

ESTABLISHING PROJECT COMPLETION REQUIREMENTS

Establishing project completion requirements is not meant as a way of excluding members and should never be looked upon in this way. **It is part of the educational process - to set standards and to work toward goals.** The purpose of requirements is to set up a project in which the members have the best opportunity to learn. That requires attendance and participation.

Recommended Project Completion Requirements

1. **Meeting Attendance** - members should be required to attend the majority of project meetings held. Certainly a minimum of 60% should be required for project completion. This would mean 6 out of 9 or 10 meetings, 5 out of 7 or 8 meetings, 4 out of 6 meetings, 3 out of 4 or 5 meetings. **We recommend a minimum of six meetings held per year.**

Meeting attendance requirements mean that leaders must hold an adequate number of meetings and announce them well in advance.

It means that members must make choices. Sometimes they will have to let something else go in order to attend. This is part of the learning process too.

Leaders may offer one or two make-up meetings at their convenience that do not count as regular meetings, but allow members who missed to make-up attendance.

2. **Record Keeping** - 4-H record keeping is a valuable tool to help members assess their progress. Minimal project records should be required by project leaders. This would include the *Annual 4-H Project Report* or other record that reflects what the member has done, learned and spent in the project for the year. Project leaders are encouraged to spend a few minutes at each meeting helping members record what they have done and learned. The requirement of a project record for completion of the project should be communicated to the members and parents at the beginning of the club year.
3. **Project Talks** - Learning to communicate orally is another valuable tool. Each member of the project should be required to give at least one short talk on the project during the year. These might be given at project meetings, the 4-H Community Club meetings or other locations such as the County 4-H Presentation Day. Talks to meet project completion requirements need not be long or complicated. Simply having a member report what they learned at the previous project meeting would be adequate.

The above are recommendations. Leaders may choose to set other or different requirements for members to complete the project. **Remember, project completion requirements should apply to everyone in the project, regardless of their age or experience.** Leaders are also encouraged to set individual project goals with members as appropriate.