.
4. Gain the club's approval. Have the committee present the program and be willing to make changes based on membership input. Seek club adoption and then develop a [club calendar or program booklet](#) to share with families.
5. Ask officers, committees and volunteers to carry out the [club's plan](#). Use the [club meeting plan sample](#) to help develop your club meetings.
6. Monitor progress throughout the club year. Evaluation does not have to wait until next year. Ask members for changes to meet club goals. Use the [club meeting scorecard](#) to see how well you are doing.

Why Develop and Share A Club Calendar or Written Program?

Informed 4-H members and families will participate, miss fewer meetings, deadlines and programs, and be a happier 4-H participant. Avoid many club advisor headaches and heartaches by writing and distributing a 4-H [club calendar/program](#) to all families.

Use this checklist to start developing your club's calendar or program:

- Dates, times and locations of all club meetings, events, & activities;
- Member/Family(s) responsible for meeting snacks;
- Mentors/contacts for new or younger club members/families;

- Member(s) giving demonstrations or talks at club meetings;
- Dates, times and locations of important county programs;
- Educational program for meeting or club events and who is responsible for arranging/conducting;
- Contact information for club families, advisors and members; and
- Other information your club chooses to include

Where Can You Find Resources To Help Your Club Plan?

Use the templates and samples included to help your club set goals, plan exciting club programs and meetings, and communicate with members and families. Contact your County Extension Educator for samples of local club's calendars and/or yearly plans.