

New  
Jersey **4-H**

# Leader Training Series



## Planning a Yearly Calendar

Planning ahead is the key to a successful 4-H club. It provides a structure that your members can depend upon and allows flexibility throughout the year.

Through the planning process, members, leaders and parents can share their ideas and resources to create a year of fun learning activities. When a yearly calendar is developed cooperatively everyone

- has something to look forward to
- can save dates in advance,
- is aware of their own responsibilities.

*(A suggested format follows this information sheet.)*

## Listing Possible Activities

An effective way to begin is to **brainstorm** a list of possible activities. In brainstorming, the goal is to produce a long list of ideas without making comments about their possible success or failure. Crazy ideas are welcome and stimulate laughter and more ideas. Setting a time limit for the brainstorming process of 5 - 7 minutes can help you get a good list. Write down all ideas on a chalkboard or a newsprint pad and be sure to get **everyone's** ideas up on the board. This will give everyone an overall feeling for the current interests of the group. As the leader, you should be part of the process and include some of your ideas.

## Filling in the Yearly Calendar

There will be some activities that are scheduled at the same time each year, such as the fair and public presentations. (Your county 4-H office may have an annual printed calendar or can tell you which months these events are usually scheduled.) These can be put on the calendar first. Then you can set aside club meeting time to prepare for them, or choose to hold separate committee meetings that will allow the club to get ready.

*Written by: Rose Mary Bergmann,  
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1994*

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When beginning to fill in the calendar, keep these things in mind:

- Is there a balance between fun activities and learning experiences that support progress in each member's project?
- Does your 4-H Club Calendar include activities that help teach your members personal development skills as well as focus on your club project(s)?
- Have a variety of members' ideas been included that most of the club members will support?
- Have you included any field trips or outside resource persons to come to the club? As the leader, have you considered the workability of each activity such as making transportation arrangements, finding the right size meeting place, etc.?
- Do most activities involve little or no cost to members? If there is a cost, have you considered fund-raising activities?
- Are there any community service projects included?
- Are the responsibilities for carrying out the activities shared among the club, or are there one or two members who are responsible for 80% of the program?
- Do the activities included provide opportunities for members to develop new leadership skills?
- Have you considered adequate preparation time for activities or events that your club has never experienced before?
- If your club has refreshments, have you included this responsibility in your plan?
- Can you, as the leader, see where the plan is flexible so that unexpected and spontaneous events can be accommodated?

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**4-H CLUB CALENDAR FOR**

(Name of 4-H Club)

(year)

Month	Activity or Program	Materials or Help Needed	Members Responsible for Program	Refreshments (Member responsible)	County/State Activity
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					

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