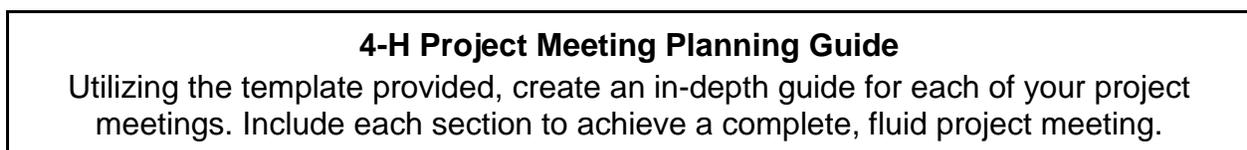
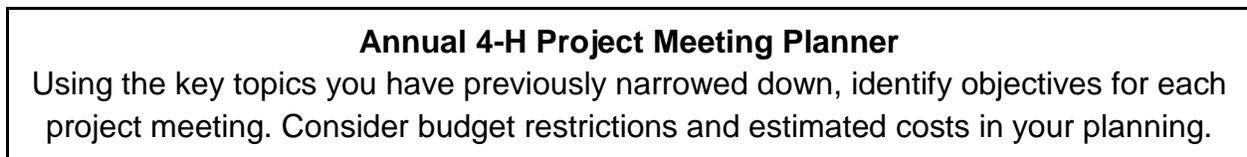
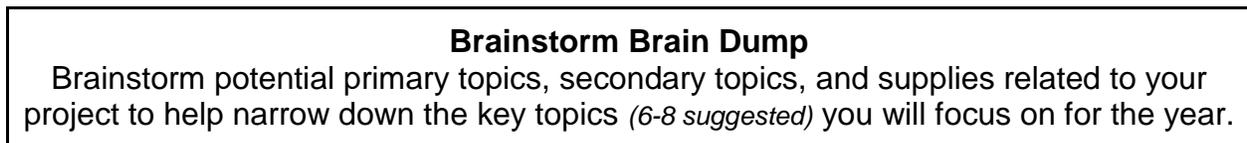
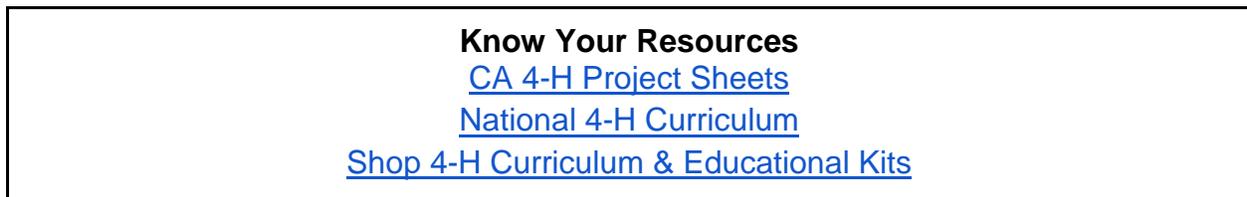
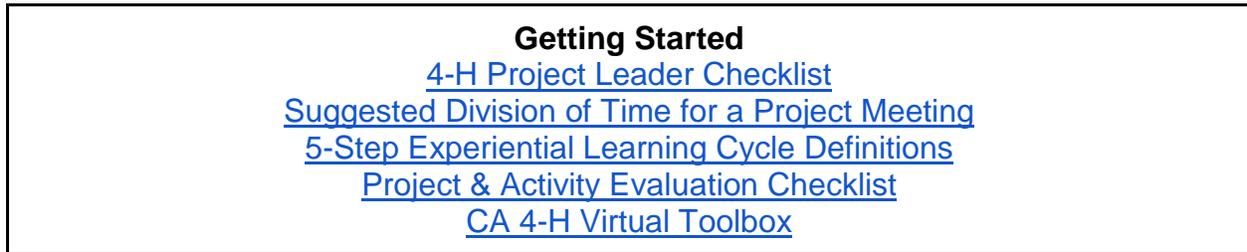


Project Planning Design Kit Flow Chart



Beginning Brainstorm Topics

Brainstorm potential primary topics, secondary topics, and supplies related to your project to help narrow down the key topics (6-8 suggested) you will focus on for the year.

Primary Topics	Secondary Topics	Required Supplies	

Annual 4-H Project Meeting Planner

Fill out at the beginning of the year and update as necessary.

Month Include specific meeting date, time, and location.	In-Person (IP) or Virtual (V) Format	Topic(s)	Meeting Objective(s) "By the end of this meeting, youth will be able to..."	Estimated Budget/Cost Based on 8 youth participants.



4-H Project Meeting Planning Guide

One for each session

Project Name:	Meeting Date:
Location:	Meeting Time:

Supply/Tool	Cost	Supply/Tool	Cost
1.		4.	
2.		5.	
3.		Total Estimated Cost:	\$

Interest Getter (15-20 minutes): Ideas include identification quizzes, judging contests, relay skill game, videos, tour, guest speakers, instruction by leader, etc. Establishes concepts to be learned at the meeting. Promotes skill development and mastery.	
What We Will Do	Who Will Lead (adult/youth)

Skills Session (30-50 minutes): Hands-on activity using Experiential Learning. Improves learning, promotes a sense of mastery and independence, and develops Life Skills.	
What We Will Do	Who Will Lead (adult/youth)

Discussion (15 - 20 minutes): Allow time for members to process the experience of the skill session. Promotes mastery of the concepts and skills. Promotes a sense of Teamwork.	
What We Will Do	Who Will Lead (adult/youth)



Presentation (10 minutes): Have members make short and simple prepared talks. Promotes mastery and independence. Develop the public speaking life skill.

What We Will Do	Who Will Lead (adult/youth)

Record Keeping (10 – 15 minutes): Help members capture what they did and learned. Promotes a sense of Mastery and the record keeping life skill.

What We Will Do	Who Will Lead (adult/youth)

Summary & Assignments (10 – 20 minutes): Summarize key points and make assignments. Promotes sense of Belonging, develops Leadership and possibly Citizenship.

What We Will Do	Who Will Lead (adult/youth)

Refreshments & Recreation (20 minutes): Time can vary. The point is fun and fellowship. Promotes sense of Belonging.

What We Will Do	Who Will Lead (adult/youth)

