4-H Annual Project Plan

Instruction for 4-H Project Leaders:
- Annually, complete one plan per project
- Submit to 4-H Unit/Club Leader and UCCE 4-H personnel
- Distribute to parent/guardian annually at least one week prior to first meeting
- Consider sharing the project plan on county websites for interested 4-H families not yet enrolled.
- Add rows as necessary to sections below.

4-H Club/Unit Name: _____

Project Name: _____

County _____

Program Year: _____

Contact Information:

Club Leader Contacts	Email	Phone	Text Okay?

Project Leader Names (there must be at least two)	Email	Phone	Text Okay?

Enrollment Dates:

Last date to enroll in the project due to livestock ownership and/or fair restrictions: _____

Meeting Specifics:
- Minimum of six (6) hours of instruction
- Project Leader determines the number of instruction hours required for annual project completion

(add lines as needed)

Date	Agenda	Location	Drop Off & Pick Up Time	Supplies Needed by Member

Missed Meetings:
If a member misses a meeting, what methods do you allow for members to make up the assignment? (e.g., animal field day, attendance at another project meeting, research something and present it at a future meeting, watching a video, attendance at a clinic, etc.)

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List the Minimum Requirements for Project Completion: (e.g., minimum of X hours of instruction [6 hours are required by USDA to be considered a 4-H Project], attendance at a specific meeting/clinic/event must be specifically related to a project skill, complete the 4-H APR, etc.)

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List Project Leader expectations of Parent/Guardian: (e.g., parent/guardian needs to walk their child in and sign them out, do parent/guardians need to stay, do they rotate attendance, provide supplies, provide completed health forms, leave young siblings at home, drop off and pick up times, etc.)

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Belonging:
What strategies will you use to ensure that members and families feel welcome and that they belong?

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Group Norms: (Describe non-negotiable group norms. Youth project members must engage in this conversation and add to the non-negotiables. Who is responsible for what? How are we going to treat each other? See Group Norms Activity

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Health & Safety:

Describe any Natural or Manmade Hazards at the meeting location(s) (e.g. pool, trampoline, pond, privately owned firearms, retaining wall, etc.)	**What strategies will you use to limit access and reduce liability of known described hazards?** (Safety orientation for all members, set meeting boundaries, parent education, etc.)

Establish Safety Orientation for Members: (e.g., Safety List is shared verbally with members at the first meeting each year, each time a new member joins the project, and periodically reviewed throughout the year.

Safety Orientation List by Category	**Items to discuss with members**
Physical safety	
Emotional safety	
Cultural safety	
List any meeting space boundaries (e.g., youth are only allowed in the living room, youth are allowed or not allowed in the backyard, youth are allowed or not allowed in the barn without 4-H adult volunteer supervision, etc.)	
Identify Hazards	
Prohibited activities at meeting location (e.g. no swimming, no one on trampoline, no jumping off retaining wall, etc.)	
Off-Limits Areas at meeting location	