



Purpose

This *4-H Club Program Planning Guide* has been designed to assist clubs in completing Montana State University (MSU) 4-H youth development program expectations. This includes requirements to be a Club in Good Standing, maintain the 4-H Club Charter, and use the 4-H Name and Emblem.

The plan provides the club a checklist to meet MSU/4-H policies and expectations as well as to aid in the development of high-quality educational programming. Each club has an opportunity to develop its own annual program plan that meets the needs of its members. Each 4-H club is encouraged to establish a planning committee of 4-H members and club officers to work with the 4-H club leader to develop the club's program for the coming year.

Instructions for Using this Guide

Goals should be set at the beginning of the 4-H year (October). 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.

Meeting due dates is an important responsibility. By meeting due dates, 4-H clubs will be more efficient and better serve the membership by ensuring 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, Montana State University, and eligibility for federal tax exemption status. All 4-H clubs, units, groups, and committees that use the 4-H Name and Emblem, handle finances and/or have a checkbook 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 development of an improvement plan, removal of the 4-H Club Charter, dissolution of the club, and/or withdrawal of permission to use the 4-H Name and Emblem.



LEADERSHIP GOALS		
Planned	Section 3	Completed
...	1. At least one member of the club applies to be an Ambassador, Youth Council officer, or Camp Counselor.	...
...	2. At least one member attends a state 4-H event (Rec Lab, Congress, etc.)	...
...	3. Conduct at least two special events during the year (e.g., picnic, tour, potluck, party).	...
...	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.	...
...	5. At least one senior (aged 13 - 19 years) member attends all of the 4-H Council and/or committee meetings and reports back to the club.	...
...	6. At least one senior (aged 13-19 years) 4-H member and at least one adult volunteer attends and serves on a county committee or board (outdoor, indoor, awards, Foundation, BHB, livestock sale, communications day)	...
...	7. 50% of senior members (aged 13-19 years) are active and enrolled in the teen leadership project.	...
...	8. The club recruits at least one new project volunteer.	...
...	9. The club has a Healthy Living Officer position.	...
...	10. _____	...
COMMUNITY GOALS		
Planned	Section 4	Completed
...	1. The club provides at least one citizenship opportunity.	...
...	2. At least 80% of members exhibit, participate in, or represent 4-H at the county fair.	...
...	3. At least one member attends Citizenship Seminar and/or Legislative Breakfast.	...



<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 50% of members are involved in another extracurricular/community activity outside 4-H.	<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/4-H group during the year.	<input type="checkbox"/>
<input type="checkbox"/>	10. _____	<input type="checkbox"/>

Please attach documentation of completed goals.

- RANK: 14 goals completed – Club in Good Standing
 19 goals completed – Excellent, nominated for general club awards.
 24 goals completed – Outstanding, nominated for Lewis and Clark County Club of the Year and all other club awards.

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

_____	_____
Club Vice-President or Secretary	Date
_____	_____
Club President	Date
_____	_____
Organizational/Club Leader	Date
_____	_____
Lewis & Clark County 4-H Extension Agent	Date

