

Volunteer Research, Knowledge, Competency (VRKC)

Taxonomy for 4-H Youth Development

4-H National Headquarters
Volunteers for the Next Generation



Organizational Skills:
Planning and Organizing

Developing Planning and Organizing Skills

- Organizational skills and skills for future planning are life skills that are learned.
- Goal setting and future planning, responsibility, time management, teamwork, and connectedness to organizations are critical life skills.
- 4-H members need support and instruction to become competent in these skills.



Planning and Establishing 4-H Club Goals

- Establish 4-H club goals at the beginning of the year.
- 4-H club officers and adult mentor(s) review past goals and establish new ones.
- Include input from other members and parents.
- Start with some easily attainable goals and gradually include others.
- As the club grows, goals may be more comprehensive and challenging.



Annual Plan of Activities

- Review club goals, consider county calendar, and ask youth to brainstorm activities.
- When choosing activities:
 - Balance learning, service, and fun
 - Intentionally include the Essential Elements
 - Allow flexibility
 - Involve all club members
- Establish committees.
- Evaluate activities and submit records to Extension staff.



Business Meeting Agenda

- 4-H Club Officers and adult partner(s) hold a planning meeting prior to the club meeting to plan/write the agenda.
- The agenda is the plan for what will happen at the business meeting.
- Review minutes of the previous meeting and include any unfinished business on the agenda.



Planning 4-H Project Meetings

- **A 4-H project:**
 - Is a planned sequence of age-appropriate and research-based learning opportunities.
 - Provides experiences to develop in-depth knowledge.
 - Can result in long-term engagement in the project.
- **A 4-H project meeting:**
 - Is planned in advance.
 - Is an experiential (hands-on) learning activity of its own, yet builds on and reinforces knowledge learned at previous meetings.



Planning and Organizing



Makes sure that identified goals are reached by the 4-H club or group.



Organizational Skills: Planning and Organizing



Thank You

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VRKC:
Volunteer Research Knowledge Competency Taxonomy



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