

## PROJECT PLANNING CHECK SHEET

Basic Check List	Check if Completed
1. Obtain a file system or binder for easy storage of your project materials, phone list, forms and project calendar	
2. Get list of your project members from your club's enrollment	
3. Order project materials from the 4-H mall or download free materials	
4. Review resource materials at the UCCE County Office	
5. Meet with your Junior/Teen Leader and review plans and expectations for the year	
6. Find ways to include "Experiential Learning" - learn by doing	
7. Focus on at least one Life Skill members can learn	
8. Know the essential elements of positive 4-H Youth Development	
9. Prepare project goals and expectations for members and hand out	
10. Prepare a sample project meeting outline	
11. Complete a calendar for your project's year, including dates of meeting and event	
12. set aside time to reflect / evaluate the project and Project Forms	