

Section 4: Yearly Planning

Plan of Action

County Ambassador teams will develop a Plan of Action for their term. This plan will help the team stay focused on common goal throughout the year. For teams that have two year terms, it is recommended that a new plan is developed for each year of service.

Develop the “Plan of Action” early in the term, using the Plan of Action worksheet, (page 16) and GPS Goal Management worksheet, (page 19) provided in this Handbook. Blank forms can also be found on the State 4-H website at 4h.ucanr.edu/Projects/Leadership/CountyAmbassador. Completed examples of each worksheet can also be found on the page immediately following the worksheets.

Follow these steps:

1. Learn about Leadership Competencies through activities facilitated by the coach. Activities are in the County Ambassador Administration Guide.
2. Choose three Leadership Competencies to work on during the term.
3. Develop and complete a Service Learning Project that combines the use of all three selected leadership competencies.
4. Set and manage team goals for the selected Leadership Competencies. Goals should be realistic and achievable, at the same time, goals should also allow the team to dream big and stretch the skills and strengths of the members.
5. Reflect on the goals and achievements of the year.

Leadership Competencies

First, the team should learn more about each of these concepts through one or more of the activities found in the County Ambassador Administration Guide. The coaches should facilitate these activities. As a team, choose **three** of the six leadership competencies listed below to work on during the year. The team’s selection should be reached through whatever process is being used to make decisions. Be sure to allow plenty of time in the first or second meeting to make these decisions. With larger teams, the team may decide to divide into sub-groups which may pursue different competencies.

Advise
Plan

Advocate
Promote

Mentor
Teach

Every member will work on three of these. Each of the selected competencies will be developed in more than one way. The idea is to focus on developing the competency, not just completing tasks—complete goals and tasks that help develop the selected leadership competencies. Think of each competency as a bucket. What activities, events and strategies will help fill that bucket? Some activities and events will fill more than one bucket. Developing strategies that achieve more than one goal at a time is smart!

Leadership Competencies with Example Activities

ADVISE

- **Participate and be involved in decision-making at the county level for 4-H.**
- Examples: County 4-H Council or Management Board, county level committee, Youth Council or Advisory Board

ADVOCATE

- **Select a community issue of importance to the team and make a plan to improve that specific situation in the community.**
- Examples: County Service Learning Project, County Ambassador Platform, National Youth Science Day

MENTOR

- **Encourage members in the county to grow as a person and 4-Her.**
- Examples: County activity or event requiring mentorship of younger members, county-wide project support, special interest group or activity support

PLAN

- **Improve 4-H in the county by working with others to carry out events for 4-H members.**
- Examples: Achievement Night, Officer Training, Presentation Day, Field Day, clinics

PROMOTE

- **Present a positive image of 4-H in the county.**
- Examples: Farm Bureau, outreach event (health fair, parade, farmers' market, etc.), civic event, fair, National 4-H Week, National Youth Science Day

TEACH

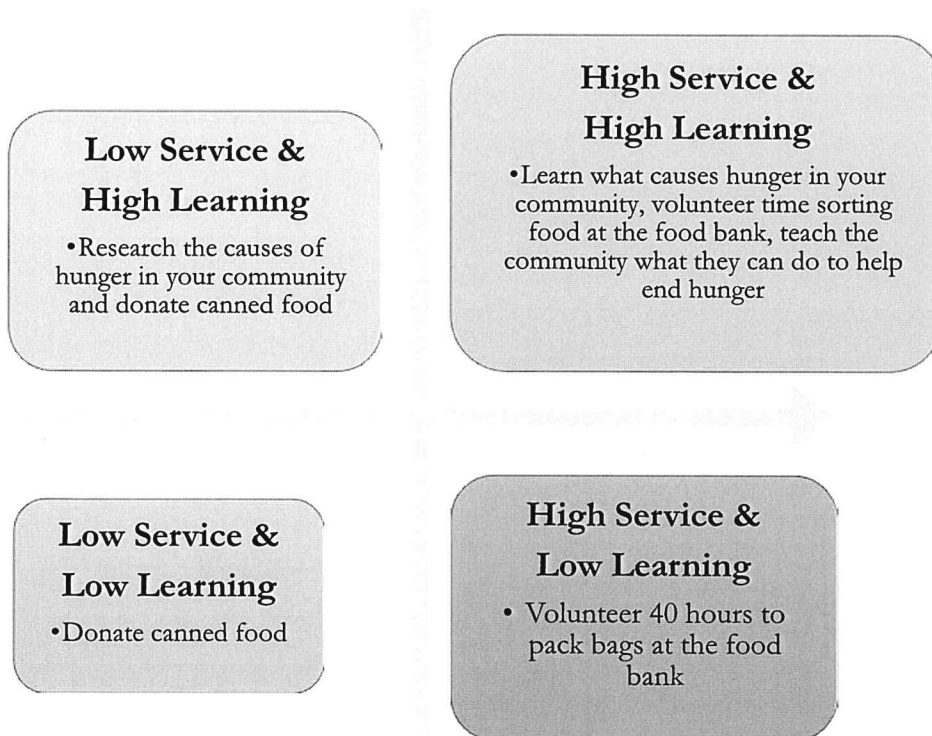
- **Lead workshops or lessons on a specific subject (team or individual choice).**
- Examples: Officer Training, Area Youth Summit, multi-county conference, State Leadership Conference, Youth Experiences in Science (YES!), county-wide project lessons

Service Learning

The opportunity to be of service, to make a difference, to do something important and to contribute energy, ideas and time to the community has always been important in 4-H. Service learning connects meaningful community actions and service with learning, personal growth and civic responsibility.

Each County Ambassador team plans and implements at least one Service Learning project per term. The Service Learning project, activity or event is designed to build all three of the team-selected Leadership Competencies.

As senior 4-H members who have achieved the working honor of County Ambassador, teams are expected to go above and beyond “community service,” to “service learning.” Service learning is different from simple community service because it involves learning about an issue, its root causes, and how you can help make a positive difference. Learning and teaching experience are paired together with the service activity, “service”, “learning” and “teaching others” happen at the same time!



For more information on Service Learning and to access the Service Learning Toolkit, see: http://4h.ucanr.edu/Projects/Citizenship/service_learning/

Plan of Action Worksheet

Complete one Plan of Action as a team or sub-team at the beginning of the term. Every team member should have a copy and/or it should be stored in a shared online environment. The size of the boxes expand, when completed, this document might be more than one page long.

Tip: Members can use these documents to help write the Leadership Development Report in the 4-H Record Book.

County:		Coaches:	
Term Start Date:		Term End Date:	
Selected Leadership Competencies (check 3):			
<input type="checkbox"/> ADVISE	<input type="checkbox"/> MENTOR	<input type="checkbox"/> PROMOTE	
<input type="checkbox"/> ADVOCATE	<input type="checkbox"/> PLAN	<input type="checkbox"/> TEACH	
For each competency selected, set one main goal. This can be broad and overarching; more specific goals will be set using the GPS Goal Management worksheet.			
Leadership Competency	Main Goal		
Decide on a Service Learning Project that will help you achieve one or more of the big goals you set above. For now, focus on the basics of the SL project – you can figure out all the specifics later.			
<i>What issue will you address?</i>			
<i>What will you do to address it (using each of the Leadership Competencies)?</i>			
<i>What will you learn? What will you teach the community?</i>			
<i>What will be the outcome of the project?</i>			

Sample Plan of Action Worksheet

County:	Los Angeles	Coach(es):	Charlie Hansen, Suz Zamora
Term Start Date:	July 1, 2017	Term End Date:	December 31, 2018
Selected Leadership Competencies (check 3):			
<input type="checkbox"/> ADVISE <input checked="" type="checkbox"/> MENTOR <input checked="" type="checkbox"/> PROMOTE <input checked="" type="checkbox"/> ADVOCATE <input type="checkbox"/> PLAN <input type="checkbox"/> TEACH			
For each competency you selected, set one main goal. This can be broad and overarching; more specific goals will be set in the GPS worksheets.			
Leadership Competency	Main Goal		
ADVOCATE	Divert waste from landfill, increase access to recycling and composting		
MENTOR	Create and lead a county-wide project for upcoming leaders (11-13 years old)		
PROMOTE	Spread the word about 4-H in LA county!		
Decide on a Service Learning Project that will help you develop skills in all three of the competencies selected. For now, focus on the basics of the SL project – use a GPS worksheet to figure out all the specifics later.			
<i>What issue will you address?</i>			
LA county produces a lot of trash, which builds up in landfills. A lot of that trash can be recycled/composted.			
<i>What will you do to address it (using each of the Leadership Competencies)?</i>			
<p><u>To Advocate:</u> Talk to local business about putting a recycling and compost bin next to their garbage bins, encouraging customers to think about what they are throwing away and where it should go.</p> <p><u>To Mentor:</u> We work with other 4-H members to help them make choices about if an item is really trash, can be reused or recycled?</p> <p><u>To Promote:</u> When working in the community on this issue, we will bring flyers and posters that show people we are in 4-H. We will wear 4-H clothing.</p>			
<i>What will you learn? What will you teach the community?</i>			
We will research what the LA Dept of Public Works is already doing to manage waste. We will teach others how to reduce, reuse, recycle, and compost.			
<i>What will be the outcome of the project?</i>			
Less trash going to landfills, more blue recycling bins and compost bins in public places!			

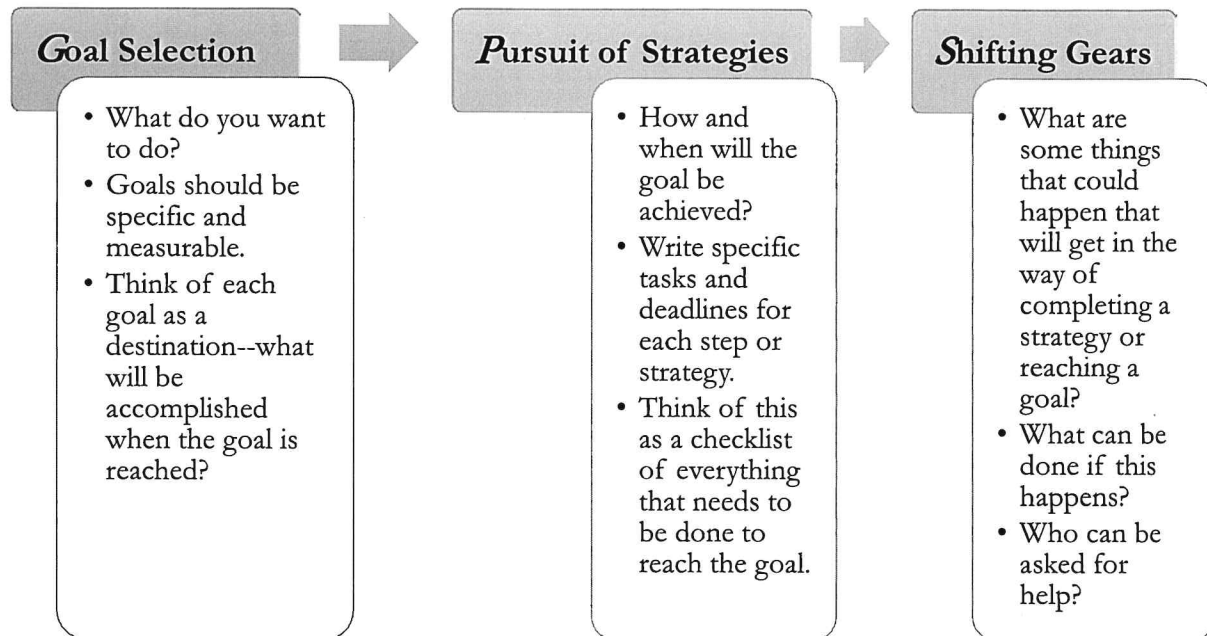
GPS Goal Management

Goal management is more than just setting goals. It is a process that includes setting a goal, determining the specific strategies to reach that goal and identifying what are the things that could get in the way of achieving the goal or accomplishing a strategy. The acronym “GPS” (Goal Selection, Pursuit of Strategies, Shifting Gears) is used to help members remember the goal management steps that lead to achievement.

This is part of the Plan of Action process. Start early in the year and build them before beginning activities and projects.

- 1) Determine the Goals, Strategies and Shifts for the leadership competencies selected and the Service Learning Project using the GPS Goal Management worksheet. Total worksheets to complete = 4.
- 2) Check back on progress at each meeting. Is the team on track? Do we need to Shift gears because something got in the way of accomplishing a strategy or achieving the goal? Do we need to change a goal or strategy?

Achieving goals is an ongoing process, and the team will need to check in often along the way.



GPS Goal Management Worksheet

Complete one worksheet for each leadership competency and the Service Learning project at the beginning of the County Ambassador term. Every team member should have a copy and/or it should be stored in a shared online environment.

Goals should be realistic, measureable, stretch the skills of the group and work together to help achieve other goals.

Pursue Strategies should be VERY specific. They should state what exactly will be done, by whom and by when. This will be the longest part of the worksheet. This section will also be added to over time as you think of other things you need to do to accomplish the goal.

Shift Gears and think of the things or circumstances that could be road blocks—things that get in the way to achieving the goals. Record the road blocks and the strategies you will use to adjust either your strategies or your goal if that happens.

Tip: Members can use these documents to help write the Leadership Development Report in the 4-H Record Book.

The size of the boxes expand, this document should be several pages long—at least one page for each section.

Leadership Competency Selected OR Service Learning Project Title:
Select Goals
Record the goals you have for this leadership competency.
Pursue Strategies
What are the steps you will take to reach your goals? Include by when, by whom, and the specific actions you or your team members will take.
Shift Gears
What are some things that may get in the way of achieving your goals? What can you do to overcome those challenges or obstacles?

Sample GPS Goal Management Worksheet

Note: This sample does not include all the strategies that need to be done to achieve each goal. This should be used as an example to start thinking about the kinds of things that go in each section and your team GPS goals will be more than one page long for each competency.

Leadership Competency Selected OR Service Learning Project Title: PROMOTE
Select Goals
Record the goals you have for this leadership competency. 1) Apply for and set up a 4-H outreach booth at the farmer’s market. 2) Attend at least two meetings of outside organizations like the Farm Bureau and City Council meeting and make a presentation about 4-H and how they can support. 3) Host a county-wide 4-H “Meet & Greet” where the community can come and learn what 4-H is all about!
Pursue Strategies
What steps will be taken to reach the goals? Include by when, by whom, and the specific actions you or your team members will take. 1a) Margo will collect information on what is needed to apply for a booth at the farmer’s market by October 3.

- 1b) Our coach, **Charlie**, will help us fill out the application and turn it in to the city by **October 20**.
- 2a) **Before December**, **Micah** will contact the Farm Bureau to find out when their meetings are and ask if we can send a couple ambassadors to their next meeting. **Jose** will do the same for the City Council.
- 2b) **Micah and Jose** will plan a presentation to talk about our Service Learning Project and seek financial support from each of those organizations to fund our project.
- 3a) **Justine** will contact the department of Parks & Recreation to find out if/when we can host a public event at Sycamore Park. If we can host an event, she will complete the paperwork **by January 15th**.
- 3b) Using the same materials and ideas from the farmer's market, we will all participate in the day.

Shift Gears

What are some things that may get in the way of achieving your goals? What can you do to overcome those challenges or obstacles?

- 1) We may need to pay a fee to reserve a booth at the farmer's market. If this is the case, we will hold a snack booth fundraiser at Achievement Night to raise the funds for this.
- 2) The Farm Bureau and City Council may not allow visitors at their meetings. If so, we will seek out two other community organizations to build a relationship with.
- 3) The Parks & Rec department is known for being a little slow with paperwork, which means we might not get this done by the deadline. If this happens, we will send polite follow-up emails or make phone calls reminding them of our plans.