

Program Planning Committee

Who serves on the committee?

3-10 people, representing club members, advisors, and parents. Youth members should include different ages, male & female, officers, and different interests. Adult members should include advisor & parent representatives.

How is the committee selected?

If the club is small, the program planning committee might be the entire group. If the club is large, the president can appoint the representatives. This should be done in consultation with the organizational advisor. Committee members can also be selected through an election or volunteer process, designating Junior & Senior representatives.

Set Goals

What are goals?

Goals are statements of what the club wants to accomplish this year.

Goals should be specific & measurable.

Goals should also encourage participation while meeting the needs & interests of club members.

Examples are:

Club members will plan & conduct two community service activities this year.

Club members will participate in a group project, "Keeping Fit".

Generate Ideas

How do we get ideas for club activities?

There are several methods you can use to generate ideas. Here are a few methods that might work for your club:

Brainstorming: Give members topic, such as community service, & allow members to offer ideas & suggestions. Record ideas generated on a chalkboard or large piece of paper. No evaluation of ideas takes place until the brainstorming is completed. Brainstorming can be done in large or small groups.

Survey: Ask members to answer written, open-ended survey questions. Questions can be placed around the room on posters for members to add their suggestions or on paper for them to work individually or in small groups. Examples of survey statements include: "We could help our community by..." and "Just for fun we could..."

Roll Call: Ask members to answer roll call with an idea or suggestion for an activity, such as something new you would like to try in the club this year, or ideas for a family activity. Encourage creative ideas by saying no response can be repeated.

Research information & activity ideas:

Check with your OSU Extension Office for additional resources & information or search the internet.

Plan Program

Club Yearly Plans should include:

- **Balance of activities:** Community service, Education, Social/Recreation, Member Recognition, & Business.
- **Who, What, When & Where:** Include date, time, location, what is planned, & who is responsible.
- **Member Assignments:** Demonstrations, Refreshments, Host, Program Responsibilities.
- **County-wide Activities of interest to members:** (Judging, Contests, Camps, Clinics, Fair, etc.)
- **Contact Information:** Advisors, OSU Extension office

If your club uses a program planning committee, the committee should present their proposal to club membership for club review & approval.

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