

Goal Setting



Objectives

1. Understand the process of goal setting.
2. Follow the steps for setting club goals.
3. Develop a workable tool that will reflect the goals of a 4-H Club.



Mission Statement

- "a formal document that states the objectives of a company or organization" (*Encarta* online dictionary)
- A mission statement describes what your club does and whom it serves.



4-H Mission Statements

- National 4-H:
 - "4-H empowers youth to reach their full potential, working and learning in partnership with caring adults."
- Indiana 4-H:
 - "To assist youth and adults in their development by conducting hands-on educational programs, using the knowledge base of Purdue University, other land grant universities, and the United States Department of Agriculture."



Vision Statement

- "a formal statement that expresses the aspirations and goals of a company or organization" (*Encarta* online dictionary)
- The vision statement describes what you want your club to accomplish in the future.



National 4-H Vision

- "A world in which youth and adults learn, grow, and work together as catalysts for positive change."



Motivation

- "a reason for doing something or behaving in a particular way" (*Encarta* online dictionary)
- Motivation is relating the goals to every club members so that they see value and will feel ownership in their club.



What Is a Goal?

A goal is a specific plan of action for the club.

Goals should be:

Written

Concrete

Specific

Measurable

Achievable

Visualized

Timely

Manageable

Reviewed Regularly

Rewarding



Steps for Setting Club Goals

1. Identify a goal-setting planning group.
2. Identify methods for gathering input.
3. Hold a club goal-setting meeting.
4. Set club goals.
5. Present the goals to the club.
6. Make an action plan.
7. Carry out the plan.
8. Evaluate the plan.



1. Identify a Goal-Setting Planning Group

- Club Members
- Adult Leaders
- Non-Leader Parents
- Community Leaders
- People of Diverse Ages
- People with Diverse Backgrounds



2. Identify Methods for Gathering Input

Information used to set club goals can be gathered by some of the following methods:

- One large group meeting
- A series of small group meetings
- A survey in writing, by phone or e-mail



Questions to Ask

Possible discussion questions:

- What are the important local issues that 4-H members could become involved in? (i.e., community service opportunities)
- What programs are available in the community for youth? (i.e., speakers, leadership opportunities, workshops)
- What 4-H projects are the community and youth most interested in learning more about?
- What fun things are the youth in the club interested in and what is available in the community? (i.e., walking trails, canoeing)



3. Hold a Club Goal-Setting Meeting

- Summarize the ideas you have collected from the discussion questions into the following categories:
 1. Club programs and activities
 2. County programs and activities
 3. Project education
 4. Fun things to do



3. Hold a Club Goal-Setting Meeting

- On a large sheet of paper, make a yearly calendar and place the ideas in the appropriate months.
- Let the club members prioritize the programs and activities from the most important to the least important.
- Begin the goal-setting process with the most important activities/programs.



4. Set Club Goals

- Choose an important program/activity.
- Define a goal (something you have the power to make happen) to go with the program/activity.
- Outline the steps needed to achieve the goal.
- Consider possible blocks.
- Set deadlines for achievement of the goal.



Questions to Ask When Setting the Goals

Do the goals offer:

- A balance of social and educational activities?
- Diversity for the club membership?
- A variety of activities throughout the year?



5. Present the Goals to the Club

- Present the club goals to the entire club for approval.
- Determine what to do about activities for which there are no leaders or people to complete the tasks. Should these be dropped?
- Find out if there is anything missing. Are there additional things club members want added to the goals? Should some be deleted?



6. Make an Action Plan

From the list of all the goals and projects, decide upon the following:

- List the roles needed to carry out the plan next to each program, event, or project.
- List any additional leadership roles for the year.
- Indicate which activities must involve an adult leader.
- Outline how you will evaluate each activity or event.



7. Carry Out the Plan

- Have an officers' meeting.
- Decide which goals need committees.
- Appoint committee chairs and members.
- On a regular basis, contact those responsible for the goals to check on their progress.



7. Carry Out the Plan

- Prior to a scheduled event or activity, include the responsible committee or leader on the club meeting agenda to provide an update.
- Provide the resources needed to carry out the goal.



8. Evaluate the plan

- Evaluate individual events and activities soon after they have occurred.
- Evaluate the total program at the end of the program year.
- Compare the club goals to accomplishments realized.
- Be sure that each 4-H member has the opportunity to be included.



4-H Club Program Book

- A resource for members to use when they have 4-H related questions or need to contact someone from the club.
- Provide copies of the program booklet to each family.



What to Include

- Officers of the 4-H Club and their contact information
- Club mission and vision statements
- Club goals
- Committees, committee chairpersons, and their contact information

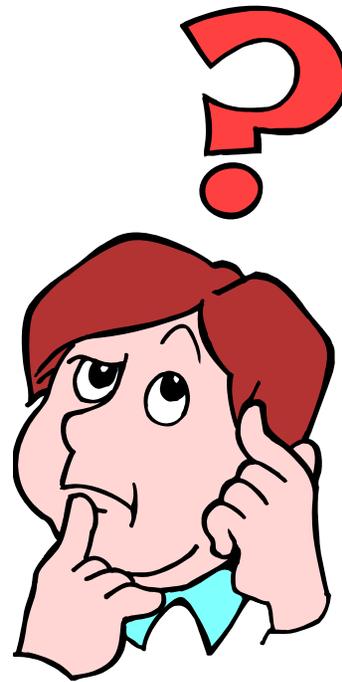


What to Include

- Place to record information from each meeting
- Important dates
- Club members list and contact information
- Pledges to the American and 4-H flags
- 4-H colors, motto, and song



Conclusion & Quiz



Sources

- Heltemes, Bill. (n.d.) 4-H Club Program Planning. University of Florida 4-H Youth Development. Gainesville, FL. Retrieved November 13, 2007, from http://florida4h.org/volunteers/training_presentations/

