Planning for Achievement

Shawnee County 4-H Club Recognition Plan

The Purple Seal Award Program
Shawnee County 4-H Club Recognition Plan

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Club Recognition Planning Concepts

The Purpose of Club Recognition
The purpose of Club Recognition is twofold:
1) Allow clubs to set goals for the upcoming project year.
2) Review the clubs' achievement against their predetermined goals.

What Goal Setting Does for a Club
Goal setting allows a club to be sure that they are meeting the needs of their club as a body as well as considering the needs of their members individually. The old axiom is true: You can't make a bull's-eye without first determining the target.

One of the reasons to do club recognition planning is to help a club develop good organizational habits and systems that will help the club accomplish the spirit of the 4-H motto: To make the best better.

Why Recognition at the Club Level is Important
While 4-H is about individual achievement, it's also about group achievement. An often overlooked goal of 4-H is to teach members how to work together through an organized process. As in all efforts, recognition reinforces the value of achievement and encourages greater achievements in the future.

Becoming a Purple Seal Club

Beyond the Basic Requirements for community clubs and project clubs, clubs may choose to earn county-level recognition as a Purple Seal Club. To earn this distinction, the club will need to make progress toward goals that go beyond the Basic Requirements.

Key points for Purple Seal clubs:
- Purple Seal goals will be developed around the five Life Skills, defined below.
- Each Life Skill should have only one goal, but will have several activities planned to meet a goal.
- Clubs may use the suggested goals from the worksheet or write their own goals.
- Once the goals are selected, the club can select activities that will help them to meet those goals. You will find suggested activities on the planning form.
- No club can earn a Purple Seal without having first met all nine Basic Requirements.

Even if you decide that your club will not work towards earning a Purple Seal, it is important to have a review of your club's strengths and weaknesses while planning for the upcoming 4-H year.
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The Process Involved

Timing of the Process
Start your club recognition plan soon after the completion of the county fair. This gives you enough time to measure the current year's accomplishments against your club's current goals and to set new goals before the 4-H year begins on October 1.

This is also the time when members will be completing their personal record books and considering their personal goals for the coming year. While the Club Recognition Plan is concerned with club-level goals, you should also consider that members' personal goals often compliment and contribute to the goals of the club.

People to Involve
Meet with the key people who will establish goals for the club and invite them to a special club planning meeting.

These people should include:
- Officers
- Junior Leaders
- Community Leaders
- Project Leaders
- Representatives from the Parents' Committee

However, the group should not be limited to these people. The wider the input from the club, the more the club members will feel that the goals set are their goals. So, any interested club members or parents should be encouraged to participate.

Documents to Have Available
Documents to have available for this process are:
- Club’s Program Book
- List of Committees

The object is to use the goals and activities selected for the recognition plan when planning the club's program for the coming year. You might also want to compare what your club did in the previous year to what you have planned for this year.
The Club Recognition Planning Cycle

- **Club sets goals using the forms in Appendix I.** August or September
- **Goals are approved by club membership.** September or October
- **Club works on activities to achieve goals.** October through February
- **Club members and leaders hold a review to check progress on goals.** Shortly after 4-H Day in February
- **Club continues work on activities to achieve goals.** February through September
- **Club recognizes operates on the 4-H year: October 1-September 30.**
- **The Purple Seal Awards are made at the county Achievement Night.**

- **Review and document goals achieved. Submit the form to the Extension Office.** August or September
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Key Definitions to Keep in Mind

Goals are the overall objective for your club for a given Life Skill.
Activities are steps or actions towards meeting a goal.
Life Skills are divided into five areas for the purpose of developing citizenship and leadership abilities.

Stepping through the Club Recognition Plan
Here are the major steps in the Club Recognition Plan:

1) Review the final progress of the club towards achieving their current goals. Document that progress on the forms included in Appendix 1 and submit them to the Extension Office with the record books from club members.

You might want also want to refer to the 4-H Program Planning Worksheet included in Appendix 2.

2) Set the goals for the coming 4-H year using the step-through form included in Appendix 1 or another of your club’s own design.

The key understandings for this process are:

- Be sure your club is meeting the nine basic requirements that every club should meet. If not, plan to fix any shortcomings in the coming year.
- Review your club’s existing strengths and identify areas for improvement in each of the five life skills.
- Have one goal in each of the five life skills. (See the suggested goals on the worksheet.)
- Determine only one to three activities per goal your club can plan to do well to meet those goals, taking into careful consideration the age and number of your members and the current year’s accomplishments.
- Ideally, your club should add at least one new activity each year while carrying over some older activities. The club can drop some older activities to add newer activities. Remember your club is different every year and your program should reflect this.
- Remember that each of these goals and related activities need to be reviewed for progress toward accomplishment of the goal at midyear and again at the end of the 4-H year.

3) Share your goals with everyone in your club. Encourage those who are involved with planning the club’s programs, tours, and similar events to refer to the goals when making their own plans for the coming 4-H year. Your goals are a tool for everyone in your club to use in planning their 4-H year.

4) Schedule a midyear review as a progress check. Invite the same types of people as were involved with establishing your goals and activities. Shortly after county 4-H Day is a good time for this, but your club can determine their own date. If you find your club is not meeting
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the club’s goals, the midyear review is an opportunity to plan a course of action to revise the activities or to revise your program to meet the goals during the remaining months of the 4-H year.

The process is a circular process with each 4-H year’s step one being the first step for the coming year and the final step for the year that is ending.

4-H’s Life Skills

1) A Positive Self-Concept: Youth develop a positive self-concept by seeking their fullest unique potential as a person.
2) An Inquiring Mind: Youth develop inquiring minds when they know how to obtain needed information and expect to live in a changing world.
3) Sound Decision Making: Youth learn to make sound decisions when they make choices and can apply what is known in a productive way.
4) Healthy Interpersonal Relationships: Youth learn healthy interpersonal relationships when they get along with others and work and interact with people of all ages.
5) A Concern for the Community: Youth develop a concern for the community by becoming aware of social responsibility, and are willing to be involved in improving the community, both local and global.

Progressing through the Levels of Developing Skills

These levels depend upon the age and experience of the members involved in your club.

1) Attend
2) Participate
3) Assist
4) Plan
5) Lead
6) Create

In selecting activities for your club, move your club through these levels from year to year based on the age and experience of your members. Use the words on this list as verbs to indicate the level of activities your club hopes to achieve.
Participation Related to Geography

These levels represent the geographical scope related to developing skills.

1) **Local**: Family, local club, or community level (L).
2) **County**: County level (C).
3) **Multi-county**: Multi-county level (M).
4) **State**: State level (S).
5) **National**: National activities (N).

When selecting activities for your club, look for opportunities to broaden the geographical area based on the age and experience of your club members.
Appendix 1

Form PS01, Part 1: Recognition Plan Worksheet: Basic Requirements.........................A1.2

Form PS01, Part 2: Recognition Plan Verification Sheet: Purple Seal Winners................A1.3
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Recognition Plan Worksheet: Basic Requirements

Part 1: Nine Basic Requirements for All Clubs

All 4-H clubs need to complete and return this form annually when record books are due.

Check to indicate your club has met each requirement.

___ Have five or more members between the ages of 7 and 19.

___ Have at least one community leader.

___ Have Bylaws and a Constitution.

___ Have officers, including a President, Vice President, Secretary, Treasurer, Reporter, and at least one County Council member who are actively pursuing their offices. (The offices of Secretary and Treasurer may be combined.)

___ Club representatives must attend the minimum number of county Events Council meetings as defined by the current Events Council Bylaws.

___ Plan and hold at least eight regular meetings where a quorum is present during the 4-H year (October 1 - September 30).

___ Have a program book that includes a club directory, a list of planned programs, and a list of meeting dates.

___ Turn in the club’s audit of the treasury for the previous 4-H year to the Extension Office by November 1 each year.

___ Turn in this form to the Extension Office each year when record books are due. (Even if your club does not work towards higher recognition levels, this form should be completed to show that the club has met the Basic Requirements.)

___ Our club has met the 9 Basic Requirements.

Club name:

______________________________________________________________

Date: ____________________________

Signature(s) of the Community Leader(s): 

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

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Recognition Plan Worksheet: Purple Seal

Part 2: Goals and Activities for Purple Seal Clubs

Remember to indicate only one goal per Life Skill area. Only one activity is required for each goal, but clubs may plan for up to three. Check the line on the far left of the form that indicates the goal you have selected and the activity or activities you plan to use to meet that goal.

During your club's midyear or final review process, indicate which activities were completed.
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1) A Positive Self-Concept: Youth develop a positive self-concept by seeking their fullest unique potential as a person.

Suggested Goal: Help each member develop self-confidence.

Alternate Goal:

Activity(ies) Planned (Select at least one.)

Selected/Completed

Have each club member present at least one talk or demonstration at a club or project meeting.

Have ___ member(s) present a talk or demonstration at a countywide 4-H meeting or event.

Have at least ___ member(s) compete at 4-H Day.

Have ___ member(s) present a talk or demonstration at a local school or other youth group.

Have ___ member(s) present a talk or demonstration to a non-4-H community group (not necessarily a youth group).

Have officers work to make sure every member is given at least one opportunity to speak at each meeting beyond answering roll call.

Encourage older members to: ___ enroll in the leadership project, ___ attend Leadership project meetings, ___ volunteer as Junior Leaders, and ___ other(s):

Have at least ___ member(s) apply to be a Shawnee County 4-H Ambassador.

Have at least ___ member(s) exhibit in open class at the ___ county or ___ state fair.

Have ___ member(s) participate in State Fair events such as ___ Space Tech Tent, ___ Photo Fun Day, and ___ other(s):

Have ___ member(s) volunteer to help at the county fair: ___ set up exhibits, ___ lead groups, ___ assist at an information table, ___ serve as a junior superintendent, ___ make announcements, ___ help with clean up, or ___ perform other necessary tasks such as:

Have ___ member(s) volunteer to help at the state fair: ___ help superintendents place exhibits on display, ___ serve as a helper to judges, ___ help with clean up, ___ serve as a helper for a judging contest, ___ provide organized hospitality for judges, or ___ perform other necessary tasks such as:

Hold a club ___ project fair or ___ club project tour with at least ___ members showing their projects.

Have at least ___ member(s) compete at the ___ county fair, ___ state fair, or ___ other competition:


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2) **An Inquiring Mind:** Youth develop inquiring minds when they know how to obtain needed information and expect to live in a changing world.

___ **Suggested Goal:** Help members to participate in a variety of club, county, regional, and state activities in their areas of interest to increase their personal skills or knowledge.

___ **Alternate Goal:**

___

**Activity(ies) Planned** *(Select at least one.)*

**Selected/Completed**

___/___ Have a parliamentary practice activity at each club meeting to help members understand parliamentary procedure.

___/___ Organize ___ a Model Meeting or ___ Gavel Games team(s) to complete at 4-H Day or similar forum with at least ___ member(s) participating.

___/___ Have ___ members(s) attend county tours of related project areas such as the ___ county beef tour, ___ county corn tour, ___ county soybean tour, and/or ___ similar county tours: ____________.

___/___ Have members of 4-H Exchange present a program about the group at a club meeting.

___/___ Encourage members to attend the ___ Kansas State Fair and/or ___ Regional 4-H Day.

___/___ Have at least ___ member(s) participate in ___ quiz bowl, ___ Fashion Revue, ___ Shepherd’s Lead, ___ a dog show, ___ a livestock show, ___ a horse show, ___ a rabbit show, ___ a talent contest, ___ or other similar event:

___

___/___ Have at least ___ member(s) participate in ___ regional or ___ state events such as ___ Make It with Wool contest, ___ Bake and Take Day, or ___ other:

___

___/___ Have at least ___ member(s) attend state planning Action Team committee meetings.

___/___ Have at least ___ member(s) attend a state special interest camps or event such as ___ Space Tech Experience, ___ Photo Adventure Camp, ___ State Geology Field Trip, ___ Kansas Wheat Show, ___ Discovery Days, ___ Kansas Youth Leadership Forum, ___ Kansas Hunting, Fishing, and Fur Harvesting Workshop, and ___ others:

(See Kansas 4-H Journal project selection guide issue each September for enhanced project activities.)

___/___ Have at least ___ member(s) attend national special interest events such as ___ Citizenship Washington Focus, ___ Kansas City Global Conference, ___ National 4-H Conference, or ___ others: _____________. (See Kansas 4-H Journal September issue for other state and national 4-H events.)

___/___ Have at least ___ member(s) participate in project workshops at the ___ county ___ regional, ___ state, or ___ national level such as ___ Project Extravaganza (county), ___ State Photo Workshop, ___ State Dog Workshop, or ___ others:

___

___/___ Offer a club educational ___ trip: ____________ or ___ tour (such as a factory tour) to:

__________________________, planned by members with at least ___ member(s) participating.

___

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3) Sound Decision Making: Youth learn to make sound decisions when they make choices and can apply what is known in a productive way.

_Suggested Goal:_ Encourage all members to participate in club goal setting and decision making appropriate to their ages, skills, and experience.

_Alternate Goal:_

(Activity(-ies) Planned (Select at least one.)

_Selected /Completed_

_/ Have each member actively participate on a committee for the club.

_/ Have at least ___ member(s) participate in a judging event at the ___ club ___ county, ___ regional, or ___ state level.

_/ Have at least ___ member(s) create a judging class for club meetings.

_/ Have at least ___ member(s) develop and present an exhibit at ___ a countywide 4-H event: ____________________________, or ___ a statewide 4-H event: ____________________________.

_/ Have at least ___ member(s) develop and present an exhibit at a local/county non-4-H event such as a ___ school, ___ community organization event, ___ community fair, or ___ other similar event: ____________________________.

_/ Have at least ___ member(s) develop and present an exhibit at ___ a regional non-4-H event: ____________________________, or ___ a state non-4-H event: ____________________________.

_/ Have members plan and hold an Achievement Night for your club with ___ member(s) participating.

_/ Have members plan and hold a 4-H club fundraiser with at least ___ member(s) participating.

_/ Have at least ___ member(s) create a ___ booth and/or ___ banner for exhibiting at the ___ county fair or other event: ____________________________.

_/ Have at least ___ member(s) make and display 4-H posters or another type of display for ___ National 4-H Week or ___ a traveling 4-H display to be used for community awareness.

_/ Have at least ___ member(s) apply for 4-H pins for their age level.

_/ Encourage all members to submit a record for project recognition.

_/ Encourage members to write articles for the ___ Kansas 4-H Journal, ___ magazines, ___ newspapers, ___ or ___ other media promoting 4-H project, activity, or event.

_/ Have at least ___ members participate in a ___ multi-county or ___ state leadership group such as ___ an action team, ___ State 4-H Youth Council, ___ a leadership camp: ____________________________, or ___ other leadership group: ____________________________.

_/ ___________________________________________________________________________

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4) **Healthy Interpersonal Relationships:** Youth learn healthy interpersonal relationships when they get along with others and work and interact with people of all ages.

   _Suggested Goal:_ Help members to participate in a variety of club, county, regional, and state activities to increase communication and build relationships through awareness of personal differences.

   _Alternate Goal:_

---

**Activity(ies) Planned (Select at least one.)**

**Selected/Completed**

___/__/ Have the club participate in exchange meetings with another club in a different city, school district, or county.

___/__/ Have the club ___ participate in and/or ___ create a session on ___ effective communication techniques, ___ stress reduction, ___ conflict resolution, ___ manners, ___ sportsmanship, ___ Internet safety, ___ how to relate to: ___ the disabled, ___ the elderly, ___ people of different ethnicities, ___ people of different religious backgrounds, ___ others: ____________________________, ___ another session for relating to others ____________________________.

___/__/ Have club members collaborate with a local disabled group such as ___ the Capper Foundation, ___ KNI, ___ the Veteran’s Administration, ___ Family and Guidance Center, ___ nursing homes, ___ independent living facilities, or ___ others: ____________________________ to have a fun event: ____________________________.

(This goes beyond a poster or display.)

___/__/ Have the club participate as a group in ___ CPR training, ___ home emergency preparedness, ___ first aid training, or ___ other safety training: ____________________________.

___/__/ Have the club participate in fun activities such as ___ a skating party, ___ a game night, ___ paddleboating, ___ a picnic, ___ or other play activity: ____________________________.

___/__/ Have at least ___ member(s) attend ___ a 4-H camp, ___ 4-H Outdoor Adventure Camp, or ___ other similar event: ____________________________.

___/__/ Hold physically active recreation at a majority of club meetings and encourage all members to participate.

___/__/ Have at least ___ member(s) attend ___ Lock In, ___ County Achievement Night, ___ a Club Achievement Night to recognize members’ unique contributions, or ___ a similar event: ____________________________.

___/__/ Have a majority of your club’s officers attend ___ the county’s 4-H Officer Training or ___ an alternate officers’ training event: ____________________________.

___/__/ Have ___ an exchange meeting or ___ other similar event: ____________________________ with another 4-H club in ___ your county or ___ another county: ____________________________.

___/__/ Have the club develop ___ a 4-H float in a parade: ____________________________ or ___ develop and present a craft for January Jamboree.

___/__/ Have at least ___ experienced members serve as buddies/mentors for new or younger members.

___/__/ Have the club ___ participate in and/or ___ create an international foods night for the club including exchanging recipes and explaining how the food choices relate to the culture.

___/__/ ______________________________________

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5) A Concern for the Community: Youth develop a concern for the community by becoming aware of social responsibility, and are willing to be involved in improving the community, both local and global.

   __ Suggested Goal: Have members do service projects to benefit the community.

   __ Alternate Goal: ____________________________________________________________

Activity(-ies) Planned (Select at least one.)

Selected / Complated

   / Hold a fundraiser to benefit __ the Shawnee County Extension Education Foundation, __ the State 4-H Foundation, or __ another charity: ______________________ with at least ___ member(s) participating.

   / Contribute to __ the Shawnee County Extension Education Foundation, __ the State 4-H Foundation, or __ another charity: ______________________ with at least ___ member(s) participating.

   / Have ___ club members or ___ project members complete at least ___ community service project(s) with at least ___ member(s) participating.

   / Form a Community Service committee that plans at least ___ community service opportunity(-ies) for the club each year.

   / Have Project Leaders and Junior Project Leaders give a presentation to club members about how to incorporate community service into members' projects.

   / Have ___ members help with a communitywide service project: ______________________ organized by the County Events Council.

   / _____________________________
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Recognition Plan Verification Sheet: Purple Seal Winners

To be submitted to the Extension Office by clubs at the end of the 4-H year.

Purple Seal winning clubs will turn in this form as verification they’ve determined they are eligible for the award based on the club’s own review process. (Even if a club is not earning the Purple Seal, turn in the form as the information is valuable to the Extension Office and county leaders who plan training for leaders and members.

Our club has satisfactorily met our goals and should be awarded the Purple Seal. We may not have completed every activity, but we have completed at least one activity towards each of our five goals.

Club name: ________________________________

Date: ________________

Signature(s) of the Community Leader(s) and Club Members, Parents, and Volunteers involved in Planning and/or Evaluation:

Form PS01

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Appendix 2

For your convenience, these resources are included in this booklet in the order listed below.

Resources from Kansas


10 Steps in 4-H Program Planning. Manhattan, Kansas: Kansas State University Agricultural Experiment Station and Cooperative Extension Service (available from the Extension Office).


Resources from Other States


Planning a Yearly Calendar, Section 2: Starting Your Own 4-H Club. NJ: Rutger’s Cooperative Extension, pp245-7.


WHAT ARE THE PRINCIPLES OF 4-H?

It is not what we know, but what we believe that determines what we do. 4-H leaders and parents can make their best contribution to the development of 4-H boys and girls if they understand 4-H objectives and principals.

- The 4-H club boy and girl are more important than the project.
- Project work is one of the best devices for developing young people. To "learn by doing" is fundamental in any sound educational program and is characteristic of the 4-H program.
- 4-H is not trying to replace the home, church or school - only to supplement them. This does not mean that 4-H should avoid areas touched by school or church. 4-H music, dramatics, etc., may give additional opportunities for participation.
- 4-H'ers should be their own best exhibit. This means in manners, attitudes, and courtesy, as well as appropriate dress and physical appearance.
- Competition is a part of life and should be recognized in 4-H as a human trait, but competition requires careful planning and safeguards when used as an educational device.
- No 4-H award is worth sacrificing the reputation of a 4-H member or leader.
- A blue ribbon 4-H'er with a red ribbon exhibit is more desirable than a red ribbon 4-H'er with a blue ribbon exhibit.
- Many things are caught rather than taught.
- Every 4-H member needs to be noticed, to feel important, to achieve some degree of success, and to be praised.
- Our job is to teach 4-H members how to think, not what to think.
1. **Select a planning Committee**
The committee should represent each of the following groups: members of different ages, males and females, parents, project leaders, officers, organizational leaders. Some clubs might wish to involve the entire membership.

2. **Survey Club Members**
Members, parents, and leaders have ideas about what they would like to do and need a chance to express them. Surveying members gives them a chance to share their ideas and feel an important part of the club. There are many interesting ways to survey the membership at general meetings—suggestion box, sharing ideas on large paper, collages, roll call, brainstorming.

3. **Review what has been done in the past**
Before deciding on specific things to include in the program it is helpful to review what the club did last year: What did we do? What did we like about it? What didn’t turn out so well? What needs improvement? Was everyone involved?

4. **Look at this year’s current situation**
Since the club membership can change from year to year, it is important to look at the situation in the club this year to provide a program that meets the needs of the membership—How many members? Is there a wide range of age among members? How many leaders? Etc.

5. **Identify Club Goals**
Goals are statements of what the members, leaders and parents want to accomplish for the year. Set goals that youth and adults in the club can accomplish, meet the needs and interests of the club, promote cooperation in the club.

6. **Develop a plan**
Choose activities that will help reach club goals and make sure they are appropriate for the club situation this year. Be sure to plan several things to help accomplish these goals. Does your plan provide for involvement? Interesting to all ages? Is there a balance? Fun things planned, too? Educational programs planned? Have you considered county 4-H events?

7. **Club approves plan**
The educational plan should be explained to the membership. People will become more involved in the club program if they feel like they were included in determining the plan. This is a chance for members to ask questions and for people to determine how they would like to help organize events and/or activities. The club plan should be approved.

8. **Gather volunteers and assign responsibilities**
Provide people with the opportunities to accept responsibilities at the beginning of the year. Clarify what needs to be done and let people choose areas of interest. You may want to ask people to assume certain responsibilities. Always provide families with a copy of the volunteer duties.

9. **Create a club calendar**
Once the club educational plan has been approved and volunteers are assigned responsibilities, then there should be a club calendar that is prepared and given to each member. Also, a club calendar should be turned in to the Extension Office. It is also helpful to announce upcoming dates at meetings.

10. **Evaluate the plan**
Evaluating the program is an ongoing process. Ask: How are we doing? At the end of the year determine if the club goals were met? Is attendance at the activities good? Were all members involved? Did volunteers complete responsibilities?

Resource: Steps in 4-H Program Planning (4-H 259)
State, National, International Events

National 4-H Youth Technology Leadership
July 2005
The N4H YTLT consists of 4-H teens from across the U.S.A. who share a commitment to using their technological skills to help integrate more technology into all 4-H programs and to close the Digital Divide that separates the technology haves and have-nots in America.

2005 State 4-H Livestock Judging Contest, August 27, KSU Weber Arena
Memo from Julie Voge & Jim Adams (Word) Rules and
Information (PDF)

State 4-H Dairy Judging and Quiz Bowl Contests
August 19, 2005, Kenwood Park, Salina, KS
This event is held during the Kansas All Breeds Junior Dairy Show.

State Horticulture Contest
August 27, 2005, K-State, Manhattan
An award of $200 scholarship is awarded toward the first place Senior Team's expenses to compete at the National Junior Association Convention in the Fall.

Capitol City 4-H Meat Contest
July 2005

State 4-H Meat Contest
August 2005
Top 2 teams eligible for regional/national trips.

International Exchange Programs

Interstate Exchanges
If your county group is interested in going on an exchange, you can check out the ads that are posted already.

Kansas State Fair
September 9 - 18, Hutchinson
The State Fair serves as the showcase for Kansas 4-H by providing opportunity for county-qualified competitive exhibits in typical 4-H projects, plus livestock shows, dog shows and judging contests. Exhibitors must be 10 or older on January 1 to participate in the competitive events. The State Fair always begins the first Friday of September following Labor Day. Ask your club leader or Extension office for specific entry information.

Kansas Junior Livestock Show
September
This show is co-sponsored by K-State Research and Extension Department of Animal Sciences, Kansas Livestock Association and Wichita Chamber of Commerce. Livestock divisions are offered for market steers, hogs and lambs, plus breeding beef and sheep. Market livestock must be nominated in the spring. Exhibitor scholarships are awarded based on available funding. The show is in Wichita, generally in late September.
Campference

4-H Dog Conference
October

Kansas 4-H SpaceTech Experience
November, Hutchinson
This fantastic experience is held in Hutchinson at the Cosmosphere Space Center and the Hutchinson Community College. Lodging is at the State Fair Encampment building and meals at the Hutchinson Community College.

Kansas Youth Leadership Forum (KYLF)
November, Rock Springs 4-H Center
Designed for youth 14-18 years of age who wish to enhance their leadership skills. The Forum will include speakers, track sessions, service learning, consulting groups and election of area representatives to the State 4-H Council. Cost is approximately $135.

National 4-H Congress
November, Atlanta, GA
This annual trip for state project winners is a recognition, educational, cultural, and community service experience held in late November each year in Atlanta, GA. Project winners selected from Kansas Award winners are offered the opportunity to attend. A travel grant of $200 is provided by the Kansas 4-H Foundation for each delegate, and members are responsible for raising the remaining $500 to $600. Counties have the option of sending one delegate-at-large, responsible for the entire registration fee.

Kansas 4-H Volunteers Forum
"4-H Volunteers Leading the Future" This Forum is for all 4-H Volunteers. It will be November 19-20 at Rock Springs 4-H Center. The Forum will feature speakers and workshops that will excite and energize 4-H Volunteers. Don Floyd, President of National 4-H Council will be the featured speaker and will celebrate with us 100 years of 4-H Greatness and challenge us to Lead the Future. Cost will be $85 for Kansas Association of 4-H Volunteers members and $95 for nonmembers. Lodging Friday evening, November 18, is available for an additional fee ($35).

Horse Panorama
February

Citizenship in Action
February 19-20, 2006
The purpose of this event will be for Kansas 4-H members who are at least 14 years old, to learn how the state legislative process works, and how their voice and participation in decision-making can make a difference in 4-H and in their communities.

KC Global Conference
March, 2006, Kansas City, Missouri
Counties select delegates between 15 and 18 years old to learn about career interest and global issues. Held in mid-March on a Wednesday through Saturday, delegate expenses range from $255 to $300.

National 4-H Conference
April
Four delegates are selected by applications and interviews to attend this working conference at the National 4-H Center in Chevy Chase, Maryland each spring. Delegates work with the national program leaders on issues, visit government officials and participate in cultural opportunities. After returning to Kansas, they are actively involved in 4-H advisory and at other events. Delegates must be 15-18 years old and are responsible for paying
partial costs of approximately $800.

**Discovery Days**
May 30 - June 2, 2006, K-State, Manhattan
This mini-college experience held on the K-State campus gives youth, 13 and older, the opportunity to learn from a variety of classes, seminars, and college tours. Registration costs are approximately $125.00. The Emerald Circle Awards banquet is during this time.

**State 4-H Photo Adventure Camp**
June, Rock Springs 4-H Center

**Citizenship Washington Focus Trip**
June 8-19, 2005, Washington D.C.
15-18 year-old members apply to attend this intensive summer citizenship experience in our nation's capitol. Along the route, delegates tour educational sites like the St. Louis Arch and Gettysburg Battlefield. Delegates and/or their counties are responsible for the cost of $1,200 to $1,500.

**4-H Geology State Field Trips**
June 2005
Southern Flint Hills headquartered at Rosalia, KS
Northern Flint Hills headquartered at Alma, KS

**State 4-H Dairy Camp**
June 2005, Rock Springs 4-H Center

**State 4-H Venturers**
This is a unique concept of bringing together youth and adults from the 4-H program, the Boy Scouts of America and other youth organizations who seek outdoor adventure challenges! The program consists of training in outdoor living skills, leadership and teamwork, communications, low-impact camping, backpacking, canoeing and white water techniques prior to the summer adventure trip.
Kansas
State Contests

Livestock Judging - K-State Campus – August 27, 2005
Livestock Skillathon - Kansas State Fair - September
Crops Judging - 2004 State Fair – September
Photography - 2004 State Fair - September
Family and Consumer Sciences Judging /Quiz Bowl - September
Poultry Judging - 2004 State Fair – September
Dog Quiz Bowl - Rock Springs – October
Horse Judging – – June
Wheat Show – – August
Dairy Judging/ Quiz Bowl – Kansas Jr. Dairy Show, Salina – August 19, 2005
Meats Contest – Excel R&D, Wichita – August
Horticulture – K-State, Manhattan – August 27, 2005
Wildlife Habitat Evaluation -
Kansas

National Judging Contests

American Quarter Horse Congress
American Quarter Horse Youth Association World
American Royal
Morgan Grand National and World Championship
National Horticulture Judging
National 4-H Poultry and Egg Conference
National Western 4-H Roundup
National Wildlife Habitat Evaluation Invitational
North American International Livestock Expo
Shooting Sports Invitational Event
World Dairy Expo
PAGE 7 OF "OUT OF IDEAS, A LEADER'S GUIDE"
Remember, it is the creative spirit from within that is encouraged, rather than conformity to a pattern imposed from without. You, the 4-H Leader, are the creator and arranger of these learning situations.

Where do you start?

Rather than fitting your group into a 4-H timetable, or predetermined program, fit 4-H program elements into the needs and interests of your group.

From page 8 "Out of Ideas, A Leader's Guide"

By believing that:
1. Members can be trusted to find their own goals, and should have options or choices in what they do.

From page 25 "Out of Ideas, A Leader's Guide"

Members, parents and leaders have ideas about what they would like to accomplish as a club, and they need a chance to express them. Surveys give members a chance to share ideas and to be an important part of the group. There are many interesting ways to survey the membership at general meetings. Refer to Steps in 4-H Program Planning, "Gathering Ideas,” page 4.

From page 25 "Out of Ideas, A Leader's Guide"

Now you are ready to put all the personal goals together. Since it may be difficult for beginning club members to decide what they want to do, we are including goals that might "prime the pump" for your club:

- to get to know more about each person in the club
- to increase what we know about ... (nutrition, recreation, safety, grooming, etc.)
- to provide a service to our community
- to learn something more about our community
- to help each person in our club feel good about himself or herself
- to become better listeners to one another

Don’t set too many goals. You need to concentrate on just enough goals so that it’s a challenge to reach them.
Remember the growth and development of each person is paramount. If evaluation becomes negative or doesn’t happen at all, then young people tend to believe no one cares about them or what they are doing. They will choose to do something else. If evaluation is done well, it can help young people see what they have accomplished, based upon what they set out to do. It also will encourage them to try again or to move on to a more difficult task. Thus evaluation becomes an important step in helping goals and feel competent in reaching for them.....

Club work provides a place to learn skills in working in groups, and to begin evaluating how each individual functions in working with others to reach a common goal.
How Effective is Your 4-H Club?
A Checklist for Success

Organization and Meetings

Successful clubs result from all members and leaders working together. They use five sequential phases of learning: get acquainted, goal setting, action, measuring progress, and recognition of members' achievements. Here is a checklist to help determine how well your club is doing. For the most honest results, ask several people independently to complete it—such as other leaders, parents, and members. To make the best better, work to improve your club's weak points. If you need help, ask your county 4-H staff.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are meetings held at regular times and places, convenient for all or most of the members?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your club meet regularly (at least once a month) for nine or more months of the year?*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your club hold at least one business meeting a month?</td>
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</tr>
<tr>
<td>Do your club's business meetings follow a regular order of business?</td>
<td></td>
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<tr>
<td>Do meetings follow basic parliamentary procedure and flow in an orderly fashion?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your club have and follow an up-to-date constitution?* (See Devising a 4-H Club Constitution).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Written by: Keith G. Dien, Ph. D., Affiliate Extension Specialist in Educational Design, 1990, revised 2001

Section III: Enriching the Club Experience
<table>
<thead>
<tr>
<th>Member Involvement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your club own or have access to 4-H and American flags so the Pledge of Allegiance and 4-H pledge can be made at meetings?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are meeting rooms arranged so people are comfortable and feel part of the group?</td>
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</tr>
<tr>
<td>Is your club and its meeting place accessible to members with disabilities?</td>
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<td></td>
</tr>
<tr>
<td>Are parents individually asked to help with specific club functions, such as teaching a lesson, helping with a club banquet, etc.?</td>
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<td></td>
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<tr>
<td>Are club activities planned far enough in advance so all members can attend?</td>
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<tr>
<td><strong>Does the club have at least one registered adult leader appointed and trained by county 4-H staff?</strong></td>
<td></td>
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<tr>
<td>Do all members know each other or are provided opportunities to mix well and learn about each other?</td>
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</tr>
<tr>
<td>Are all members made to feel equally welcome and comfortable to participate in meetings and activities?</td>
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<tr>
<td>Are both boys and girls from all races, colors, and national origins readily accepted into your club?</td>
<td></td>
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<tr>
<td>Are members elected as officers to run club meetings? *</td>
<td></td>
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</tr>
</tbody>
</table>
**Outside Activities**

Are officers and other members involved in planning and conducting meetings and activities with minimum adult intervention?

- ☐ Yes
- ☐ No

Do older members help, not inhibit, younger members? (Are older members given an opportunity to help?)

- ☐ Yes
- ☐ No

Are main points of the county 4-H newsletter announced/discussed at each meeting?

- ☐ Yes
- ☐ No

Are all 4-H families urged to read the county 4-H newsletter regularly?

- ☐ Yes
- ☐ No

Is your club involved in community service?*

- ☐ Yes
- ☐ No

Does your club regularly promote 4-H in a positive way?

- ☐ Yes
- ☐ No

Do members participate in county-wide 4-H functions (beyond the club and project), such as the county fair?*

- ☐ Yes
- ☐ No

Do members give public presentations at club and/or county level?*

- ☐ Yes
- ☐ No

Does your club send a completed "4-H Club Meeting Report" (See Appendix) to the county 4-H office at least once a month?

- ☐ Yes
- ☐ No

Does each member participate in at least one approved 4-H project?*

- ☐ Yes
- ☐ No

---

**Learning and Fun**

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Section III: Enriching the Club Experience
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are activities/projects, done by the club, interesting and challenging to both young and older members?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do meetings include get acquainted activities/recreation, business, and project work and/or another education program?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do members pay attention at meetings and is excessive talking kept to a minimum?</td>
<td>☐</td>
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<tr>
<td>Are members able to learn by doing?</td>
<td>☐</td>
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</tr>
<tr>
<td>Does your club recognize its members' positive points in many ways, without relying too heavily on competition?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Do members complete 4-H projects on time and keep record books up to date?*</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Is the club a good balance of learning and fun?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Will kids be better off because they were members of your 4-H club?</td>
<td>☐</td>
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</tbody>
</table>

*Meeting these expectation qualifies your club to be recognized as a "NJ 4-H Honor Club." See Appendix for details or talk to your county 4-H staff.
Planning a Yearly Calendar

Planning ahead is the key to a successful 4-H club. It provides a structure that your members can depend upon and allows flexibility throughout the year.

Through the planning process, members, leaders and parents can share their ideas and resources to create a year of fun learning activities. When a yearly calendar is developed cooperatively everyone
- has something to look forward to
- can save dates in advance,
- is aware of their own responsibilities.

*(A suggested format follows this information sheet.)*

Listing Possible Activities

An effective way to begin is to brainstorm a list of possible activities. In brainstorming, the goal is to produce a long list of ideas without making comments about their possible success or failure. Crazy ideas are welcome and stimulate laughter and more ideas. Setting a time limit for the brainstorming process of 5 - 7 minutes can help you get a good list. Write down all ideas on a chalkboard or a newsprint pad and be sure to get everyone’s ideas up on the board. This will give everyone an overall feeling for the current interests of the group. As the leader, you should be part of the process and include some of your ideas.

Filling in the Yearly Calendar

There will be some activities that are scheduled at the same time each year, such as the fair and public presentations. (Your county 4-H office may have an annual printed calendar or can tell you which months these events are usually scheduled.) These can be put on the calendar first. Then you can set aside club meeting time to prepare for them, or choose to hold separate committee meetings that will allow the club to get ready.

Written by: Rose Mary Bergmann, County 4-H Agent, Morris County 1994
When beginning to fill in the calendar, keep these things in mind:

- Is there a balance between fun activities and learning experiences that support progress in each member's project?

- Does your 4-H Club Calendar include activities that help teach your members personal development skills as well as focus on your club project(s)?

- Have a variety of members' ideas been included that most of the club members will support?

- Have you included any field trips or outside resource persons to come to the club? As the leader, have you considered the workability of each activity such as making transportation arrangements, finding the right size meeting place, etc.?

- Do most activities involve little or no cost to members? If there is a cost, have you considered fund-raising activities?

- Are there any community service projects included?

- Are the responsibilities for carrying out the activities shared among the club, or are there one or two members who are responsible for 80% of the program?

- Do the activities included provide opportunities for members to develop new leadership skills?

- Have you considered adequate preparation time for activities or events that your club has never experienced before?

- If your club has refreshments, have you included this responsibility in your plan?

- Can you, as the leader, see where the plan is flexible so that unexpected and spontaneous events can be accommodated?
<table>
<thead>
<tr>
<th>Month</th>
<th>Activity or Program</th>
<th>Materials or Help Needed</th>
<th>Members Responsible for Program</th>
<th>Refreshments (Member responsible)</th>
<th>County/State Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
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<td>August</td>
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</table>
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 with one another beforehand?

____ 2. Does the president call the meeting to order on time, keep the meeting rolling, and close on time?

____ 3. Do all officers use correct parliamentary procedure when appropriate?

____ 4. Is the business part of the meeting short and snappy?

____ 5. Are guests introduced and made to feel at home?

____ 6. Is there a special program in addition to the business meeting and recreation?

____ 7. Does the meeting have variety?

____ 8. Is the educational program of interest to everyone?

____ 9. Is there an opportunity for members to get to know each other?

____ 10. Are all announcements short and to the point?

____ 11. Do officers avoid doing all the talking?

____ 12. Do leaders avoid doing all the talking?

____ 13. Do all or most of the members have an opportunity to talk at least four times during the meeting?

____ 14. Is the recreation suitable to the meeting place and group?

____ 15. Is there common courtesy shown between officers and members?

____ 16. Are leaders given a chance to voice their opinions?

____ 17. Are members given a chance to voice their opinions without feeling judged?

____ 18. Is there fun, learning, and fellowship at the meeting?
Meeting Planning Tips

The role of administrative or project leader of a 4-H group can be intimidating. Your roles as both the leader of the group and the facilitator of the meeting can be difficult to balance.

This page provides some tips for planning successful meetings for your group. Keep in mind that 4-H is a youth development organization. Providing your members with opportunities to plan and conduct meetings, with support from caring adults, is your primary responsibility as a volunteer leader.

If you're an administrative leader, you can reinforce this idea with the project leaders who meet with a regular basis. If you're a project leader, think about how you can help your members build their leadership, communication, decision-making and team-building skills through planning and conduct meetings during the coming year. Involving parents is also a good way to manage all of the activities. Use the ideas on this page to help you be a better leader.

4-H Parent Interest Finder

As an interested parent, I can help my child's 4-H club in the following ways (please indicate all that apply):

- Be a volunteer leader
- Be an assistant volunteer leader
- Provide transportation
- Provide refreshments
- Provide a meeting place
- Chaperon trips
- Help with activities
- Help with planning
- Other:
- Other:
- Other:

The hobbies and skills I'd like to share with the 4-H'ers include (please indicate all that apply):

- Animals
- Collecting
- Communications
- Computers
- Crafts
- Cooking
- Electrical
- Games
- Gardening
- Genealogy
- Health and fitness
- History
- Language
- Model building
- Music
- Organization
- Performing arts
- Photography
- Public speaking
- Science and nature
- Sewing
- Small engine repair
- Sports, martial arts
- Storytelling
- Time management
- Travel or international experience
- Visual arts
- Woodworking
- Other:
- Other:
- Other:

Club Responsibility Checklist

Clear expectations of members, leaders, parents and officers can help your group function more effectively during the coming year. Consider having members, parents and officers complete this checklist at the beginning of the year. It suggests the kinds of measurable criteria that indicate a strong 4-H group. These kinds of goals for your club lets you measure progress by counting what is occurring. Having goals also makes it everyone's responsibility to work toward a better and stronger 4-H experience.

I Believe Our 4-H Club Will Be Stronger If Each Member:
• Attends and participates in more than half of our business meetings each year.
• Receives printed project materials for each project in which they are enrolled.
• Re-enrolls the following year.
• Completes at least two projects each year.
• Participates in at least one county or state event each year.
• Has a chance to participate in project group meetings for each project in which enrolled.
• Has input to the process of planning the annual club program.
• Can recognize the life skills and choose experiences that foster development of the life skills
• Participates in at least six hours of planned learning activities each year.
• Participates in or gives leadership to planned recreation on two occasions each year.

I Believe Our 4-H Club Will Be Stronger If Each Parent or Parent Couple:

• Is helped to understand the parent's role in supporting project work by members at home.
• Receives regular communications about the club program and activities.
• Is invited each year to accept a "helper" or "leadership" role in the club.
• Receives a personal invitation to attend and participate in at least one meeting each year.
• Is helped to understand the mission of 4-H and of MSU Extension, and is familiar with the co-
  life skills and youth asset development.
• Has input into the process of planning the annual club program.

I Believe Our 4-H Club Will Be Stronger If Each Officer or Teen Leader:

• Sets achievable goals for himself or herself each year.
• Receives guidance in planning for the project or role he or she has accepted.
• Has an experience in which he or she can grow in leadership at a county, state or national e-
• Gives leadership to one or more segments of a club program.
• Meets with a group of other youth leaders for learning and friendship.
• Has a sense of belonging to the leadership team and is committed to the 4-H program.
• Understands the mission of 4-H and MSU Extension.
• Has received printed resources for the job he or she has accepted.
• Has another experienced leader to turn to for help if needed.
• Has clearly identified opportunities for personal growth as part of the commitment to club lea
• Can clearly articulate 4-H life skills and youth assets and helps members plan to achieve the
• Has received training for the job he or she has accepted.
• Has opportunities to assume increasingly responsible positions with increasing leadership ex-
• Has a clearly identified role (job description) with a written agreement (including clearly defin-
that is renegotiable each year.

I Believe Our 4-H Club Will Be Stronger If Our Club:

• Holds at least ten meetings of the full club each year.
• Conducts a program planning process in which all members and families are involved.
• Plans a community service activity or project each year.
• Has a program plan for the year with clearly stated, measurable goals for the year and for e-
meeting.
• Works with members to assure that 80 percent of the projects for which members enroll are
each year.
• Encourages members to enroll in more advanced phases of projects completed.
• Maintains enrollment next year at the same or higher level.
• Has at least 80 percent of all members attend one county, state or national event each year.
• Involves a range of resource persons from the community in presenting the club program.
• Cooperates with other youth groups as appropriate.
• Provides training for parents to enable them to support project work at home.
• Includes members who are of a minority race or are handicapped or underprivileged.
• Invites all members and families to help evaluate meetings in which they participate and to d
Additional Resources

The following project materials are available through your county MSU Extension office. They count ideas for activities to use now and throughout the coming year.

- 4-H 1068 Group Dynamite Notebook
- 4-H 1009 Peer Plus II Notebook
- 4-H 1468 So You Are President of Your Club
- 4-H 1469 So You Are Vice President of Your Club
- 4-H 1470 So You Are Secretary of Your Club
- 4-H 1471 So You Are Treasurer of Your Club
- 4-H 1472 So You Are Reporter of Your Club
- 4-H 1467 Helping You Help Officers and Committees: Leader Packet
- 4-H 1553 YEA! Youth Experiencing Action: A Community Service Learning Guide
- 4H0348VT Learning From the Heart: Reflections on Child-Centered Teaching Videotape and Guide
- 4H0073 All in Your 4-H Club (VHS video)

Learning Materials

More information on learning materials available to support these activities can be found in the Michigan to 4-H or through the MSU Bulletin Office.

Training & Events

For upcoming training and events in this area, check the 4-H Volunteer Workshops web site, the MSU Extension Calendar and the 4-H Exploration Days web site.

Julie Chapin, Ph.D., Program Leader
4-H Youth Development
Michigan State University
160 Agriculture Hall
East Lansing, MI 48824-1039
USA

Phone: 517-432-7575
Fax: 517-355-6748
Email: chapin@msu.edu

Back to Top
Back to Starting the Year Off Right Main Page
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.

<table>
<thead>
<tr>
<th>Factor</th>
<th>Needs much improvement</th>
<th>Needs some improvement</th>
<th>O.K.</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attendance at general meetings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Attendance at other club activities</td>
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<tr>
<td>3. Members know about club happenings</td>
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<tr>
<td>4. Parents aware of club happenings</td>
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<tr>
<td>5. Parents involved in club functions</td>
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<td>6. Number of leaders involved</td>
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<td>7. Members assuming club responsibilities</td>
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<tr>
<td>8. Variety of programs at general meetings</td>
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<tr>
<td>9. Club year-long program plan</td>
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</tbody>
</table>
# Troubleshooting 4-H Club Problems

## Problem: Lack of Participation—Members do not participate in group activities.

<table>
<thead>
<tr>
<th>Factors:</th>
<th>Suggestions:</th>
</tr>
</thead>
</table>
| • Members may not be interested in the program or activity. They may not understand the goals or the goals are inappropriate for members' age, needs or interests. | • Involve all members in setting goals and in planning the programs and activities.  
• Keep lines of communication open. |
| • Members may feel insecure. | • Let younger, inexperienced members serve on a committee where they can gain experience before giving a big assignment.  
• Give each member responsibility for at least one important task.  
• Promote a friendly, helpful group spirit — no one laughs or ridicules a person who "goofs." |
| • More aggressive members may not give others a chance to participate. | • Develop a group goal that "everyone participates." |
| • Members may not know how to participate. | • Teach members how to perform the role or assignment if they don't know how. |
| • Meeting schedule may be in conflict with other activities/commitments. | • Change meeting time to meet needs of group. |
| • Members may be forgetful. | • Distribute club calendars to all members.  
• Use reminder phone calls (can be assigned to a member or parent). |

## Problem: Lack of Interest in the Educational Program—Members only attend the social functions.

<table>
<thead>
<tr>
<th>Factors:</th>
<th>Suggestions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Members do not identify their personal goals with those of the program.</td>
<td>• Involve members in setting group goals.</td>
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<td>• Members may not have had a large enough role in planning the program.</td>
<td>• Work in close partnership with members to plan the programs they want.</td>
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| • Members may not find a satisfying role in carrying out the programs. | • Ensure that all members have challenging responsibilities that they can carry out successfully.  
• Recognize members for their contributions. |
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<th>Problem: Declining Membership – Members are dropping out; the group does not attract new members.</th>
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<td><strong>Factors:</strong></td>
<td><strong>Suggestions:</strong></td>
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</table>
| • Present members may be cliquish and fail to welcome prospective or new members. | • Strive to improve atmosphere – make it warmer, more friendly.  
• Help cliquish members to recognize the result of their behavior and to work at making all members feel liked and wanted.  
• Give newer members responsibilities so they will have a role in the organization and feel important to the group.  
• Recognize members for what they do.  
• Make a list of prospective members and extend friendly, personal invitations.  
• Invite prospects to go to a meeting with you. |
| • The program may not be of interest to current or prospective members or they may not know enough about it. | • Make sure present and prospective members understand the purposes of the group.  
• Publicize the program and activities. |
| • Some members or prospective members may not have a way to get to meetings. | • Arrange car pools. |

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<tr>
<th>Problem: Disorderly Meetings – Meetings are disorganized or plagued by interruptions when members come late or change the topic of discussion.</th>
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<td><strong>Factors:</strong></td>
<td><strong>Suggestions:</strong></td>
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</table>
| • The group has fallen into bad habits. | • Discuss problems openly with members, but without placing blame. What standards do they want?  
• See the problems described above; any of these could cause disorderly meetings.  
• Review responsibilities of club officers and reinforce procedures. |
| • Members are coming late. | • Change the meeting time.  
• Open with the most attractive parts of the program.  
• Run recreational activities as members arrive. |
| • Members may not know what is expected. | • Encourage members to state their expectations. |
| • Meetings are not appropriately structured or are not well planned. | • Refer to “Tips for Conducting Club Meetings” in the 4-HH Club Management Guide. |
### Problem: Poor Group Relationships - There is bickering and jealousy among members; members want to run the show and feel that the adults dominate.

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<th>Factors</th>
<th>Suggestions</th>
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| • Individuals may not understand their own motivation or that of others. | • Discuss basic motivations - why people act as they do.  
• Work to develop mutual understanding and trust among members and between members and leaders; when a statement or behavior is inappropriate, ask, don't assume you know the reason behind it. |
| • Individuals cannot distinguish between differences in ideas and differences in personalities. | • Accept members as they are; don't make your approval and acceptance dependent upon their behavior.  
• Help members to focus on what is being said, rather than who is saying it.  
• Focus on contribution and appreciation. "Your contribution counts." "We appreciate what you have done." |
| • Individuals may feel insecure and therefore are excessively shy or aggressive. | • Build self-confidence and feelings of worth by focusing on each member's assets and strengths. "I like the way you handled that." "I appreciate what you did."  
• Let the members know their worth. Recognize improvement and effort, not just accomplishment.  
• Encourage cooperation rather than competition.  
• Focus on the member's ability to manage his or her life and make decisions. Do not anticipate failure. "I trust you to become responsible and independent." |

### Problem: Lack of Parental Support - Parents don't attend meetings, parents don't encourage their children, and/or parents don't accept their own responsibilities.

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<tr>
<th>Factors</th>
<th>Suggestions</th>
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| • Parents don't know what 4-H is all about and/or don't get timely information about club activities. | • Use a club newsletter.  
• Hold parents meetings.  
• Involve the entire family in the program planning process. |
| • Parents don't have a role in the club meeting; they have not been asked to participate or have been left out of everything except the chores. | • Refer to "Involve Parents -in the 4-H Club Management Guide.  
• Use the Toolkit, "Parents Can Help In Our 4-H Program" to find ways to involve parents.  
• Use the Toolkit, "4-H Parent Participation Survey" to discover what parents are willing to contribute and then ask them.  
• Create parent committees that meet at the same time the club meets.  
• Create job descriptions and ask directly for specific leadership roles. |
| • Parents don't understand the developmental needs of their children. | • Talk with parents about how specific 4-H projects and activities contribute to their children's development.  
• Inform parents about ways they can contribute to their child's success. |
| • Parents have not been recognized or given credit for the work they've done. | • Thank parents when you see them; call them when they've done a bit extra.  
• Hold a parent's appreciation and recognition night. |
Shawnee County 4-H Club Recognition Plan

Bibliography

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Guidelines for Kansas 4-H. Manhattan, Kansas: Kansas State University Agricultural Experiment Station and Cooperative Extension Service, September 1985. Publication No.: 4-H 507.


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Resources from Other States

