

# IOWA 4-H CLUB PROGRAM PLANNING GUIDE



The Iowa 4-H Club Program Plan assists leaders in intentional planning for the program year, as well as program considerations for insurance needs, risk management, and fundraising. More importantly, it helps ensure a quality club program or experience is being planned. Utilizing a program plan provides an opportunity for 4-H leaders to evaluate the program year and consider adjustments for the next year. This guidance document serves as a guide to creating the Iowa 4-H Club Program Plan.

## **PLANNED LEARNING OPPORTUNITIES**

The Iowa 4-H Club program plan helps ensure that planned learning opportunities are present throughout the year. Vibrant 4-H clubs create a culture of learning. The program plan helps leaders to be intentional in planning.

## **APPROVED PROGRAMS & CURRICULUM**

The Iowa 4-H Club program plans should include use of approved programs and curriculum. Planning helps ensure quality research-based programming for youth. The program plan is approved by county 4-H staff. Contact your county 4-H staff to learn more about approved curriculum and resources available to 4-H club leaders.

## **SIX EDUCATIONAL GATHERINGS PER YEAR**

The 4-H Club Program Plan must include, at a minimum, an outline of six educational gatherings a year. This does not always mean a traditional meeting, it includes service-learning, club tours, planned educational programs, recreational activities, etc. All planned educational gatherings should be a part of the program plan.

## **SAFE ENVIRONMENTS & RISK MANAGEMENT**

4-H Club Program Plans provide an opportunity to plan for creating safe environments and considering risk management. Vibrant 4-H clubs are active 4-H clubs! Program planning helps 4-H leaders and youth consider and plan for activities, events and recreation that may require additional risk management considerations. The 4-H Volunteer Risk Management Checklist is a tool on our risk management webpage that leaders and youth can review together when planning for activities. The checklist walks through several considerations based on the activity you are planning for and working with the local county extension office to discuss risk management protocol and if additional waivers, insurance, forms, etc. are needed.

## **AGE & DEVELOPMENTALLY APPROPRIATE ACTIVITIES**

When creating the program plan and programs the age & developmental stage of the youth who will be a part of the programming needs should be considered. Evaluation of the activities, number of volunteers, and if any accommodations or modifications will be needed should be assessed and planned for accordingly when completing the calendar or program.

## **YOUTH VOICE**

The Iowa 4-H Club program plan should always include youth voice from the club members. 4-H leaders may consider utilizing club officers, a committee of youth, or all club members to provide input on the years club program plan. Youth voice should be included in planning of activities, events, and education as well as financial decisions. When creating the program plan consider if financial or fundraising activities and/or discussion will be a part of the meeting. Provide opportunities for youth to be involved in financial decisions and plan for educational opportunities to help 4-H youth understand the club finances, guidelines, and appropriate use of club funds.

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# ANNUAL CLUB PROGRAM PLAN

## Iowa 4-H Clubs for Grades 4-12

This form must be uploaded to the 4HOnline club record each program year no later than November 1. We recommend developmentally appropriate guidelines for clubs that serve grades K-3 and 4-12. We require a different program plan for each type of club. The leader and/or the 4-H youth staff reviewing the club program plan may use the follow up column to indicate any risk management, logistic, or organizational topics that they want to follow up on together. These could include, but are not limited to: **youth/adult ratio, activity insurance, transportation, fundraising, financial, accommodations allergies, or other risk mitigation.**

CLUB NAME	ORGANIZATIONAL CLUB LEADER
Sample Club Name	Joe Smith

MONTH	DATE AND TIME	LOCATION	EDUCATIONAL TOPIC   SPECIAL EVENT	FOLLOW UP
September	9-19-21 4:30PM	town name school	Goal setting, program year kick off	activity ideas
October	10-17-21 4:30PM	town name library	active bingo, officer elections, STEM: technology trap	activity ideas and kits
November	11-20-21 2:00PM	community center	Ed Pres: small animal pet care, sledding	allergies, insurance, transportation
December	12-5-21 2:00PM 12-12-21 5:00PM	library school	care packages make and deliver healthy living presentation: fruit smoothies	transportation, ratio allergies
January	1-15-22 4:30PM	town name library	Civ. Eng. Community guest speaker	activity resources
February	2-18-22 5:00PM	town name school	Winter carnival fundraiser: youth assigned games and activities.	Fundraiser guidelines, volunteers
March	3-13-22 5:00PM	town name library	Review funds raised, animal game show recreation activity	financial, vibrant club publication
April	4-10-22 2:30PM 4-24-22 5:00PM	library/hansen farm comm. center	Hansen farm tour, ed activity from tour ed pres. communications topics	transportation, insurance resources
May	5-12-22 5:00PM	town name library	Fair prep Q&A, review project area goals.	project area guides, goal worksheets
June	6-12-22 5:00PM	town name library	recap goals, communication presentation: conference judging	resources
July	no meeting			
August	8-21-22 4:00PM	town name park	park activities/recreation, team building activities, food and fun	insurance, allergies, accommodations

Before uploading this document, the designated county and/or state 4-H youth staff have reviewed and approved this program plan in collaboration with the 4-H volunteer.



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Extension and Outreach

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