



4-H Robotics Program Action Plan Update

Today's Date:

Team Member Names:

Program City/County, Region, State:

State/Region Advisor Name:

For each question, write your ideas or possibilities you want to research. Also write down the name of the individual who will research that issue and report back to the team.

Technology Needs

Which National 4-H Curriculum Guide will we use?

What platforms/kits will we use?

How many youth do we hope to reach in the first six months?

Budget and Expenses

How many kits (or other materials) do we plan to purchase?

When will we purchase them?

Do we have access to computers/laptops?

How many?

What needs to be done to prepare the laptops for our first program (for example, loading software)?

What is our budget?

Have we set up a treasury account? Check with local 4-H faculty for procedure.

Who is responsible for our treasury at this time?

What purchases do we need to make before our first program? How and when will we make those purchase

Partnerships

Our community partners are:



4-H Robotics Program Action Plan Update

Equipment

How will we maintain accountability for equipment?

Other individuals/groups we will share equipment with: list contact names for each

Marketing & Promotion

What have we done to promote our first program?

What is our marketing plan for our first program?

Planning Concerns

Any other questions or concerns members of our team have at this time:

Our team will meet again on *(DATE)* to review our progress on making arrangements for our new club.

Our team's next training event will be *(NAME OF TRAINING)*

which will be held at *(LOCATION)* on *(DATE)*

Until that time, we will keep in touch by *(COMMUNICATION PLAN)*

On *(DATE)* we will check in with *(STATE SPECIALIST)* and share the progress we have made.



4-H Robotics Program Action Plan Update

Program Planning

Our first program will be: (name/title of program)

Type:

Date:

Location:

Our regular meeting facility will be:

Equipment Storage and Stewardship

Our robotic kits and equipment will be stored at:

Individuals with access (keys) to the equipment are:

Our equipment storage plan includes:

Area:

Check-in/Check-out Procedure:

How will we organize equipment and be accountable for it?

Create an inventory of all equipment, including software (include serial numbers where appropriate) • Number and label each kit and laptop with proper contact information as needed • Develop a system to keep track of kits and parts • Give groups parts list to keep track of parts.



4-H Robotics Program Action Plan Update

What specific rules need to be established before groups are allowed to use equipment and facility?
How will these be shared with new volunteers and members?

- *Rules needed for each platform?*

- *Rules needed for the specific group using the kits?*

Wash hands before using equipment • Do not eat or drink around equipment and materials • Do not borrow your neighbor's parts

• If you are missing parts, ask for help • Do not put pieces in your mouth! • Treat the robot kits with care and respect—they will be used for years to come! • Have FUN!