



4-H Club

Annual Plan Of Meetings and Activities

Year

4-H Club Name

Regular Meeting Date

Place



4-H Club Annual Plan of Meetings and Activities

4-H Club Officers and Advisors should meet at the beginning of the year and before each club meeting to plan club activities and events and set the business agenda, the program and the recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation and song (15-20 minutes), club business (20-30 minutes), and program (no longer than 30 minutes). Conclude the meeting with refreshments. This meeting sequence should be arranged to meet the needs of members, program guests, or club preference. Use this form and your county 4-H calendar of events to organize your club meetings and your annual plan. It is considered part of the Secretary's Book. See sample plan on back page.

Month	Business Agenda	Program Agenda	Recreation Agenda	Community Service Project	Special Events
Date Time Location	Events, Activities, Items for group decision	Educational program or Activity. Speakers, Demonstrations	Singing, games, team building, refreshments.		Club, County District, State

Sample 4-H Club Annual Plan

Month	Business	Program	Recreation	Community Service Project	Special Events
Date	Events, Activities,	Educational program or	Singing, games, team		Club, County, District
Time	Items for group	activity, Speakers,	building, refreshments		State
Location	decision	Demonstrations			
	Elect officers	Parliamentary procedure			
Sept	Hand out enrollment forms	Make posters for National			
	Appoint				
	" Planning committee				
	" National 4-H Week				
	promotion committee				