

# 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.

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| 4-H Club/Unit Name: | East Hills |
| Project Name: |  |
| County | Alameda |
| Program Year: | 2023-2024 |

**Contact Information**:

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| Club Leader Contacts | Email | Phone | Text Okay? |
| Noelle |  |  |  |
| Kris |  |  | yes |

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| Project Leader Names (there must be at least two) | Email | Phone | Text Okay? |
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**Enrollment Dates**:

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| Last date to enroll in the project due to livestock ownership and/or fair restrictions: | January 31, 2023 |

**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)*

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| Date | Agenda (a line or two is fine) | Location | Drop Off & Pick Up Time | Supplies Needed by Member |
|  |  |  |  | Bring completed Health History |
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**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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| * Watch a video on the topic of the meeting. Get list of approved videos from Project Leader. Prepare a 3 minute presentation on what you learned. |
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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], but leaders can also require 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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| * 8 hours of instruction |
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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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| ● Parents may stay for meetings, but not required.  ● Reinforce meeting safety rules and boundaries with your child.  ● Provide supplies as requested.  ● Email or text leader if member(s) will not be in attendance.  ● Follow the Parent/Guardian Code of Conduct.  ● Communicate to the Project Leaders any needs or adaptations that your child needs to learn or to  interact with other adults and/or youth members. |
| ● Sibling policy:  ● Drop-off policy  : |
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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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| ● Greet members by name at each meeting  ● Create small groups with Teen Leader mentor for each group  ● Play an icebreaker game at the beginning of each meeting in which all adults and members participate |
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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](https://ucanr.edu/sites/UC4-H/files/369116.pdf)

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| ● We are kind and respectful to everyone in our project.  ● Everyone works hard to complete assigned tasks  ● It is okay to make mistakes and try again  ● If you don’t understand something yet, ask your Teen Leader or a Project Leader for help. |
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**Health & Safety:**

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| **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.) |
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**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.

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| **Safety Orientation List by Category** | **Items to discuss with members** |
| Physical safety | Walk at all times; keep hands on own body at all times; follow all instructions for use of tools; stay with the group at all times if we are at a large/public venue. |
| Emotional safety | Everyone is welcome here; We use positive language to support each  other even when people make mistakes, we are a team |
| Cultural safety | We all come from different families and backgrounds and everyone is  welcome to share how things are done in their family; no put downs  about anyone’s heritage, family or culture. |
| 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.) | Youth and adults must stay with the group regardless of meeting  location.  Most meetings take place in my home and located in the dining room or backyard.  The restroom is next to the kttchen. |
| 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 |  |