

**4-H CLUB  
PLAN OF WORK**

**(Suggested format. Make up your own if you prefer)**

In order to meet your goals for the year, you need to do some pre-planning. Your club's written plans for the year are called your "Plan of Work". Involve club members in developing the "Plan". A committee of members and leaders may do the planning, then report to the club for final approval. Your "Plan of Work" should be made out in duplicate with one copy for the club. Send the other to the County Extension Educator by the end of November of each 4-H year.

This initial "Plan of Work" is tentative, and changes may be made as the year progresses. But if plans are made now to include the meetings and activities which the club wants to do, they will not be forgotten and will be more likely to succeed. And the "Plan of Work" will keep us all better informed about your club's plans and activities.

PLAN OF WORK FOR \_\_\_\_\_  
(year)

\_\_\_\_\_ 4-H Club of \_\_\_\_\_  
(name of club) (town)

Our Principle Leader is \_\_\_\_\_ Phone \_\_\_\_\_

Our Assistant Leaders are: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Our Officers are: (See "4-H Officer's Handbook" for suggestions of officers and how to run meetings)

President \_\_\_\_\_

V. Pres. \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Club Reporter \_\_\_\_\_

Historian \_\_\_\_\_

List Others \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



SAMPLE  
**OUR PLAN FOR THE YEAR**

MEETINGS (Meetings need not be held in the order listed)	Other details: special business or programs, recreation, refreshments, committee assignments, etc.
1. Complete Enrollment Forms & Organize Election of Officers  Date: October 5	Discussion of duties of officers
2. Discussion of Club Community Service Activity, decide what we will do.  Date:	Plan for Holiday Party
3. Holiday Party  Date: December 13	Recreation & Refreshments
4. Public Meeting  Date: February 1	Demonstration of members
5. Discussion of First Aid & First Aid Kits (Nurse) Date: March 1	Look at First Aid Kits. Make up a First Aid Kit for the club
6. Judging Contest/work on Records  Date: April 5	Discussion where to go on tour, elect committees needed for tour and picnic
7. Evaluation of Projects  Date: May 3	Make final plans for tour and picnic
8. Tour and Family Picnic  Date: June 2	Swimming, clean up picnic area and beach for community project.

Regular meetings of the club are basically to take care of the business at hand and to work together and have fun as a group. Clubs are required to also do a community service project, a family activity and a health or safety program during the year, (see 4-H Club Standards). In addition to the samples above, other meetings might include field trips, movies, project work meetings, learning new games and songs, or anything else of interest.

**PLAN OF WORK FOR \_\_\_\_\_**  
(YEAR)

<b>MEETINGS</b> Mtgs. need not be held in the order listed	Other details: special business or programs recreation, refreshments, committee assignments, etc.
1.  Date:	
2.  Date:	
3.  Date:	
4.  Date:	
5.  Date:	
6.  Date:	
7.  Date:	
8.  Date:	
9.  Date:	

continued on the next page

<b>10.</b> <b>Date:</b>	
<b>11.</b> <b>Date:</b>	
<b>12.</b> <b>Date:</b>	
<b>13.</b> <b>Date:</b>	
<b>14.</b> <b>Date:</b>	
<b>15.</b> <b>Date:</b>	