



4-H Organizational Skills **Planning and Organizing**

VRKC: Volunteer Research Knowledge Competency Taxonomy

Intended Audience:

4-H volunteers

Learning Outcomes:

- Volunteers will explain their role in planning and organizing 4-H clubs and groups.
- Volunteers will identify planning and organizing tools.
- Volunteers will use planning and organizing tools with their 4-H club or group.

Time:

20 – 30 minutes

Supplies Needed:

- Pencils, Markers and Flip Chart
- Power Point, Computer and LCD Projector
- Handouts and Evaluations

Do Ahead:

Copy handouts and evaluations

Author:

Stephanie Shank, 4-H Youth Development Agent, University of Arizona Extension

Editor:

Sue Pleskac, Professor, Volunteer Leadership Specialist, University of Wisconsin-Extension

Volunteerism for the Next Generation:

<http://nextgeneration.4-h.org/volunteerism/>

4-H National Headquarters:

<http://www.national4-h-headquarters.gov/>

INTRODUCTION

4-H clubs empower youth and give them the opportunity to develop leadership skills by organizing as a group, electing officers, and conducting business meetings. 4-H club officers and adult partners work together to plan, organize, and conduct business, service-learning, and social activities. When working with a 4-H club, adults act as advisors and provide shadow leadership. (Power Point Slide 1)

Organizational skills and future planning are life skills that are learned. Eccles & Gootman (2002) cited goal setting and future planning, responsibility, time management, teamwork, connectedness to organizations and community, and civic engagement as a few of the critical life skills for youth and young adult development. Looking at these skills as part of the educational developmental process helps 4-H volunteers understand that 4-H members need support and instruction in order to become competent in these skills. (Power Point Slide 2)

Planning and Setting 4-H Club Goals

(Power Point Slide 3) At the beginning of the year, 4-H clubs and groups need to plan and set goals for the year. 4-H volunteers need to meet with the youth officers of the 4-H club to review goals from the previous year and set new ones for the current year. It's important to include input from other members and parents as well. Input may be gathered at an end of the year party, by a telephone survey conducted by the officers, or informally as part of an icebreaker game. During this planning process members can brainstorm, discuss, and become familiar with possible service-learning activities as well as club social events.

In setting goals, the club should consider goals needed to retain its charter, goals set by the county Extension Office, and other goals the club would like to accomplish. It's important not to have too many goals or goals that are too difficult. When first starting out, the club may have only a few members, and many may be inexperienced. It's better to start with some goals that are easily attainable and gradually include others that may be more challenging.

Activity 1: Annual Plan of Meetings and Activities

(Power Point Slide 4) Once the club has set goals, the next step is to develop a plan of activities. Some helpful tools for this process are the county 4-H calendar, which may be obtained from the Extension Office, and the 4-H Club Annual Plan of Meetings and Activities. Youth will have many wonderful ideas for activities and all of the ideas should be considered. Begin to complete Handout 1.



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VRKC: Volunteer Research Knowledge Competency Taxonomy for 4-H Youth Development:

<http://www.national4-h.org/headquarters.gov/comm/vrkc.pdf>

VRKC Research and Design Team:

Ken Culp III, Ph.D., University of Kentucky
Renee K. McKee, Ph.D., Purdue University
Patrick Nestor, Ed.D., West Virginia University

References for this lesson:

- Eccles, J. & Gootman, J.A., eds. (2002). *Community programs to promote youth development*. Washington, DC: National Academy Press.

It's also important to have a balanced program for the year. From its earliest days, the 4-H program has encouraged allotting equal amounts of time to education, community service, and recreation. It's also important that the program intentionally include the four Essential Elements. (See VRKC lesson on *Positive Youth Development Overview*) For this reason, the handout has a column for identifying club activities in categories of Belonging, Independence, Generosity, and Mastery. The annual plan should cover the entire year, but allow flexibility to accommodate unforeseen events. Accomplishing each goal and activity will require involvement from all club members. The club membership should approve the goals and annual plan of activities. At the end of the year, the club should evaluate the goals they attained and may submit their records to Extension staff.

An excellent approach to accomplishing goals is to establish committees composed of members to do the work. Using committees saves time in business meetings because most of the planning of activities takes place in the committee. Usually committees spend time brainstorming options and solutions. Then, each option/solution is clarified and similar ideas are combined. Finally, the best ideas are selected to act upon. Clubs usually form committees for planning programs, organizing events (community service-learning, fair display booth, parade float), recruiting members, and raising funds.

Each 4-H member should serve on at least one committee. 4-H members can volunteer to be on a committee that interests them, or the president can appoint members to committees to insure that all members have the opportunity to serve each year. Five to seven is a good number of members to serve on a committee. One of those members, usually the first one to volunteer or be appointed, is selected as chairperson. The chairperson leads the committee and reports on committee work and progress. All committees should have a 4-H adult volunteer or teen leader serving as advisor, partner, and helper to the group.

Other Planning Tools

An agenda is an important tool for every 4-H meeting. Prior to a meeting, youth officers and adult volunteers should work together to write the agenda and make sure all members have a copy to use during the meeting. The agenda is the plan for what will happen at the meeting. It should include secretary and treasurer reports, committee reports, unfinished business, and new business. Announcements should be made at the end of the meeting. The business meeting is just one of the components of a 4-H meeting – the meeting should also include education and recreation. (Power Point Slide 5, Handout 2)

(Power Point Slide 6) A 4-H project is a planned sequence of age-appropriate and research-based learning opportunities. Through 4-H projects, youth learn and apply life skills such as leadership, citizenship, community service, and public speaking. The 4-H project provides experiences to develop in-depth knowledge about topics such as science, engineering and technology, citizenship, and healthy living. As



a result of long-term active engagement in the project, the youth gains knowledge and develops skills based on planned goals and identified outcomes. Each meeting is an experiential (hands-on) learning activity of its own, yet builds on and reinforces the knowledge learned at previous meetings. Project meetings must be planned in advance of the actual meeting.

Conclusion: (Power Point Slides 7, 8)

Planning and organizing are critical skills to be learned and used by 4-H volunteers and members. Planning and organizing makes sure that goals identified by 4-H clubs and groups are met.

TALK IT OVER

Reflect:

- Why is planning and organizing important to 4-H clubs and groups?
- What could happen if 4-H groups did not plan?
- What planning and organizing tools does your 4-H club or group use? What additional tools would be helpful?

Apply:

- How can 4-H members be engaged in a group's planning and organizing process?

EVALUATION

Ask each participant to complete the evaluation tool (Handout 3).

ENHANCE or SIMPLIFY

A variety of planning and organizing tools for use in 4-H clubs and groups are located on Wisconsin's 4-H Community Club Central Website: <http://www.uwex.edu/ces/4h/clubs/starting.cfm>

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Handout 1

4-H Club Annual Plan of Meetings and Activities

4-H club officers and adult advisors should meet at the beginning of the year and before each club meeting to plan activities and set the business meeting agenda, educational program, and recreational activities. The most effective club meetings are those that run a maximum of 60-90 minutes and consist of three segments: recreation (15-20 minutes), business (20-30 minutes), and program (up to 30 minutes). Conclude the meeting with nutritious refreshments. The 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. Some Extension Offices require that this plan be submitted at the beginning of the year. A copy should be included in the Secretary's Book. See sample plan on back page. Begin to complete a plan for a activity you work with in your 4-H volunteer role.

Month Date Time Location	Business Agenda Events, Activities, Items for group decision	Program Agenda Educational program or Activity. Speakers, Demonstrations	Recreation Agenda Singing, games, team building, refreshments	Community Service- Learning Project	Essential Elements Belonging– B Independence– I Generosity– G Mastery– M	Special Events Club, County, District, State



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Handout 1, reverse side

SAMPLE ANNUAL PLAN

Month Date Time Location	Business Agenda Events, Activities, Items for group decision	Program Agenda Educational program or Activity. Speakers, Demonstrations	Recreation Agenda Singing, games, team building, refreshments	Community Service- Learning Project	Essential Elements Belonging– B Independence– I Generosity– G Mastery– M	Special Events Club, County, District, State
Aug	Elect officers Hand out enrollment forms Appoint •Planning comm	Parliamentary procedure Make posters for National 4-H week.	Picnic; Get acquainted melon seed spitting contest	Brainstorm ideas for service- learning	Host greeter – B Picnic – B & G Name game – B Service learning brainstorm - G	Club Family Night County •Leader's Council Mtg.
Sept	Install Officers Collect enrollments Appoint National 4-H wk promotion comm Planning comm get OK for year's; program; Hand out yearly plan	Present completion certificates and seals. Return record books Explain record keeping Project reports by members Judging - apples	Halloween Game	Announce fire prevention survey in October	Host greeter – B Certificates-M Approve Program–B Proj rpt – I& M Judging – M & I Game – B Plan fd baskets-G	National 4-H Week Recognition Night County Leader's Council Mtg. Fall Leader Update
Oct	Plan •fund-raising proj for camp •Community Serv Activities	Give instructions on demos. Holiday gifts and decorations demonstrations by members Project reports by members	Thanksgiving Game	Reports of fire safety survey. Plan for Thanksgiving food baskets	Host greeter – B Plan service – G Demos – M & I Proj reports – M&I Deliver food baskets - G	Record book workshop State 4-H Ambassador Training Announce Western Regional Leaders Forum County Leader's Council Mtg.
Nov	Announce Officer's Training; Announce judging events Report on food baskets; Remind to bring gift for Holiday party in Dec.	demonstrations by members Project reports by members Judging - raincoats	Holiday party	Plan for Christmas food boxes Deliver Thanksgiving food baskets	Host greeter – B Games – B Service –G Judging-M&I	Beef weigh –in County youth leadership workshop!
Dec	Announce Pub Sp Con Announce fair dates Report on Christmas food boxes.	Make valentines for nursing home demonstrations by members; Project reports by members	Action songs and games	Deliver Christmas food boxes. Plan for visit to nursing home in February	Host greeter –B games – B Service – G Demos – M&I Proj reports- M&I	Swine weigh-in Officer's Training County Leader's Council meeting
Jan	Finish fund-raising project Announce record due date Announce fair cleanup Orientation and potluck	demonstrations by members Project reports by members	Valentine Game	Plan for tree- planting in March	Host greeter – B Water proj – G Games –B Demos- M&I Proj reports – M&I	Sheep weigh-in Fair entry forms due Leader's Forum County Leader's Council Mtg
Feb	Report on Leaders forum; Report on nursing home visit Remind record due date	Demonstrations by members; Project reports by members Explain record keeping	St. Patrick's game	Visit nursing home; Plan for partnering with city on water- harvesting project	Host greeter – B Water proj – G Games –B Tree planting-G Proj reports-M&I	Communications Rodeo County Leaders Council mtg.
Mar	Announce Teen Conf; Announce 4-H Camp; Report on Pub Sp Contest Report water harvest	Demonstrations by members Project reports by members Records check	Actions songs & games	Plant tree on school grounds Meet with city – water harvesting	Host greeter – G Water proj – G Games –B Proj reports – M&I	Record books due Fair cleanup Fair County Leaders Council mtg.
Apr	Remind about Teen Conference Remind 4-H camp	Speaker: from humane society to talk about spaying and neutering			Host greeter-B Proj reports – M&I	County Leaders Council mtg.
May	Announce Ambassador Retreat Report water harvest	Project reports by members	Relay games	Three weekends to work on water harvesting project	Water proj – G Games –B Proj reports – M&I	JOLT NRCWAY County Leaders Council mtg.
Jun	Report of Teen conference Report water harvest	Project reports by members	Club picnic Folk games	Complete water harvesting project	Host greeter – B Water proj – G; Proj reports – M&I Games -B	STAR County Leaders Council mtg.
July	Announce Officer's training; Report 4-H Camp; Ambassador Report	Speaker: from Arizona Fish and Game Project reports by members	Action songs and games		Host greeter – B proj reports-M&I Games – B	Enrollment packets arrive! Club recruitment event County Leaders Council mtg.



Handout 2

4-H Meeting Agenda

The three components of a 4-H Club meeting are:

- Business
- Education or Program
- Recreation and Refreshments

The total meeting should be about 1 hour in length. Planning is the key to an efficient and fun meeting. Youth officers should work with the adult advisors in preparing the agenda for the 4-H club meeting. The business portion should last no more that 15-20 minutes and could include:

Agenda Item	Things To Do	Person Responsible
1. Call to order		
2. Flag pledges		
3. Roll call/attendance		
4. Secretary's Report/Reading of the Minutes		
5. Treasurer's report		
6. Committee reports		
7. Unfinished business		
8. New business		
9. Announcements		
10. Adjournment		



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Evaluation

Please complete the following evaluation. The results of the evaluation will be shared with those who work with the program. Your participation in this evaluation is voluntary. Your responses will be combined with the responses of all other participants and you will not be individually identified on any report prepared.

Please answer the questions by circling the number that indicates your level of understanding of the topics listed before and after the training.

1 = Very little understanding

2 = Understand somewhat

3 = Clear understanding

	NOW – After the training			THEN – Before the training		
1. I can explain the role of adult volunteers in planning and organizing 4-H clubs and groups.	1	2	3	1	2	3
2. I can describe planning and organizing tools.	1	2	3	1	2	3
3. I can use planning and organizing tools with my 4-H club or group.	1	2	3	1	2	3

- Please list at least two ideas or skills that you learned as a result of this presentation.

- How will you use what you learned in this presentation?

