



PLANNING YOUR 4-H CLUB'S ANNUAL PROGRAM



A 4-H club is what you make of it. You, the 4-H volunteer, have the opportunity to make a difference in a child's life through the 4-H club. "But what can I do?" you might ask. "How should I plan the year and what programs can I do to excite my club members?" The following are some tips to help you organize your club's program of experiences. Don't expect to do everything each year with your club, but look to the future and explore the opportunities available to you. Good luck and have a great 4-H year!

4-H CLUB PROGRAM RECOMMENDATIONS

Use these suggestions for planning your 4-H club activities:

- ▶ Hold a meeting or conference with all parents jointly or separately for orientation and make project selections.
- ▶ Turn in 4-H club enrollment cards to the Extension Office by May 1.
- ▶ Hold at least eight (8) meetings during the year.
- ▶ Plan activities which enable members to achieve as much as possible on the 4-H members Achievement Board.
- ▶ Encourage regular attendance at club meetings. Aim for 75% or better attendance.
- ▶ Recite the American and 4-H pledges at each meeting.
- ▶ Conduct all business meetings using approved parliamentary procedure as much as is practical.
- ▶ Conduct at least one community service project.
- ▶ Send a 4-H club news article to the newspapers after significant club meetings and activities.
- ▶ Plan for Clean Up Ohio Week - late April - early May. Plan a special clean-up activity somewhere this month. Special recognition and awards are available - complete the simple Keep Ohio Beautiful application for additional cash awards.
- ▶ Invite all parents to attend at least one meeting or club activity during the year.
- ▶ Encourage all members to participate in the County Fair demonstration contest.
- ▶ Encourage 100% participation at County fair project exhibit experiences.
- ▶ Have a health/safety speaking representative in the County Contest.
- ▶ Encourage 4-H members to attend 4-H Camp.
- ▶ Hold special meetings to help members keep their Members Record Book up to date.
- ▶ Encourage advisors to attend advisor training meetings and project clinics.
- ▶ Assist outstanding members in applying for awards.
- ▶ Work for 100% 4-H project completion.
- ▶

PLAN YOUR WORK - WORK YOUR PLAN!

This is a list of items 4-H clubs should include in their program plan for the year.

These items are listed in somewhat of a chronological order although your club may choose to conduct these activities "out of order" and that is fine!

If you will insert each of these items into a monthly schedule for the year, you will have a plan you can work.

1. Distribute New Family Orientation Booklet
2. Conduct Orientation for Parent and Members
3. Distribute State Family Guide
4. Distribute County Family Handbook
5. Distribute County Jr. Exhibit Guide
6. 4-H Project Selection (Parents and Youth)
7. Complete Enrollment Forms - May 1
8. Order Project Books - Distribute to Members
9. Elect Officers
10. Assign Demonstrations (dates) (topics)
11. Select and Arrange Meeting Locations
12. Organize and Review Officer Responsibilities
13. Select Service Project (Appoint Committee - Beautification Project)
14. Decide on Tour/Field - Arrange and Conduct
15. Older Members Apply for Trips, Scholarship, Camp Counselor, Etc.
16. Promote Teen Leader Club - T.L.C.
17. Decide on Fund Raising Project
18. Promote _____ Project Clinics
19. Promote Health & Safety Speaking (Contest)
20. Assign Booth Committee - Plan Fair Booth
21. Promote 4-H Camp
22. Conduct Project Training for _____ Project(s)
23. Check Project Books for Progress (once a month)
24. Conduct One Program on Health
25. Conduct One Program on Safety
26. Conduct Fund Raising Projects
27. Conduct Service Project
28. Conduct Beautification Project
29. Check Project Books for Completion to Date - Prior to Fair Entries
30. Make Fair Entries
31. Inform Members of Judging Time, Place, Requirements
32. Promote Family Camp
33. Complete 4-H Members Record Books
34. Members Apply for Gold Medal Awards
35. Audit Treasurer's Books
36. Apply for Honor Club
37. Apply for Keep Ohio Beautiful Awards
38. Conduct Member Evaluations
39. Conduct End of Year Achievement Program

PLANNING YOUR CLUB'S PROJECT WORK TIME SCHEDULE

This is a suggested scenario of activities outlining activities and events related to enrolling in, working on, completing, and exhibiting 4-H projects in Scioto County.

September: Members and advisors may select and pick up project books to begin working on project learning experiences for the coming year.

October: Members may work on project experiences.

November: Members may work on project experiences.

December: Members may work on project experiences.

January - April: Members must be making final decisions about projects for the final enrollment including those already completed and those they plan to complete.

May: Members must complete and submit final project enrollment forms to advisors. Forms due in Extension Office by May 1 to be eligible to compete at the County Fair. 4-H members may enroll at any time before or after May 1, however, those enrolling after May 1 are ineligible to compete in the current year's fair.

June - July: Work on project learning experiences. Project demonstrations at club meetings. Turn in project books, records completed to date to verify eligibility to exhibit. Make entries for coming fair exhibits. Complete project exhibits for fair. Make livestock entries for State Fair (June 20). Participate in related project clinics.

August: Work on project learning experiences. Exhibit projects at County Fair. Prepare exhibits for State Fair (those eligible). Project demonstrations at club meetings.

September: Final completion of project learning experiences. Exhibit projects at State Fair (those eligible). Complete final project records and turn them into the club advisors for final evaluation.

ANNUAL 4-H CLUB PLANNING WORKSHEET

MONTH	WHAT NEEDS TO BE DONE	WHO WILL DO IT (Parent, Advisor, Junior Leader)
<i>October</i>		
<i>November</i>		
<i>December</i>		
<i>January</i>		
<i>February</i>		
<i>March</i>		
<i>April</i>		
<i>May</i>		
<i>June</i>		
<i>July</i>		
<i>August</i>		
<i>September</i>		

4-H CLUB PROGRAM IDEAS

AA

TOPICS WHERE SERVE SELF:

- ◆ Careers - College & Non-college
- ◆ Boy-Girl Relations
- ◆ Drugs - "What They Can Do For Us"
- ◆ Let's Make a Date
- ◆ Report from State Conservation Camp
- ◆ Teenage Dating
- ◆ Style for Boys & Girls - Style Revue
- ◆ Applying for a Job
- ◆ Achievement Meeting
- ◆ Citizenship - "What America Means to You"
- ◆ Changing Concepts in Recreation
- ◆ Are you Listening? (How to Communicate)
- ◆ New Year's Resolutions (Planning One's Time)
- ◆ How Do I Rate Myself (Self-Evaluation)
- ◆ Am I Complacent? (Self-Confidence)
- ◆ Teen Panel Discussion
- ◆ Discussion - "Early Marriage"
- ◆ Student Life on Campus - Students from Ohio State
- ◆ 4-H and Other Cooperating Organizations
- ◆ Opportunities for Junior Leaders in State & National 4-H Award Programs
- ◆ Democracy in Action
- ◆ You and Your Personality
- ◆ Juvenile Problems - Sheriff
- ◆ Alcoholism - A Problem?
- ◆ Tour of Local Industry
- ◆ Report on State 4-H Activities
- ◆ Highway Safety
- ◆ How to Look "Fashionable" But Not "Way Out"
- ◆ Discussion on "Etiquette"
- ◆ Safety - Home and Farm
- ◆ Teen Morals
- ◆ Smoking and Your Health
- ◆ America & Democracy
- ◆ Physical Fitness
- ◆ Self-Defense
- ◆ Mental Health
- ◆ Politician for Current Issues
- ◆ Speaker on "Hair Styles"
- ◆ What Does An Employer Look For In An Applicant
- ◆ Understanding State Government
- ◆ How To Understand Adults
- ◆ How Do Our Courts Function
- ◆ Marriage - Family Life - "At What Age Should You Worry"
- ◆ Teenage Marriages
- ◆ Fashion and Fads
- ◆ "Can You Become More Popular?"
- ◆ Safe Driving For Teens
- ◆ Capital Punishment
- ◆ The Club Year Ahead
- ◆ Drinking, Smoking & Fads
- ◆ Liquor & Teenagers
- ◆ Are Teen Fads Good or Bad
- ◆ Cheating In School
- ◆ Going To School and Liking It
- ◆ Getting Along With Your Elders
- ◆ Meeting People By Short Wave - Amateur Radio
- ◆ A Laser In Your Future
- ◆ See Yourself As Others Hear You
- ◆ Teen Bank Account - Tour Of Bank
- ◆ Civil Air Patrol
- ◆ Civil Defense
- ◆ Water Safety
- ◆ Installation of Officers, New Members & Initiation of New Members

- ◆ What Is Teen Leadership
- ◆ Parliamentary Procedure Demonstration
- ◆ Meet The Parents Tea
- ◆ Demonstration Know-How
- ◆ Program Planning - Debate
- ◆ Parliamentary Procedure Practice
- ◆ Fair Participation Expectations
- ◆ 4-H Older Youth Opportunities
- ◆ Get Acquainted
- ◆ Preparing Exhibits for Fair
- ◆ Recreation Workshop
- ◆ Promoting Safety In Your Club
- ◆ Demonstrations In The Club
- ◆ Career Day At Ohio Agricultural Research & Development Center, Wooster
- ◆ 4-H Project Selection
- ◆ Camp Counselor's Job
- ◆ Working With Committees
- ◆ Leading Discussions
- ◆ Teaching Methods In Club Situations
- ◆ 4-H Member Evaluation
- ◆ Using Your Project Book
- ◆ Promotion of 4-H Club Work
- ◆ Teaching Younger Members
- ◆ Communications
- ◆ Leadership Foresight
- ◆ Leadership Roles
- ◆ Safety Talks
- ◆ Recruiting 4-H Members

IDEAS WHICH ARE FOR SOCIAL AND RECREATION:

- ◆ Election Party
- ◆ Welcome Meeting - Invitation for New Members
- ◆ Hayride & Weiner Roast
- ◆ Sled Riding
- ◆ Christmas Party
- ◆ Bowling Party
- ◆ Potluck
- ◆ Recreation - Square Dance
- ◆ Winter Camp - Outdoor
- ◆ Plan A Short Skit
- ◆ Picnic & Swimming Party
- ◆ A Night Of Fun
- ◆ Barn Dance
- ◆ Picnic & Hike
- ◆ Pizza party
- ◆ Community Clean-Up
- ◆ Gym Night
- ◆ Invite Hypnotist
- ◆ Tours To Museums
- ◆ Visit By Ambulance Service
- ◆ "Hunger Walk"
- ◆ Help Handicap or Retarded
- ◆ Nature Trail for Blind
- ◆ Exchange With Club In Other County
- ◆ Hayride
- ◆ Ice-Cream Festival
- ◆ Fashion Show
- ◆ Carnival
- ◆ Barbecue
- ◆ Booth At County Fair
- ◆ Roller Skating Party
- ◆ Flea Market - Fund Raising
- ◆ Rummage Sale - Fund Raising
- ◆ Scenic River Clean Up
- ◆ New Member Initiation
- ◆ County & City Government Officials Explaining Their Responsibilities

TOPICS WHICH SERVE OTHERS:

- ◆ T.L. Philosophy & Program Development

SPECIAL 4-H OLDER YOUTH LEADERSHIP OPPORTUNITIES AVAILABLE

1. **OHIO 4-H YOUTH EXPO (JUNE)** - Ten delegates or more may be selected. Applicants must be a minimum of 14 years of age, have completed at least one year of 4-H club work. 4-H Youth Expo will be held on the campus of The Ohio State University and lodge in university dorms. The four days are devoted to sessions stressing leadership, citizenship, and 4-H activities. There is a mock session of the legislature held in the Ohio capital. Fees partially paid by local donors.
2. **STATE 4-H LEADERSHIP CAMP (JULY)** - Two or three members who are outstanding in leadership and 4-H activities are selected each year. It is held at 4-H Camp Ohio. You will have the opportunity to meet other 4-H'ers from all over Ohio and participate in sessions developing your leadership and communication skills. Fees partially paid by state or local donors. Recipients must be a minimum of 15 years of age and have completed at least one year of 4-H club work.
3. **STATE 4-H CONSERVATION CAMP (JULY)** - Two or three 4-H members are selected each year. Every county in Ohio is represented at the camp which is held at Camp Ohio. Delegates must be a minimum of 14 years of age, have at least one year of 4-H club work, and currently be a freshman in high school or older. Emphasis is on soil, water, and wildlife conservation. A bus tour is usually taken to the conservation station in Coshocton and to the "Trumpet in the Land" outdoor play.
4. **AMERICAN HERITAGE TOUR (JULY)** - Three or four members will enjoy an exciting, innovative approach to citizenship education. Citizenship-Washington Focus brings participants to the National 4-H Center for a week long experience in our nations capital. Workshops reinforce the importance of government issues, develop a new perspective of international relations and stress personal growth and leadership skills. Delegates must be at least 16 years of age.
5. **BUCKEYE LEADERSHIP WORKSHOP (MARCH OR APRIL)** - A partial scholarship will be awarded to advisors or older 4-H members at least 16 years of age. The annual 5 day workshop conducts learning experience sessions that strengthen participants leadership skills in a variety of recreational and leisure topics.
6. **OHIO FORESTRY CAMP** - The Ohio Forestry Association has two June sessions. Both sessions held at Camp Muskingum are exactly the same program, so campers can select the one which best fits their schedule. The program is an academic camp and the students are expected to give their full attention to the instructors. The Soil Conservation Service Board offers scholarships for deserving youth. This is an outstanding opportunity for 4-H members who are interested in a forestry related career.
7. **ALL AMERICAN QUARTER HORSE CONGRESS** - Two horse club members from our county are eligible to attend the event which is held each year in October t the State Fairgrounds in Columbus. Members must be 14 years old, be an active horse club member, and currently a freshmen in high school or older. Admission fees are paid by the Ohio Quarter Horse Association. Members must provide their own lodging, meals and transportation.
8. **JUNIOR FAIR BOARD** - A total of 30 members are selected each year to serve on the Scioto County Junior Fair Board. Members must be at least 15 years old by January 1, be a Jr. Fair Exhibitor at least one year and currently be an active member. They must be able to participate in October, November, December, January, February, March, June & July meetings before the fair and be prepared to work during fair week. The Junior Fair Board works with the Senior Fair Board to plan, promote and conduct Junior Fair activities.
9. **SCIOTO JUNIOR FAIR DEPARTMENT ASSISTANTS** - Age 13 plus. Attend department planning meetings and assist in planning and conducting department activities.
10. **4-H ADVISORY COUNCIL** - Serve on this Scioto County "4-H Advisory Council Board of Directors". One year term-renewable. Help decide and implement county 4-H policies, guidelines and youth development programs, and activities. Meets monthly, prefer high school age youth.
11. **4-H CAMP COUNSELOR** - Each year we will be selecting several boys and girls to be counselors at Scioto County 4-H Camp at Canter's Cave. It is a great honor to be selected as a camp counselor. Only those who have demonstrated high leadership ability and maturity will be selected. Several training and planning meetings, and a weekend workshop focuses on their leadership and counseling responsibilities. All counselors will be interviewed and selected by the Extension staff before camp. Members must be at least 14 years by January 1st to apply and preference is given to older members.
12. **COUNSELOR TRAINING** - Ages 13-19. Assist camp counselors at Cloverbud Camp. Apply at the Extension Office.
13. **TEEN LEADERSHIP CAMP** - This is a county-wide 4-H organization whose goal is to develop personal leadership skills and provide community service. 4-H members 14 years and older are eligible to participate. This group meets monthly (or more often), elects officers, conducts tours, field trips, overnights, weekend retreats, conducts service projects, etc.

LEADERSHIP PROJECTS FOR TEENS

370 - One-On-One - One-On-One is a mentoring project designed for teens age 13 and older with at least two years of 4-H experience. Teens mentor at least one beginner 4-H member and complete a series of learning experiences with their protege.

371 - 4-H Club Teen Leadership - Teens age 13 or older work with a local 4-H advisor to develop and complete an individual plan to provide leadership within a club. A variety of activities and leadership learning experiences are provided.

372 - Multi-Level Teen Leadership - In this project, teens complete responsibilities in local, county, and state 4-H programs; participate in study guide experiences; may mentor younger members; and taken part in other 4-H teen leadership opportunities. This project is especially appropriate for teens in county 4-H Teen Leadership groups, Junior Leaders or similar leadership programs.

373 - Teen Leadership on the Job - The Teen Leadership on the Job project is for teens who are employed and want to develop leadership to "make the best better" on the job. Experiences related to the real world of work, attaining goals and objectives, developing a work ethic, stress management, money management, time management, and performance assessment are included.

374 - Teen Boardmanship -This project is designed for teens who serve or are interested in serving on boards or committees. Teens who serve on advisory committees, junior fair boards, student councils, church boards or other groups will gain skills for working on boards, skills in working with groups, and new understanding for completing their roles and responsibilities through this project.

377 - Speak Out - This project is for teens who are interested in serving on awareness teams, as Ambassadors, on Speaker's Bureaus, and other public relations groups. Members plan, present, and evaluate at least one program.

Leadership Skills You Never Outgrow Series - In the Leadership Skills You Never Outgrow series youth develop skills in understanding self, communicating, getting along with others, learning to learn, making decisions, managing, and working with groups. Each of the four levels is designed to be completed with a helper or volunteer over a period of one to three years.

391 - Leadership Skills You Never Outgrow I: Individual Skills for 9-11 Year Olds

392 - Leadership Skills You Never Outgrow II: Individual Skills for 12-19 Year Olds

393 - Leadership Skills You Never Outgrow III: Skills for Working in Groups

394 - Leadership Skills You Never Outgrow IV: Skills for Leading Groups for Teens

14. **TEACH 4-H CLUB OFFICER WORKSHOP** - One training meeting - two workshops. Teen leaders teach officer responsibilities of all offices to 4-H club officers. These workshops are usually held in February/March.
15. **OHIO 4-H COLLEGE SCHOLARSHIP** - Many college scholarships worth up to \$500-\$1000 are available to 4-H members who will be freshman at one of Ohio's many technical colleges or universities next year. A special application form needs to be filled out and it is due in the OSU Extension, Scioto 4-H office by late January. **If you would like an Ohio College Scholarship Application form, please ask at the OSU Extension, Scioto 4-H Office.**
16. **NATIONAL 4-H AWARDS AND TRIPS** - Deluxe all expense paid trips to National 4-H Congress. Twelve to fifteen other state exchange trips and conference scholarships. All members 14 and over should receive specific information in December. County nominees must then fill out the All-In-One State Achievement Record to be submitted for district competition in late January.
17. **INTERSTATE EXCHANGE TRIP** - Ages 14-19. This trip is around July or August, it is a 4 to 5 day trip. Travel to other states and live with other 4-H members. You also host 4-H members from other states. Some cost involved in the program, apply in March-April.
18. **4-H AWARENESS TEAMS** - Several teams of high school age youth plan and conduct "4-H Awareness" assembly programs at all the county elementary schools in early spring. Call the OSU Extension, Scioto 4-H office in December if you are interested in helping.
19. **FASHION BOARD - NUTRITION BOARD** - Older youths experienced in respective clothing or nutrition projects selected and trained to conduct clothing and food project demonstrations, training meetings for food and clothing members, members also assist at food and clothing project judging, Style Revue and Nutrition Show.