

4-H Program Planning Conference Agenda & Checklist

Name: _____ County: _____ District: _____ Date: _____

OUTCOME Plan

Plan ID # _____ Title of Plan _____

Start Date _____ End Date _____

Program Area Category **Youth** > _____ > _____ > _____

Issue Source: _____ Comment: _____

1-TCFF 2-Trend 3-Special Interest 4-Emerging Issue 5-Specialist/RPD 6-Base Program 7-County Cmte.

Issue Description _____

Target Audience **Youth or Adults & Youth**> _____ > _____ > _____

Goal statement clear, attainable, and appropriate (Y / N) _____

Client Change: **Ultimate** _____ **Intermediate** _____

1-Behavior Change/Adoption 2-Attitude 3-Skill 4-Knowledge

Objective Indicators (Strong Fair Weak) Comments _____

Percent Time _____ % Adequate Time (Y / N) _____

Other Extension personnel to be involved _____

Volunteers involved (Y / N) _____ Collaborators (Y / N) _____

Tasks (Strong Fair Weak) _____

(All items #1-7 must be included in the plan, #6 may be in the Individual Development Plan)

1-Planning Groups _____

2-Marketing & Promotion _____

3-Educational Methods _____

4-Evaluations _____

5-Interpretation _____

6-Individual Development _____

7-Resource Acquisition & Management _____

Notes:

Approved (Y / N) Date: _____

OUTPUT Plans

4-H Management (____%)

- | | |
|---|--|
| <input type="checkbox"/> Youth Board | <input type="checkbox"/> News Articles & Series |
| <input type="checkbox"/> Program Development Committees & Task Forces | <input type="checkbox"/> Fund-raising & Program Support |
| <input type="checkbox"/> Livestock Validation Committee Meetings | <input type="checkbox"/> Member/Volunteer Re-Enrollment Events |
| <input type="checkbox"/> Club Managers Meetings & Training | <input type="checkbox"/> 4-H Camps |
| <input type="checkbox"/> Club Chartering | <input type="checkbox"/> Fairs/Expositions Board Meetings & Committees |
| <input type="checkbox"/> Volunteer Screening / Youth Protection Standards | <input type="checkbox"/> Achievement Banquet & Recognition Events |
| <input type="checkbox"/> Club Meetings | <input type="checkbox"/> Marketing & Promotion Events & Activities |
| <input type="checkbox"/> Monthly 4-H Enrollment | <input type="checkbox"/> Program Interpretation Events & Activities |
| <input type="checkbox"/> Newsletters & Web Pages | |

Notes:

4-H Leadership & Volunteer Development (____%)

- | | |
|--|--|
| <input type="checkbox"/> Club Officer Leadership Training | <input type="checkbox"/> Leadership Group Meetings & Training |
| <input type="checkbox"/> County Council Leadership Meetings/Training | <input type="checkbox"/> Parent/Volunteer Leaders Assoc. Meetings/Training |
| <input type="checkbox"/> Ambassador Activities, Meetings & Training | <input type="checkbox"/> Leadership Camps |

Notes:

4-H Projects & Curriculum (____%)

- | | |
|---|--|
| <input type="checkbox"/> County Project/Volunteer Leader Training (4-H/ANR/FCS) | <input type="checkbox"/> Validation Events |
| <input type="checkbox"/> Special Interest Group Activities | <input type="checkbox"/> District Events & Activities |
| <input type="checkbox"/> Curriculum Enrichment Activities | <input type="checkbox"/> Regional Events & Activities |
| <input type="checkbox"/> Teacher In-Service/Training | <input type="checkbox"/> State Events & Activities |
| <input type="checkbox"/> County 4-H Project Events & Activities* | <input type="checkbox"/> National Events & Activities |
| <input type="checkbox"/> County FCS Project Events & Activities* | <input type="checkbox"/> County/Regional/State Livestock Shows |
| <input type="checkbox"/> County ANR Project Events & Activities* | <input type="checkbox"/> ENP-Youth Programs |
| <input type="checkbox"/> Project Visits and Project Support | |

Notes:

4-H Outreach & Expansion (____%)

(Use of this plan varies by region)

- | | |
|--|--|
| <input type="checkbox"/> New Member Recruitment Events & Activities | <input type="checkbox"/> New Club Establishment |
| <input type="checkbox"/> New Volunteer Recruitment Events & Activities | <input type="checkbox"/> New Group Establishment |

Notes:

***NOTE:** Project Activities may include: project meetings, clinics, tours, workshops, contests, etc.

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