



# 4-H Annual Project Plan

### Instruction for 4-H Project Leaders:

- Annually, complete one plan per project
- Submit to 4-H Unit/Club Leader and UCCE 4-H personnel
- Distribute to parent/guardian annually at least one week prior to first meeting
- Consider sharing the project plan on county websites for interested 4-H families not yet enrolled.
- Add rows as necessary to sections below.

4-H Club/Unit Name: Learn-Allot Club  
 Project Name: Market Goats  
 County: Seashore  
 Program Year: 2022-23

### Contact Information:

Club Leader Contacts	Email	Phone	Text Okay?
Susie Sample	ss4H04@mail.com	555-555-5555	yes
Tony Template	tt4H04@mail.com	555-555-5556	yes

Project Leader Names (there must be at least two)	Email	Phone	Text Okay?
Betty Bleat	bettygoat4H@mail.com	555-555-4444	yes
Henry Hooves	hhgoats4H@mail.com	555-555-3333	yes

### Enrollment Dates:

Last date to enroll in the project due to livestock ownership and/or fair restrictions: January 31, 2023

### Meeting Specifics:

- Minimum of six (6) hours of instruction
- Project Leader determines the number of instruction hours required for annual project completion

(add lines as needed)

Date	Agenda	Location	Drop Off & Pick Up Time	Supplies Needed by Member
Oct 8	Welcome, Group Norms, Safety & Boundaries, Project Requirements	1234 Goat Ln., Town	2:55 pm 4:30 pm	Bring completed Health History, notebook, pencil
Nov 12	Care of Goats: Housing, Watering, Feeding	1234 Goat Ln., Town	2:55 pm 4:30 pm	Wear long pants, closed toed shoes, notebook, pencil
Jan 14	Goat Health	1234 Goat Ln., Town	2:55 pm 4:30 pm	Wear long pants, closed toed shoes, notebook, pencil
Feb 11	Grooming	County barn	2:55 pm 4:30 pm	Wear long pants, closed toed shoes, notebook, pencil

Mar 11	Showmanship	County barn	2:55 pm 4:30 pm	Wear long pants, closed toed shoes, notebook, pencil
Apr 8	Biosecurity	1234 Goat Ln., Town	2:55 pm 4:30 pm	Notebook, pencil
May 13	Showmanship Practice	County Barn	2:55 pm 4:30 pm	Wear long pants, closed toed shoes, notebook, pencil

**Missed Meetings:**

If a member misses a meeting, what methods do you allow for members to make up the assignment? (e.g., animal field day, attendance at another project meeting, research something and present it at a future meeting, watching a video, attendance at a clinic, etc.)

- Watch a video on the topic of the meeting. Get list of approved videos from Project Leader. Prepare a 3 minute presentation on what you learned.
- Attend another Goat project meeting with a similar topic.
- Attend makeup meeting offered by the Project Leaders. Only one make-up meeting is allowed.

**List the Minimum Requirements for Project Completion:** (e.g., minimum of X hours of instruction [6 hours are required by USDA to be considered a 4-H Project], attendance at a specific meeting/clinic/event must be specifically related to a project skill, complete the 4-H APR, etc.)

- 8 hours of instruction
- If not showing at fair, members may skip showmanship practice meeting.
- Participation in County Goat Clinic. Date: April 22, 2023
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**List Project Leader expectations of Parent/Guardian:** (e.g., parent/guardian needs to walk their child in and sign them out, do parent/guardians need to stay, do they rotate attendance, provide supplies, provide completed health forms, leave young siblings at home, drop off and pick up times, etc.)

- Timely drop off and pick up your children.
- Parents may stay for meetings, but not required.
- No siblings can attend due to space and safety limitations.
- Reinforce meeting safety rules and boundaries with your child.
- Provide supplies as requested.
- Email or text leader if member(s) will not be in attendance.
- Follow the Parent/Guardian Code of Conduct.
- Communicate to the Project Leaders any needs or adaptations that your child needs to learn or to interact with other adults and/or youth members.
- Participate in at least one project fundraiser OR contribute a one time annual gift of \$20 to the project for supplies and equipment necessary to cover project expenses.

**Belonging:**

What strategies will you use to ensure that members and families feel welcome and that they belong?

<ul style="list-style-type: none"> <li>• Greet members by name at each meeting</li> </ul>
<ul style="list-style-type: none"> <li>• Create small groups with Teen Leader mentor for each group</li> </ul>
<ul style="list-style-type: none"> <li>• Play a relationship development game at the beginning of each meeting in which all adults and members participate.</li> </ul>

**Group Norms:** (Describe non-negotiable group norms. Youth project members must engage in this conversation and add to the non-negotiables. Who is responsible for what? How are we going to treat each other? [See Group Norms Activity](#))

<ul style="list-style-type: none"> <li>• We are kind and respectful to everyone in our project.</li> </ul>
<ul style="list-style-type: none"> <li>• Everyone works hard to complete assigned tasks</li> </ul>
<ul style="list-style-type: none"> <li>• It is okay to make mistakes and try again</li> </ul>
<ul style="list-style-type: none"> <li>• If you don't understand something yet, ask your Teen Leader or a Project Leader for help.</li> </ul>

**Health & Safety:**

<b>Describe any Natural or Manmade Hazards at the meeting location(s)</b> (e.g. pool, trampoline, pond, privately owned firearms, retaining wall, etc.)	<b>What strategies will you use to limit access and reduce liability of known described hazards?</b> (Safety orientation for all members, set meeting boundaries, parent education, etc.)
Pool	Pool is fenced and gate is locked at all times. Educate members.
Private firearms	Firearms are locked in a safe in an off limits area of the home. I store locked ammunition separately in another off limits area of the home.
At County Barn, there is equipment and materials; busy county road outside gate	Educate members about hazards. Educate members to stay inside gate and be sure families park in the designated parking area. Educate parents to drive slowly and cautiously in the parking area, being mindful of children.

**Establish Safety Orientation for Members:** (e.g., Safety List is shared verbally with members at the first meeting each year, each time a new member joins the project, and periodically reviewed throughout the year.)

<b>Safety Orientation List by Category</b>	<b>Items to discuss with members</b>
Physical safety	Walk at all times; keep hands on own body at all times; follow all instructions for use of grooming tools; stay with the group at all times
Emotional safety	Everyone is welcome here; We use positive language to support each other even when people make mistakes, we are a team
Cultural safety	We all come from different families and backgrounds and everyone is welcome to share how things are done in their family; no put downs about anyone's heritage, family or culture.
List any meeting space boundaries (e.g., youth are only allowed in the living room, youth are allowed or not allowed in the backyard, youth are allowed or not allowed in the barn without 4-H adult volunteer supervision, etc.)	Youth and adults must stay with the group regardless of meeting location. Most meetings take place in my home and located in the dining room, kitchen, garage, backyard and goat area. The restroom is next to the kitchen.  When at the county barn, park in the designated parking area, check in immediately with the leaders and stay with the leaders. If you need to use the restroom, please inform a leader or your Teen leader and go with a buddy.
Identified Hazards	Pool at home is off limits, no swimming at any time.

	At county barn stay away from equipment and materials piles that are not our concern. Stay with leaders. Stay inside the fence and gate.
Prohibited activities at meeting location (e.g. no swimming, no one on trampoline, no jumping off retaining wall, etc.)	No swimming. No wandering off on your own.
Off-Limits Areas at meeting location	All other areas of the home not included in meeting space are off limits. At county barn, all areas other than the barn and restroom are off limits.

SAMPLE