



# Program Planning

## 4-H Council Handbook Tip Sheet

The first function of the 4-H Youth Development Council is to help plan a 4-H Youth Development Program that meets the needs of youth and families in the county. The steps to consider during program planning are listed and described below. Programs must be based on the needs and interests of young people and the developmental stages of youth.

### Assessment:

Conduct a county needs assessment to identify issues and establish priorities. This information is then used as criteria for development of a year-long 4-H Youth Development Program, including a variety of activities and delivery methods.

### Program Methods:

Design and support a variety of 4-H Program delivery methods to enable the program to reach a wide variety of youth. Delivery methods include: community and subject-based clubs, school enrichment programs, camps, special interest groups, afterschool programs, and issue-related workshops/conferences.

### Implementation:

Staff and volunteers work together to establish reasonable guidelines to offer local programming that are in line with state and federal policies. These guidelines should assure safety, fairness, and equity for the 4-H participants, while efficiently managing the county program.

### Risk Management:

Manage risk so that it is at a minimal, acceptable level, ensuring that we are providing a safe environment in which youth can learn, develop, and have fun. Refer to the Risk Management Tip Sheet for additional information.

---

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran.

Purdue University is an Affirmative Action institution. This material may be available in alternative formats.

## **Equal Opportunity:**

Ensure that the 4-H Youth Development Program is available to all people who live in the county. The Council and 4-H Educator will work together to ensure that the program does not exclude individuals who wish to participate.

## **Recognition:**

Establish methods to provide individual and group recognition and feedback for youth and adult participants, in an appropriate, meaningful, and timely manner. Refer to the Recognition Tip Sheet for additional information.

## **Evaluation:**

The Council and 4-H Educator regularly assess the extent to which the county 4-H program is achieving its stated mission, goals, and objectives. This evaluation leads to needed program revisions that will improve the program and maintain its accountability to stakeholders and funding sources.

*To learn more about Program Planning, please visit the 4-H Youth Development Council Functions section, #1, of the Indiana 4-H Youth Development Council Handbook (<http://bit.ly/ProgPlg>).*