



Project Planning Worksheet

To help organize your project year, you may want to have two or three members, a junior/teen leader, and another adult to help you outline the project goals and expectations. Submit a copy of this *4-H Project Planning Worksheet* to your club's Volunteer Coordinator for approval. All Project Plans for animal projects intended to participate in the sale or show at the Lake County Fair must be submitted for approval by October 15th. Other project plans may be submitted throughout the year and at least one month before the start of the project meetings. Once your project plan has been approved, give each family a copy of the *4-H Project Outline*, at your first project meeting. Letting members and parents know what will be expected of them, how much the project will cost, and what materials are needed, will help insure they can complete the project successfully.

Project Planning Resources:

Project Leader Guide, 4-H Staff, Key Leaders, Project Proficiencies, 4-H Library, Volunteer Coordinator, Annual Project Report Form and Clover Safe Notes.

Project Leader _____ Contact Information _____
Name

Co-Leader _____ Contact Information _____
Name

Jr/Teen Leader _____ Contact Information _____
Name

Project Name: _____
The Meetings location will be: _____
<p>First Meeting: Date _____ Time: _____</p> <p><input type="checkbox"/> Invite parent/guardians <input type="checkbox"/> Collect Medical Release/History forms <input type="checkbox"/> Handout Project Outline</p> <p>Get Acquainted Active/Game Will be: _____ Prepared and presented by: _____</p> <p>Review Project Outline, project expectation and completion requirements, expenses, number of meetings, dates, times, location (s), equipment needed etc...</p> <p>Recreation: Will be: _____ Prepared and presented by: _____</p> <p>Refreshments: Will be _____ Brought by: _____</p>
Fun Activity: Will be _____
Notes:

Second Meeting: Date _____		Time _____	
Interest Getter: _____		Prepared and presented by: _____	
Skills Session Topic: _____			
The Skill and general goal we will focus on: _____			
Presentation topic: _____		Prepared and presented by _____	
Recreation: Will be _____		Prepared and presented by _____	
Refreshments: Will be _____		Brought by _____	
Notes:			
Third Meeting: Date _____		Time _____	
Interest Getter: _____		Prepared and presented by: _____	
Skills Session Topic: _____			
The Skill and general goal we will focus on: _____			
Presentation topic: _____		Prepared and presented by _____	
Recreation: Will be _____		Prepared and presented by _____	
Refreshments: Will be _____		Brought by _____	
Notes:			
Fourth Meeting: Date _____		Time _____	
Interest Getter: _____		Interest Getter: _____	
Skills Session Topic: _____			
The Skill and general goal we will focus on: _____			

Presentation topic: _____	Presentation topic: _____
Recreation: Will be _____	Recreation: Will be _____
Refreshments: Will be _____	Refreshments: Will be _____
Notes:	
Fifth Meeting: Date _____	Time _____
Interest Getter: _____	Interest Getter: _____
Skills Session Topic: _____	
The Skill and general goal we will focus on: _____	
Presentation topic: _____	Presentation topic: _____
Recreation: Will be _____	Recreation: Will be _____
Refreshments: Will be _____	Refreshments: Will be _____
Notes:	
Sixth Meeting: Date _____	Time _____
Interest Getter: _____	Interest Getter: _____
Skills Session Topic: _____	
The Skill and general goal we will focus on: _____	
Presentation topic: _____	Presentation topic: _____
Recreation: Will be _____	Recreation: Will be _____
Refreshments: Will be _____	Refreshments: Will be _____
Notes:	
Seventh Meeting: Date _____	Time _____

Interest Getter: _____	Interest Getter: _____
Skills Session Topic: _____	
The Skill and general goal we will focus on:_____	
Presentation topic: _____	Presentation topic: _____
Recreation: Will be _____	Recreation: Will be _____
Refreshments: Will be _____	Refreshments: Will be _____
Notes: _____ _____	
Eighth Meeting: Date _____	Time _____
Interest Getter: _____	Interest Getter: _____
Skills Session Topic: _____	
The Skill and general goal we will focus on:_____	
Presentation topic: _____	Presentation topic: _____
Recreation: Will be _____	Recreation: Will be _____
Refreshments: Will be _____	Refreshments: Will be _____
Notes: _____ _____	
What Supplies do we need do our meetings?	
How will we acquire or pay for the supplies?	
Possible safety concerns and topics to be covered?	
Our service learning project will be?	
Possible guest speakers:	