



University of California 4-H Youth Development Program



4-H Unit Program Planning Guide

Each 4-H unit has an opportunity to plan its own program that will meet the needs of its members. Each 4-H unit is encouraged to establish a planning committee of 4-H members and unit officers to work with the 4-H unit offer advisor or community unit volunteer to help identify the program for the coming year. A 4-H unit may earn a seal for its charter by completing the requirements for Gold, Blue or Green seal.

The guide is designed to help each unit develop a plan of activities and goals that are appropriate to the needs of the community and unit membership. The unit officers should review this planning guide regularly with the membership to check on the club's progress.

As a part of the 4-H unit annual operation the following should be turned in to the 4-H Office by the county due dates. Instructions for completing the 4-H unit Budget, 4-H unit inventory and 4-H unit audit can be found in the Treasurer's Manual (4-H 1035).

1. Unit Budget
2. Unit Audit Report
3. Annual Inventory Report
4. 4-H Unit program plan for year
5. Completed 4-H unit Program Planning Guide or another plan of work
6. 4-H Secretary's Book
7. 4-H Treasurer's Book

All 4-H Units are required by the University of California 4-H Youth Development Program to complete items 1, 2, 3 and 4. Noncompliance with this policy will result in removal of 4-H unit charter and withdrawal of permission to use the 4-H name and emblem. A unit wishing to earn a charter seal must complete all items listed above.

Instructions for Using this Guide

This *4-H Unit Program Planning Guide* has been designed to assist you in completing University of California 4-H YDP requirements for maintaining your 4-H unit's charter and permission to use the 4-H name and emblem. Use this guide to establish goals that your unit can accomplish during the 4-H program year.

Place a * by those goals that you plan to work on this year. As you complete your goal, place a mark on the completed section. To receive a charter seal, your club must complete items 1-9 in Section 1.

You may substitute one goal of your own in Section 2, 3 or 4. Please use the blank line at the end of each group to designate your goal.

REQUIREMENTS FOR ALL UNITS		
Planned	Section 1	Completed

All 4-H clubs are required to complete the following by county due date.

- | | | |
|-------------------------------------|---|--------------------------|
| <input checked="" type="checkbox"/> | 1. Enrollment cards turned in by county due date. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 2. 4-H enrollment fees paid to 4-H office by county due date. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3. Develop and present budget to the 4-H unit and turn in to 4-H office by county due date. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 4. Conduct a 4-H unit audit and turn in to the 4-H office by county due date. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 5. Conduct a unit property inventory and turn in to 4-H office by county due date. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 6. Submit 4-H Unit Program Plan for year by county due date. | <input type="checkbox"/> |
| <input type="checkbox"/> | *7. Submit completed 4-H Program Planning Guide or other report of unit program work. | <input type="checkbox"/> |
| <input type="checkbox"/> | *8. Complete the Secretary's Book and turn in to 4-H office by county due date. | <input type="checkbox"/> |
| <input type="checkbox"/> | *9. Complete Treasurer's Book and turn in to 4-H office by county due date. | <input type="checkbox"/> |

MEMBERSHIP & UNIT GOALS		
Planned	Section 2	Completed

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | 1. Enroll 50% of eligible members from last year. | <input type="checkbox"/> |
| <input type="checkbox"/> | 2. At least 80% of the members will complete records by county due date. | <input type="checkbox"/> |
| <input type="checkbox"/> | 3. Hold 8 regular meetings. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4. Plan a monthly educational program that focuses on life skills and asset development, i.e., health, citizenship, community service, communication, safety, etc. | <input type="checkbox"/> |

- 5. At least 10% of members will give demonstrations or talks at events other than unit or project meetings.
- 6. Participate in a community event to promote membership in the unit or county 4-H Youth Development Program (i.e., back to school night, open house).
- 7. Prepare at least 2 unit newsletters for members during the 4-H year.
- 8. Each project group or member will give a presentation at a 4-H unit meeting at least once during the unit year.
- 9. Each 4-H member's parent/guardian attend at least one 4-H unit meeting or event during the year.
- 10. Greet and introduce all guests at 4-H meetings.
- 11. At least 80% of members will serve on unit committee.
- 12. 50% of returning members will recruit one new member at enrollment time.
- 13. Include singing at 4-H unit meetings and gatherings.
- 14. Include recreation at 4-H unit meetings and gatherings.
- 15. _____

Planned	LEADERSHIP GOALS Section 3	Completed
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- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | 1. Provide leadership for each project. | <input type="checkbox"/> |
| <input type="checkbox"/> | 2. Conduct at least two events during the year – picnic, tour, potluck, party, etc. | <input type="checkbox"/> |
| <input type="checkbox"/> | 3. Adult volunteers or teen leaders will make personal contact with first and second year members at least once during the first three (3) months of the program year. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4. At least one senior (9 th – 12 th grades) member and one volunteer will attend all of the County 4-H VMO meetings and report back to the unit. | <input type="checkbox"/> |
| <input type="checkbox"/> | 5. At least one senior (9 th – 12 th grades) member or one volunteer will serve on a countywide planning or event committee. | <input type="checkbox"/> |
| <input type="checkbox"/> | 6. All Junior/Teen leaders will prepare a Leadership Project Plan and Report for their project(s). | <input type="checkbox"/> |
| <input type="checkbox"/> | 7. _____ | <input type="checkbox"/> |

Planned	COMMUNITY GOALS Section 4	Completed
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- | | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | 1. At least 50% of members will exhibit, participate or represent 4-H at a county or district fair, 4-H or community event. | <input type="checkbox"/> |
|--------------------------|---|--------------------------|

- 2. Prepare an educational display for National 4-H week, or other county or community event that has a life skills component and promotes 4-H.
- 3. Give a 4-H presentation before another organization.
- 4. Have a planned community service project.
- 5. Report at least one meeting or event to the local newspaper.
- 6. Host another unit or youth group during the year.
- 7. _____

Year charter received: _____

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

Dated: _____
Secretary

Dated: _____
President

Dated: _____
Organizational Unit Volunteer

Dated: _____
County 4-H YDP Staff

Seal Goals: 21 – Gold _____ 16 – Blue _____ 13 – Green _____

❖ Acknowledgements ❖

University of California, Suggested Objective for 4-H Seals, 4-H 1053 (out of print)
 University of California, Guide for County 4-H Leaders, Councils and County Committees, 4-H 1138

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