

4-H Club Program Planning Guide



Cornell University
Cooperative Extension
Erie County

Purpose

The purpose of the 4-H Club Program Guide is to assist Erie County 4-H Club Leaders in fulfilling the requirements of Cornell Cooperative Extension (CCE) of Erie County to be a “Club in Good Standing.” The plan provides checklists broken down into categories that identify the expectations of CCE and 4-H and strategies to help you manage and meet those expectations.

The Guide is designed to help Leaders develop high quality educational programs with a wide variety of learning experiences for their club. Clubs are allowed to create their own programs that serve the needs of their leaders, members, and their families. Each Club is encouraged to establish a planning committee of 4-H members and club officers to work with the 4-H club officer advisor or club leader to use the Guide as the planning tool each year to develop their annual program, and as the evaluation guideline at the end of the year.

Planning is a valuable life skill that can be easily earned in the 4-H Youth Development Program (YDP), using the Guide will model and mentor planning skills for youth in the program. Each club will find the guidance they need to be intentional with their efforts to provide the optimum environment for positive youth development. Club efforts should be met by active participation by individual members that is purposeful and developmental.

Using this Guide

The guide begins with essentials for maintaining a charter, requirements to be a Club in Good Standing, and use the 4-H Name and Emblem. It is followed by suggestions to help clubs establish goals. The club officers should review the planning guide regularly with the membership to check on the club’s progress.

For a club to earn the minimum status of Club in Good Standing with a green charter seal, it must meet the fourteen (14) minimum requirements in Section 1 by the end of the year. One point will be awarded for each goal completed in this guide. A 4-H club may also earn a higher level charter seal by completing additional goals in Sections 2, 3 and/or 4, for a total of nineteen (19) for Silver and twenty-four (24) for Gold.

Goals should be set at the beginning of the year. Place a check mark by those goals that you plan to work on this year. As you complete your goal, place a check mark in the completed section. You may add one goal of your own in Sections 2, 3, and/or 4. Please use the blank line at the end of each section to designate your goal.

A 4-H club is best positioned to serve youth and the community when it is structured with sufficient numbers of volunteers to meet the club’s needs, has active club officers and committees and meets an adequate number of times during the year. Club meetings or a special event should be planned and involve all members and their families. A club needs to create an environment that ensures the physical and emotional



4-H Club Program Planning Guide



Cornell University
Cooperative Extension
Erie County

health and safety of each member.

Meeting due dates is an important responsibility. By meeting due dates 4-H clubs will be more efficient and better serve the membership by insuring enrollment, communications, compliance and recognition.

4-H clubs must have a 4-H charter. The 4-H Charter formally recognizes a group's affiliation with 4-H and grants the group permission to use the 4-H Name and Emblem. It provides the permission for the 4-H Club to be a subsidiary of USDA National 4-H Headquarters, Cornell Cooperative Extension of Erie County. All 4-H clubs, units, groups and committees that use the 4-H Name and Emblem, handle finances must be chartered. This includes accepting donations and fundraising.

All chartered 4-H clubs and units are required to complete all items in Section 1 of this *4-H Club Program Planning Guide*. Noncompliance can result in removal of the 4-H Club Charter, dissolution of the club and withdrawal of permission to use the 4-H Name and Emblem.

MINIMUM REQUIREMENTS

Section 1

To maintain charter status all 4-H clubs must meet the following requirements:

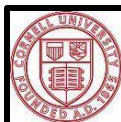
- Have at least 5 members
- Have at least 1 adult volunteer
- Club Name (Charter) approved by club members and 4-H YDP staff
- Have youth officers
- Club Enrollment Card completed and on file by deadline
- All club activities are preapproved and comply with CCE rules and insurance requirements
- Complete the annual year-end reporting requirements

To achieve "Club in Good Standing" status and earn a green seal, complete all of the following fourteen (14) items.

Planned		Completed
<input checked="" type="checkbox"/>	1. Complete the enrollment process and pay fees to the county office by county due date.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2. Hold at least 4 regularly scheduled club meetings.	<input type="checkbox"/>



4-H Club Program Planning Guide



Cornell University
Cooperative Extension
Erie County

<input checked="" type="checkbox"/>	3. Ensure that the youth development and educational practices outlined in the 4-H YDP Targeting Life Skills Model are implemented in all club and project meetings and activities.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4. Train all club officers.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	5. Include at least one member presentation at each club meeting.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	6. Conduct at least one club service learning project.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	7. Be accountable for all monies raised and dispersed by the club and follow all financial policies, including reporting.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	8. Have representative(s) regularly attend Program and Livestock Committee meetings.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	9. Club members participate in at least 2 county/district 4-H events.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10. Each project includes a minimum of 6 hours of project instruction.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	11. Each project is under the guidance of a 4-H volunteer.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	12. Complete the Secretary's Book/Binder with approved minutes from throughout the year.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	13. Complete the Club's Financial Statement and Audit Form and turn it in to the office by county due date.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	14. Submit a completed 4-H Club Program Planning Guide to the county 4-H office by county due date.	<input type="checkbox"/>

- **To earn a silver seal, complete at least five (5) additional goals from any of the sections below.**
- **To earn a gold seal, complete a total of at least ten (10) goals from any of the sections below.**

MEMBERSHIP & CLUB GOALS		
Planned	Section 2	Completed
<input type="checkbox"/>	1. All meetings have a recreation, business and educational program component.	<input type="checkbox"/>
<input type="checkbox"/>	2. Enroll 50% of eligible members from last year.	<input type="checkbox"/>
<input type="checkbox"/>	3. All 4-H members and volunteers re-enroll using the 4hOnline Enrollment System.	<input type="checkbox"/>



4-H Club Program Planning Guide



Cornell University
Cooperative Extension
Erie County

<input type="checkbox"/>	4. 50% of returning members recruit one new member at enrollment time.	<input type="checkbox"/>
<input type="checkbox"/>	5. Each project group or member gives a presentation at a 4-H club/unit meeting at least once during the club year.	<input type="checkbox"/>
<input type="checkbox"/>	6. At least 10% of the members give a 4-H presentation or talk at events other than club or project meetings. All livestock members are required to present at county level Presentation Day.	<input type="checkbox"/>
<input type="checkbox"/>	7. Participate in a community event to promote 4-H membership (e.g., back to school night, open house, Church event).	<input type="checkbox"/>
<input type="checkbox"/>	8. Prepare at least 2 club/unit newsletters or other communications for members during the 4-H year.	<input type="checkbox"/>
<input type="checkbox"/>	9. Each 4-H member's parent/guardian attends at least one 4-H club meeting or event during the year.	<input type="checkbox"/>
<input type="checkbox"/>	10. Greet and introduce all guests at 4-H meetings.	<input type="checkbox"/>
<input type="checkbox"/>	11. At least 80% of members serve on club committees.	<input type="checkbox"/>
<input type="checkbox"/>	12. Include the 4-H pledge at club meetings and gatherings.	<input type="checkbox"/>
<input type="checkbox"/>	13. At least 50% of members participate in a county/sectional or state 4-H event or field day (e.g., presentation day, judging events, NYSF teen leader)	<input type="checkbox"/>
<input type="checkbox"/>	14. At least 30% of members participate in County Fundraising	<input type="checkbox"/>
<input type="checkbox"/>	15. At least one adult attends a 4-H professional development course that builds their skills to nurture the youth in the program	<input type="checkbox"/>
<input type="checkbox"/>	16. Adopt a 4-H club wellness plan.	<input type="checkbox"/>
<input type="checkbox"/>	17. A scientist or engineer is a guest speaker or leads a science/engineering activity at one club meeting.	<input type="checkbox"/>
<input type="checkbox"/>	18. _____	<input type="checkbox"/>

LEADERSHIP GOALS

Planned	Section 3	Completed
<input type="checkbox"/>	1. Each project provides leadership opportunities.	<input type="checkbox"/>
<input type="checkbox"/>	2. At least one member attends CareerEx or STARR.	<input type="checkbox"/>
<input type="checkbox"/>	3. Conduct at least two special events during the year (e.g., picnic, tour, potluck, party).	<input type="checkbox"/>



4-H Club Program Planning Guide



Cornell University
Cooperative Extension
Erie County

<input type="checkbox"/>	4. Adult volunteers or teen leaders will make personal contact with first and second year members at least once during the first three months of the program year.	<input type="checkbox"/>
<input type="checkbox"/>	5. At least one senior (aged 14 - 19 years) member attends all of the 4-H Program Committee meetings and reports back to the club.	<input type="checkbox"/>
<input type="checkbox"/>	6. At least one adult volunteer will serve on a countywide planning or event committee (e.g. Fundraising).	<input type="checkbox"/>
<input type="checkbox"/>	7. 90% of Junior/Teen leaders complete current Junior and Teen Leadership Development Report Forms for each project for which they are a junior or teen leader.	<input type="checkbox"/>
<input type="checkbox"/>	8. The club has at least one Erie County Teen Leader (ECTA).	<input type="checkbox"/>
<input type="checkbox"/>	9. The club has a Healthy Living Officer position.	<input type="checkbox"/>
<input type="checkbox"/>	10. _____	<input type="checkbox"/>

COMMUNITY GOALS

Planned	Section 4	Completed
<input type="checkbox"/>	1. Each project provides citizenship opportunities.	<input type="checkbox"/>
<input type="checkbox"/>	2. At least 50% of members exhibit, participate or represent 4-H at a county or district fair or non-4-H community event.	<input type="checkbox"/>
<input type="checkbox"/>	3. At least one member attends a state wide 4H sponsored event (e.g. Capital Days, Animal Crackers)	<input type="checkbox"/>
<input type="checkbox"/>	4. Prepare a club/4-H promotion program or activity, such as an educational display for National 4-H Week.	<input type="checkbox"/>
<input type="checkbox"/>	5. Have at least one member give a 4-H presentation before another organization.	<input type="checkbox"/>
<input type="checkbox"/>	6. At least 30% of members complete a shift at the 4-H Café or a 4-H Recycling shift at the Erie County Fair.	<input type="checkbox"/>
<input type="checkbox"/>	7. Complete two or more service learning projects that contribute at least 15 hours to the community (e.g., 5 members at 3 hours each = 15 hours).	<input type="checkbox"/>
<input type="checkbox"/>	8. Write a press release about a 4-H meeting or event for the local news-media.	<input type="checkbox"/>
<input type="checkbox"/>	9. Host another youth group during the year.	<input type="checkbox"/>
<input type="checkbox"/>	10. _____	<input type="checkbox"/>



4-H Club Program Planning Guide



Cornell University
Cooperative Extension
Erie County

SEAL:

- Green (14 goals completed) – Club in Good Standing
- Silver (19 goals completed) – Excellent
- Gold (24 goals completed) – Outstanding

Year charter received: _____

I have reviewed this report of the _____ 4-H Club and believe it to be correct.

Secretary

Date

President

Date

Organizational Unit Volunteer

Date

County 4-H YDP Staff

Date

Additional resources:

<http://erie.cce.cornell.edu>

<http://nys4h.cce.cornell.edu>

www.4-h.org

This edited 4-H Club Program Planning Guide for Erie County CCE (TSB/14) was based on upon the original version authored by Sharon Junge and Patricia Johns, UCCE 4-H Youth Development Advisors.

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.

Head • Heart • Hands • Health

