

Massachusetts 4-H Youth Development Program

Sample Annual Plan

Month	Business Agenda	Educational Program Agenda	Recreation	Community Service – Learning Project	Special Events club, county, district, state
October (4-H year is Oct. 1 – Sept. 30) (fall newsletter)	Distribute enrollment packet, hold first meeting, distribute annual calendar, plan food drive	Parliamentary procedure, service learning, review 4-H recordkeeping and complete 4-H records	Picnic or potluck get acquainted event, ice breaker games	Statewide Food Drive begins	Conduct a display or community event for National 4-H Week
November	Elect officers, check on progress of food drive, plan holiday community service and holiday party	Bring in a community resource person to speak on the project area	Ice breaker games, refreshment period with speaker	Statewide Food Drive continues; deliver a Thanksgiving food basket	4-H Records are due 4-H Food Drive ends in November or early December
December	Announce/review Winter Workshops and Teen Leadership Conference	Begin preparation for Visual Presentations (VP's), Window Exhibits, County Horse Round Up	Holiday party/refreshments	Finish Food Drive and collect and report final total; conduct a holiday community service	
January (winter newsletter)	Review spring programs such as VP's and begin plans for spring community service project(s)	Continue preparation for VP's, Window Exhibits, County Horse Round Up	Outdoor winter games or winter carnival	Visit shut-ins or a nursing home	Winter Workshops, Teen Leadership Conference, County 4-H Horse Round Up, Rabbit Workshop
February	Begin to plan club fundraiser, continue to work on community service plans	Final VP preparations; members may present their VP in front of the club	Valentine theme for games and/or refreshments	Make or collect needed items for a local hospital or nursing home	Winter Workshops, 4-H Awards Banquets (take place Jan. through April)
March	Announce/review upcoming UMass science camps and 4-H camps	Invite another 4-H club to your meeting	Make nutritious snacks for National Nutrition month	Donate needed supplies or services to an animal shelter	County Visual Presentation Day
April (spring newsletter)	Report on VP Day and plan for State VP Day, begin planning for end of year celebration	Take a field trip	Relay races	Community beautification project	State Visual Presentation Day and State 4-H Horse Round Up
May	Plan for summer fair(s), finish plans for end of year event	Finish project work for the year	Scavenger hunt	Donate thank you letters or needed supplies to 4-H to go to children in military families	4-H Vet Science Camp, 4-H Dairy and Beef Camp, State Dog Camp
June	Complete any unfinished business	Review club and individual member goals and progress made and record this in the 4-H record	End of year celebration; banquet, picnic, pizza and movie night, etc.		4-H SET Camp, county 4-H fairs begin, State 4-H Dog Show
July & August (summer newsletter)		Continue working on fair projects and exhibits			Fairs and camps, State 4-H Photo contest
September	Discuss how to recruit new members	Work on records for submission to county office by Nov. 1	May hold a club recognition night	Make plans for 4-H Food Drive	Big E; animal shows, NE Center stage, action exhibits, Clothing Revue

Use this chart as a tool as you plan the annual program for your 4-H club. The items listed are ideas only; feel free to come up with your own.



UMass Extension is a unit of the Center for Agriculture in the College of Natural Sciences. UMass Extension is an equal opportunity provider & employer, United States Department of Agriculture cooperating. Contact your local UMass Extension office for information on disability accommodations or the UMass Extension Director if you have concerns related to discrimination, 413.545.4800 or refer to www.extension.umass.edu/civilrights