



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.





MINIMUM REQUIREMENTS

Section 1

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

- Have at least 5 members consisting of 3 different families
- Have at least 2 adult volunteers
- Constitution and Bylaws approved by club members and the Lewis and Clark 4-H staff
- Have youth officers
- Meet Affirmative Action guidelines
- Use the county 4-H office address as the club's official banking address
- Complete the Annual Financial Report and other annual year-end reporting requirements
- Submit end-of-the-year club financial report to the county office by the last business day of October.

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

Planned		Completed
<input type="checkbox"/>	1. Complete the family/member re-enrollment process and pay fees to the county office by the last business day of December.	<input type="checkbox"/>
<input type="checkbox"/>	2. Hold at least 6 regularly scheduled club meetings.	<input type="checkbox"/>
<input type="checkbox"/>	3. Complete the Club Information Form and turn in to the county office by the last business day of November.	<input type="checkbox"/>
<input type="checkbox"/>	4. Train all club officers in duties and parliamentary procedure (contact office if you need assistance).	<input type="checkbox"/>
<input type="checkbox"/>	5. Include at least one member presentation at each club meeting. This could be a simple report from a 4-H activity.	<input type="checkbox"/>
<input type="checkbox"/>	6. Conduct at least one club service learning project.	<input type="checkbox"/>
<input type="checkbox"/>	7. Be accountable for all monies raised and dispersed by the club and follow all financial policies, including reporting (Use the fundraiser approval form and club financial report).	<input type="checkbox"/>





<input type="checkbox"/>	8. Have club representative(s) regularly attend the 4-H Council meetings and report back to the club.	<input type="checkbox"/>
<input type="checkbox"/>	9. Require club members participate in at least two county 4-H events. Qualifying county events are approved each year by Council.	<input type="checkbox"/>
<input type="checkbox"/>	10. Each member completes a minimum of 6 hours of project instruction/activities (per project). Assessed by project superintendents using record books before fair. All learning experiences related to their project and conducted outside of school apply.	<input type="checkbox"/>
<input type="checkbox"/>	11. Incorporate reflection and application in every club meeting, using either Record Books or another office-approved format.	<input type="checkbox"/>
<input type="checkbox"/>	12. Complete the Secretary's Book/Binder and turn in to the 4-H office by the last business day of October, the end of the 4-H year.	<input type="checkbox"/>
<input type="checkbox"/>	13. Complete the Treasurer's Book and turn in to the 4-H office by the last business day of October, the end of the 4-H year.	<input type="checkbox"/>
<input type="checkbox"/>	14. Submit a completed 4-H Club Program Planning Guide and supplemental materials to the county 4-H office by the last business day of September, the end of the 4-H year.	<input type="checkbox"/>

- To earn 'Excellent' status, complete at least five (5) additional goals from any of the sections below.
- To earn 'Outstanding' status and be nominated for Club of the Year, 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"/>
<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.	<input type="checkbox"/>
<input type="checkbox"/>	7. Participate in a community event to promote membership in the club or county 4-H (e.g., back to school night, 4-H open house).	<input type="checkbox"/>
<input type="checkbox"/>	8. Prepare a method of communication for club members and families during the 4-H year (Facebook group, Remind, website, etc.).	<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, state field day)	<input type="checkbox"/>
<input type="checkbox"/>	14. All 4-H members complete a 4-H Record Book.	<input type="checkbox"/>
<input type="checkbox"/>	15. At least two adults take a 4-H professional development course that builds their skills to nurture the identification of sparks, the development of a growth mindset and/or goal management skills in club members.	<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. At least one member of the club applies to be an Ambassador, Youth Council officer, or Camp Counselor.	<input type="checkbox"/>
<input type="checkbox"/>	2. At least one member attends a state 4-H event (Rec Lab, Congress, etc.)	<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"/>
<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 13 - 19 years) member attends all of the 4-H Council and/or committee meetings and reports back to the club.	<input type="checkbox"/>
<input type="checkbox"/>	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)	<input type="checkbox"/>
<input type="checkbox"/>	7. 50% of senior members (aged 13-19 years) are active and enrolled in the teen leadership project.	<input type="checkbox"/>
<input type="checkbox"/>	8. The club recruits at least one new project volunteer.	<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. The club provides at least one citizenship opportunity.	<input type="checkbox"/>
<input type="checkbox"/>	2. At least 80% of members exhibit, participate in, or represent 4-H at the county fair.	<input type="checkbox"/>
<input type="checkbox"/>	3. At least one member attends Citizenship Seminar and/or Legislative Breakfast.	<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 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

