

# Steps in 4-H Program Planning Worksheets

## Section A. A Quick Look at our 4-H Club

This section will help you take a quick look at your club program. The general factors listed on the left will stimulate discussion of specific things that caused either your positive or negative feelings. From this discussion, you will be able to decide which things you want to change and which you want to do over again.

Place a check in the box that best describes the situation in your club. After everyone on the planning committee has had a chance to fill in this sheet, the group should discuss the responses.

|  | Needs much improvement | Needs some improvement | O.K. | Good | Excellent |
|--|------------------------|------------------------|------|------|-----------|
| 1. Attendance at general meetings          |                        |                        |      |      |           |
| 2. Attendance at other club activities     |                        |                        |      |      |           |
| 3. Members know about club happenings      |                        |                        |      |      |           |
| 4. Parents are aware of club happenings    |                        |                        |      |      |           |
| 5. Parents involved in club functions      |                        |                        |      |      |           |
| 6. Number of leaders involved              |                        |                        |      |      |           |
| 7. Members assuming club responsibilities  |                        |                        |      |      |           |
| 8. Variety of programs at general meetings |                        |                        |      |      |           |
| 9. Club year-long program plan             |                        |                        |      |      |           |

## Section B. Club Calendar

Set your club goals and record them on a club calendar sheet.

### Club Goals for the Year

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

| Month | Date | Program, Event, or Activity | Committee or Person(s) Responsible |
|-------|------|-----------------------------|------------------------------------|
|       |      |                             |                                    |
|       |      |                             |                                    |
|       |      |                             |                                    |
|       |      |                             |                                    |

| Month | Date | Program, Event, or Activity | Committee or Person(s) Responsible |
|-------|------|-----------------------------|------------------------------------|
|       |      |                             |                                    |
|       |      |                             |                                    |
|       |      |                             |                                    |
|       |      |                             |                                    |

| Month | Date | Program, Event, or Activity | Committee or Person(s) Responsible |
|-------|------|-----------------------------|------------------------------------|
|       |      |                             |                                    |
|       |      |                             |                                    |
|       |      |                             |                                    |
|       |      |                             |                                    |
|       |      |                             |                                    |
|       |      |                             |                                    |
|       |      |                             |                                    |
|       |      |                             |                                    |
|       |      |                             |                                    |

*(Copies of this calendar should be provided for each 4-H member and copy sent to county 4-H agent. Members are encouraged to share with parents.)*

## Section C. Points to Look for in a Good 4-H Meeting

This sheet can be used to evaluate all your meetings. You should be able to answer Yes to most of the questions. The ones you answer with a No are areas you will want to improve:

- \_\_\_\_\_ 1. Do the officers and leaders check meeting plans beforehand?
- \_\_\_\_\_ 2. Does the president call the meeting to order on time, keep the meeting rolling, and close it on time?
- \_\_\_\_\_ 3. Is the business part of the meeting short and snappy?
- \_\_\_\_\_ 4. Are guests introduced and made to feel at home?
- \_\_\_\_\_ 5. Is there a special program in addition to the business meeting and recreation?
- \_\_\_\_\_ 6. Is the educational program of interest to everyone?
- \_\_\_\_\_ 7. Do officers avoid doing all the talking?
- \_\_\_\_\_ 8. Do leaders avoid doing all the talking?
- \_\_\_\_\_ 9. Do all or most of the members take part in the meeting?
- \_\_\_\_\_ 10. Is there fun, learning, and fellowship at the meeting?

You may want to duplicate the list to see how 4-H'ers and parents feel about the club and its activities. Several "No" answers may indicate that some things about the meeting need changing.



**North Carolina  
Cooperative Extension Service**  
NORTH CAROLINA STATE UNIVERSITY  
COLLEGE OF AGRICULTURE & LIFE SCIENCES

### Acknowledgment

This publication was originally prepared by the Cooperative Extension Service, University of Wisconsin. Barbara Halpin George and E. J. Lueder, youth development specialists, were the authors.

This publication was adapted for use in North Carolina by Extension 4-H Specialist Judy M. Groff.

Published by  
**North Carolina Cooperative Extension Service**

Distributed in furtherance of the Acts of Congress of May 8 and June 30, 1914. Employment and program opportunities are offered to all people regardless of race, color, national origin, sex, age, or disability. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.