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# 4-H Club Annual Plan for 2019-2020

**Club/Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **Month**  Date Time/Location | **Business Agenda** Events  Activities  Items for group decision | **Program Agenda** Educational program or activity Speakers Demonstrations | **Recreation Agenda** Singing  Games  Team Building Refreshments | **Community Service Project** | **Essential Elements** Belonging - B Independence - I Generosity - G Mastery - M | **Special Events** Club County Regional  State |
| **October** |  |  |  |  |  |  |
| **November** |  |  |  |  |  |  |
| **December** |  |  |  |  |  |  |
| **January** |  |  |  |  |  |  |
| **February** |  |  |  |  |  |  |
| **March** |  |  |  |  |  |  |
| **April** |  |  |  |  |  |  |
| **May** |  |  |  |  |  |  |
| **June** |  |  |  |  |  |  |
| July |  |  |  |  |  |  |
| August |  |  |  |  |  |  |
| September |  |  |  |  |  |  |

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# 4-H Club/Group Annual Plan Sample Document

4-H club/group officers and adult advisors should meet at the beginning of the year and before each club/group meeting to plan activities and set the business meeting agenda, educational program, and recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation (15-20 minutes), business (20-30 minutes), and program (up to 30 minutes). Conclude the meeting with nutritious refreshments. The meeting sequence should be arranged to meet the needs of members, program guests, or club preference. Use this form and your county 4-H calendar of events to organize your club meetings and your annual plan. See sample below and blank form for planning on back page.

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| --- | --- | --- | --- | --- | --- | --- |
| **Month**  (Date Time/Location) | **Business Agenda** Events; activities;  Items for group decision | **Program Agenda** Educational program or activity; speakers; demonstrations | **Recreation Agenda** Singing; games; team building; refreshments | **Community Service Project** | **Essential Elements** Belonging - B Independence - I Generosity - G Mastery - M | **Special Events** Club, county, regional, state |
| **October** | Elect officers; plan committees; hand out enrollment forms; talk about upcoming year; announce Jr.  Leader training | Plan yearly agenda; club expectations; give instructions on presentation | Sing songs; play team building game | Thanksgiving placemats and/or pumpkin carving | Host greeter-B  Name Game-B & G  Community Service-G | Pumpkin Carving, lock-In reminder; member recognition reminder; National 4-H Week |
| **November** | Collect enrollment; plan fund-raising; set caroling date; announce WORLD retreat; teen retreat; holiday party gift reminder; state resumes due in February. | Explain record books/requirements/ project reports by members; member presentations; begin/discuss advancements | Thanksgiving games | Plan for Thanksgiving food basket drive | Host Greeter-B Project Reports-I & M Presentations-I & M Community Service-G | Lock-In  Member recognition,  leader recognition |
| **December** | Announce fair dates, WORLD Retreat/Teen Retreat reminder | Caroling; holiday party; project reports by members | Holiday games and food | Caroling | Host Greeter-B Games-B  Community Service-G Project reports-I & M | Announce WORLD Summer Conference |
| **January** | Finish fund-raising project; collect any enrollment forms; WORLD Retreat reminder | Demonstration by members;  committee reports; project reports by members | Action songs and games | Plan food drive in February;  Valentines cards for nursing homes | Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M | Super Saturday reminder;  Jr. Leader Training; enrollment deadline; announce camp counselor training; weigh-In /pres. |
| **February** | Report on fund-raising project; finalize food drive efforts; report on Super Saturday; state resumes due, WORLD Retreat | Demonstrations by members; committee reports; project work; prep for presentations; project reports by members | Valentines games | Collect food | Host Greeter-B Games-B Demonstrations-I & M Community Service-G Project reports-I & M | Weigh-in, announce Spring Into Arts; announce upcoming shows |
| **March** | Report on WORLD | Practice | Action songs | Help with | Host Greeter-B | Record Book |
| retreat, reports on | presentations; record | and games | Leaders | Games-B | Workshop |
| Community service; | book check; committee | Association | Demonstrations-I & M | Camp Counselor |
| announce camp dates | reports; project | fundraiser | Community Service-G | Lock-In |
| reports by members | Project reports-I & M |
|  |
| **April** | Remind about Summer Conference; Remind about Summer Slumber | project reports by members; work on judging | Team building games | Clean up river walk or beach | Host Greeter-B Games-B  Community Service-G Project reports-I & M | Weigh-In reminder |
| **May** | Summer Conference reminder; camp reminder; fair awards | Project record check; requirement check | Relay games | Nursing home visit | Host Greeter-B Games-B  Community Service-G | Home Ec. Skills Contest |
| **June** | Upcoming summer activities; record book check and due date reminder | Project report by members; working on projects; fair paperwork | Club picnic; games | Collect food for food bank | Host Greeter-B Games-B  Community Service-G Project reports-I & M | Fair paperwork deadlines |
| **July** | Fair; assign budget and Annual Plan committees | Finishing projects; buzzer game | Wheelbarrow races | Fair set up | Host Greeter-B Games-B  Community Service-G | Announce record book competition |
| **August** | Plan National 4-H Week; vote on budget and annual plan; submit charter app & docs | Work on record books; get ready for State Fair | Water games |  | Host Greeter-B Games-B | Announce record book deadline |
| **September** | Hand out club certificates; year-end party; finish record | Fair suggestions; plan an National 4-H Week | Water melon spitting contest; picnic | Thanksgiving placemats | Host Greeter-B Games-B  Community Service-G | Announce lock-In Announce National 4-H Week |

**Possible Officers: President, Vice President, Secretary, Treasurer, Historian, News Reporter, Recreation Leader, Host Greeter  
Safety Officer Possible Committees: Fundraising, Community Service, Record Book, Recreation**