

PROJECT PLANNING CHECK SHEET

Basic Check List	Check if Completed
1. Obtain a 3-ring binder or file for easy storage of your project materials	
2. Get a list of your project members	
3. Order project materials from the 4-H Publications Catalog	
4. Review resource materials at the UCCE County Office	
5. Meet with your Junior/Teen Leader(s) and review plans and expectations for the year – have available for participants a copy of the Junior and Teen Leadership Development Report Form and explain its purpose.	
6. Utilize Experiential Learning	
7. Focus on at least one Life Skill	
8. Promote the Essential Elements of Youth Development	
9. Prepare project goals and expectations for members	
10. Prepare a sample project meeting outline	
11. Complete a calendar for your project's year, including dates of meeting and event	
12. Reflect/Evaluate your project	

4-H Project Meeting Planning Guide

Project Name	Meeting Date
Meeting Time	Location
Leadership Team for Meeting (List adult and youth leaders):	

Basic Checklist	Check if OK	Notes
Notification of members?		
At least two adults present? (required by policy)		
Adequate space for meeting?		
Safety concerns addressed?		
Arrival activity for early birds?		
Instructional Interest Getter? (15-20 minutes)		
Hands-on Activity (30-50 minutes)		
Discussion Time (10-15 minutes)		
Member presentations? (10 minutes)		
Record keeping Time (10 minutes)		
Summary and Assignments for future (10 minutes)		
Refreshments & recreation		

Content Planning

Part of Meeting	Why	What We Will Do	Who Will Lead
<p>Interest Getter (15-20 minutes)</p> <p>Ideas include identification quizzes, judging contests, relay skill game, videos, tour, guest speakers, instruction by leader, etc.</p>	<p>Establishes concepts to be learned at the meeting. Promotes skill development and mastery.</p>		
<p>Skills Session (30-50 minutes)</p> <p>Hands-on activity using Experiential Learning</p>	<p>Improves learning, promotes a sense of mastery and independence, develops life skills.</p>		
<p>Discussion (15 - 20 minutes)</p> <p>Allow time for members to process the experience of the skill session.</p>	<p>Promotes mastery of the concepts and skills. Promotes a sense of teamwork.</p>		
<p>Presentation (10 minutes)</p> <p>Have members make short and simple prepared talks.</p>	<p>Promotes mastery and independence. Develop public speaking life skill.</p>		
<p>Record Keeping (10 – 15 minutes)</p> <p>Help members capture what they did and learned</p>	<p>Promotes a sense of mastery and record keeping life skill.</p>		
<p>Summary & Assignments (10 – 20 minutes)</p> <p>Summarize key points and make assignments.</p>	<p>Promotes sense of belonging, develops leadership and possibly citizenship.</p>		
<p>Refreshments & Recreation (20 minutes)</p> <p>Time can vary. The point is fun and fellowship.</p>	<p>Promotes sense of Belonging.</p>		