Steps of 4-H Program Planning

Gather Information from members and adults
Assess Needs

Know the Big “Why”

Setting Goals
Specific
Measurable
Attainable
Realistic
Timeline

Steps to Reaching Goals

Reflect and Evaluate

Essential Questions
What are members interested in?
What goals do members have for their year?
What are the national, state and county 4-H goals?

Tools/Resources
* Design your own Clover
* “Green Light, Yellow Light, Red Light” from
* Program Planning & Reflection Activities

Essential Questions
Which Essential Element are you strengthening?
* Belonging
* Mastery
* Independence.
* Generosity
How will you intentionally plan for engagement, interaction, supportive or safe environments?

Tools/Resources
* Essential Element Chart
* Youth Program Quality Assessment
* Life Skill Wheel

Essential Questions
What do we want to make happen this year? How will we know we’ve reached our goal?

Tools/Resources
* SMART Goals
* 4-H Goal Setting Worksheet
* Club Charter

Essential Questions
What do we plan to do and how do we do it?

Tools/Resources
* 4-H Club Annual Plan
* The 8 W’s of Project Planning
* 4-H Activity Planner
* Plan the Worst Event in 4-H History

Essential Questions
Reflection: What did you learn? What parts were challenging? What advice would you give others.
Evaluation: Have we reached our goals? What steps worked well? What steps needed improvement?

Tools/Resources
* 4-H Program Planning & Reflection Activities

Researched, designed and developed by Anne Stevenson, Anita Harris, Barb Piehl.
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1. Gather Information from members and adults
2. Assess Needs
3. Know the Big “Why”
4. Setting Goals
   - Specific
   - Measurable
   - Attainable
   - Realistic
5. Steps to Reaching Goals
6. Reflect and Evaluate

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