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**HEAD, HEART,
HANDS, & HEALTH**
*Growing youth
who thrive!*

4-H Club Program Planning Guide



Club program planning guide

Instructions for Using this Guide

The guide begins with essentials for maintaining a charter. It is followed by suggestions to help clubs establish goals. The club officers should review the planning guide regularly with the membership to check on the club's progress.

For a club to earn the minimum status of Club in Good Standing with a green charter seal, it must meet the fourteen (14) minimum requirements in Section 1 by the end of the year. One point will be awarded for each goal completed in this guide. A 4-H club may also earn a higher level charter seal by completing additional goals in Sections 2, 3 and/or 4, for a total of nineteen (19) for Blue and twenty-four (24) for Gold.

Goals should be set at the beginning of the year. Place a check mark by those goals that you plan to work on this year. As you complete your goal, place a check mark in the completed section. You may add one goal of your own in Sections 2, 3, and/or 4. Please use the blank line at the end of each section to designate your goal.

A 4-H club is best positioned to serve youth and the community when it is structured with sufficient numbers of volunteers to meet the club's needs, has active club officers and committees and meets an adequate number of times during the year. Club meetings or a special event should be planned and involve all members and their families. A club needs to create an environment that ensures the physical and emotional health and safety of each member.

Meeting due dates is an important responsibility. By meeting due dates 4-H clubs will be more efficient and better serve the membership by insuring enrollment, communications, compliance and recognition.

4-H clubs must have a 4-H charter. The 4-H Charter formally recognizes a group's affiliation with 4-H and grants the group permission to use the 4-H Name and Emblem. It provides the permission for the 4-H Club to be a subsidiary of USDA National 4-H Headquarters, University of California and eligibility for federal tax exemption status. All 4-H clubs, units, groups and committees that use the 4-H Name and Emblem, handle finances and/or have a checkbook must be chartered. This includes accepting donations and fundraising.

All chartered 4-H clubs and units are required to complete all items in Section 1 of this 4-H Club Program Planning Guide. Noncompliance can result in removal of the 4-H Club Charter, dissolution of the club and withdrawal of permission to use the 4-H Name and Emblem.

PURPOSE

Planning is an important life skill acquired in the 4-H Youth Development Program (YDP). 4-H club planning is a great way to practice this skill. This 4-H Club Program Planning Guide has been designed to assist clubs in completing University of California (UC) 4-H YDP expectations, including requirements to be a Club in Good Standing, maintain the 4-H Club Charter and use the 4-H Name and Emblem.

The plan provides the club a checklist to meet UC/4-H policies and expectations as well as to aid in the development of high-quality educational programming. The information can also be used as an annual club evaluation tool. Each club has an opportunity to develop its own annual program plan that meets the needs of its members. The plan should include an educational program that provides a variety of learning experiences. Each 4-H club is encouraged to establish a planning committee of 4-H members and club officers to work with the 4-H club officer advisor or community club leader to develop the club's program for the coming year.

Each 4-H club needs to be intentional in their efforts to provide an optimum environment for positive youth development. These efforts include active participation by each member in the process that is purposeful and developmental.

Minimum requirements

Section 1

To maintain charter status all 4-H clubs must meet the following requirements:

- Have at least 5 members consisting of 3 different families
- Have at least 2 adult volunteers
- Constitution and Bylaws approved by club members and 4-H YDP staff
- Have youth officers
- Meet Affirmative Action guidelines and complete the 4-H Outreach Methods Documentation Form
- Use the county 4-H office address as the club/unit's official banking address
- Complete the Annual Financial Report and other annual year-end reporting requirements
- Enter the financial information into the online reporting system or submit to the county office by the county due date

To achieve "Club in Good Standing" status and earn a green seal, complete all of the following fourteen (14) items.

PLANNED		COMPLETED
✓	1. Complete the enrollment process and pay fees to the county office by county due date.	<input type="checkbox"/>
✓	2. Hold at least 6 regularly scheduled club meetings.	<input type="checkbox"/>
✓	3. Ensure that the youth development and educational practices outlined in the UC 4-H Youth Development Program Framework are implemented in all club and project meetings and activities.	<input type="checkbox"/>
✓	4. Train all club officers.	<input type="checkbox"/>
✓	5. Include at least one member presentation at each club meeting.	<input type="checkbox"/>
✓	6. Conduct at least one club service learning project.	<input type="checkbox"/>
✓	7. Be accountable for all monies raised and dispersed by the club and follow all financial policies, including reporting.	<input type="checkbox"/>
✓	8. Have representative(s) regularly attend the County Volunteer Management Organization meetings.	<input type="checkbox"/>
✓	9. Club members participate in at least 2 county/district 4-H events.	<input type="checkbox"/>
✓	10. Each project includes a minimum of 6 hours of project instruction.	<input type="checkbox"/>
✓	11. Each project is under the guidance of a 4-H volunteer.	<input type="checkbox"/>
✓	12. Complete the Secretary's Book/Binder and turn in to the 4-H office by county due date.	<input type="checkbox"/>
✓	13. Complete the Treasurer's Book and turn in to the 4-H office by county due date.	<input type="checkbox"/>
✓	14. Submit a completed 4-H Club Program Planning Guide to the county 4-H office by county due date.	<input type="checkbox"/>

- To earn a blue seal, complete at least five (5) additional goals from any of the sections below.
- To earn a gold seal, complete a total of at least ten (10) goals from any of the sections below.

Membership & club goals

Section 2

PLANNED		COMPLETED
<input type="checkbox"/>	1. All meetings have a recreation, business and educational program component.	<input type="checkbox"/>
<input type="checkbox"/>	2. Enroll 50% of eligible members from last year.	<input type="checkbox"/>
<input type="checkbox"/>	3. All 4-H members and volunteers re-enroll using the 4hOnline Enrollment System.	<input type="checkbox"/>
<input type="checkbox"/>	4. 50% of returning members recruit one new member at enrollment time.	<input type="checkbox"/>
<input type="checkbox"/>	5. Each project group or member gives a presentation at a 4-H club/unit meeting at least once during the club year.	<input type="checkbox"/>
<input type="checkbox"/>	6. At least 10% of the members give a 4-H presentation or talk at events other than club or project meetings.	<input type="checkbox"/>
<input type="checkbox"/>	7. Participate in a community event to promote membership in the club or county 4-H YDP (e.g., back to school night, open house).	<input type="checkbox"/>
<input type="checkbox"/>	8. Prepare at least 2 club/unit newsletters or other communications for members during the 4-H year.	<input type="checkbox"/>
<input type="checkbox"/>	9. Each 4-H member's parent/guardian attends at least one 4-H club meeting or event during the year.	<input type="checkbox"/>
<input type="checkbox"/>	10. Greet and introduce all guests at 4-H meetings.	<input type="checkbox"/>
<input type="checkbox"/>	11. At least 80% of members serve on club committees.	<input type="checkbox"/>
<input type="checkbox"/>	12. Include the 4-H pledge at club meetings and gatherings.	<input type="checkbox"/>
<input type="checkbox"/>	13. At least 50% of members participate in a county/sectional or state 4-H event or field day (e.g., presentation day, judging events, state field day)	<input type="checkbox"/>
<input type="checkbox"/>	14. At least 30% of members complete a 4-H Online Record Book.	<input type="checkbox"/>
<input type="checkbox"/>	15. At least two adults take a 4-H professional development course that builds their skills to nurture the identification of sparks, the development of a growth mindset and/or GPS goal management skills in club members.	<input type="checkbox"/>
<input type="checkbox"/>	16. Adopt a 4-H club wellness plan.	<input type="checkbox"/>
<input type="checkbox"/>	17. A scientist or engineer is a guest speaker or leads a science/engineering activity at one club meeting.	<input type="checkbox"/>
<input type="checkbox"/>	18. _____	<input type="checkbox"/>

Leadership goals

Section 3

PLANNED		COMPLETED
<input type="checkbox"/>	1. Each project provides leadership opportunities.	<input type="checkbox"/>
<input type="checkbox"/>	2. At least one member attends the State Leadership Conference.	<input type="checkbox"/>
<input type="checkbox"/>	3. Conduct at least two special events during the year (e.g., picnic, tour, potluck, party).	<input type="checkbox"/>
<input type="checkbox"/>	4. Adult volunteers or teen leaders will make personal contact with first and second year members at least once during the first three months of the program year.	<input type="checkbox"/>
<input type="checkbox"/>	5. At least one senior (aged 14 - 19 years) member attends all of the County Volunteer Management Organization meetings and reports back to the club.	<input type="checkbox"/>
<input type="checkbox"/>	6. At least one senior (aged 14 - 19 years) member or one adult volunteer will serve on a countywide planning or event committee.	<input type="checkbox"/>
<input type="checkbox"/>	7. 90% of Junior/Teen leaders complete current Junior and Teen Leadership Development Report Forms for each project for which they are a junior or teen leader.	<input type="checkbox"/>
<input type="checkbox"/>	8. The club offers a Leadership Development Project that implements the current iThrive Member Guide.	<input type="checkbox"/>
<input type="checkbox"/>	9. The club has a Healthy Living Officer position.	<input type="checkbox"/>
<input type="checkbox"/>	10. _____	<input type="checkbox"/>

Community goals

Section 4

PLANNED		COMPLETED
<input type="checkbox"/>	1. Each project provides citizenship opportunities.	<input type="checkbox"/>
<input type="checkbox"/>	2. At least 50% of members exhibit, participate or represent 4-H at a county or district fair or non-4-H community event.	<input type="checkbox"/>
<input type="checkbox"/>	3. At least one member attends Cal Focus or Citizenship Washington Focus.	<input type="checkbox"/>
<input type="checkbox"/>	4. Prepare a club/4-H promotion program or activity, such as an educational display for National 4-H Week.	<input type="checkbox"/>
<input type="checkbox"/>	5. Have at least one member give a 4-H presentation before another organization.	<input type="checkbox"/>
<input type="checkbox"/>	6. Complete a Revolution of Responsibility Service Learning Project.	<input type="checkbox"/>
<input type="checkbox"/>	7. Complete two or more service learning projects that contribute at least 15 hours to the community (e.g., 5 members at 3 hours each = 15 hours).	<input type="checkbox"/>
<input type="checkbox"/>	8. Write a press release about a 4-H meeting or event for the local news-media.	<input type="checkbox"/>
<input type="checkbox"/>	9. Host another youth group during the year.	<input type="checkbox"/>
<input type="checkbox"/>	10. _____	<input type="checkbox"/>

SEAL:

- Green (14 goals completed) – Club in Good Standing
- Blue (19 goals completed) – Excellent
- Gold (24 goals completed) – Outstanding

Year charter received: _____

I have reviewed this report of the _____ 4-H Club and believe it to be correct.

Secretary

Date

President

Date

Organizational Unit Volunteer

Date

County 4-H YDP Staff

Date



Additional resources:

- UC 4-H Youth Development Program Framework
- 4-H Online Enrollment System
- <http://4h.ucanr.edu/Administration/Policies/>
- <http://4h.ucanr.edu/About/Thrive/>
- <http://4h.ucanr.edu/Programs/Clubs/Officers/>
- <http://4h.ucanr.edu/Support/RofR/>
- <http://4h.ucanr.edu/Programs/Conferences/SLC/>
- <http://4h.ucanr.edu/Projects/Citizenship/>

The revised 4-H Club Program Planning Guide (2013) was based on upon the original version authored by Sharon Junge and Patricia Johns, UCCE 4-H Youth Development Advisors.

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