

# 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: | Archery |
| County | Alameda |
| Program Year: | 2023-2024 |

**Contact Information**:

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| Club Leader Contacts | Email | Phone | Text Okay? |
| Noelle Kamp | nmdrugan@gmail.com |  | yes |
| Kris Konrad | kkonrad@carondoletacademy.org | 510-499-8859 | yes |

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| Project Leader Names (there must be at least two) | Email | Phone | Text Okay? |
| Kris Konrad | kkonrad@carondoletacademy.org | 510-499-8859 | yes |

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| Luke Boreczky | Luke4Lego@gmail.com | 510-3838982 | yes |

**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 |
| TBD – Oct 2023 | Learning safety on the range, introduction to archery | Redman Bowman Archery Range | TBD | Bring completed Health History |
| TBD – Nov 2023 | Shooting a bow, stance, and pull strength | Archery Range | TBD | None |
| TBD – Dec 2023 | Shooting practice | Archery Range | TBD | None |
| TBD – Jan 2023 | Shooting practice | Archery Range | TBD |  |
| TBD – Feb 2023 | Shooting practice | Archery Range | TBD | None |
| TBD – Mar 2023 | Shooting practice | Archery Range | TBD | None |
| TBD – April 2023 | Shooting practice | Archery Range | TBD | None |
| TBD – May 2023 | Shooting practice | Archery Range | TBD | None |

**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 set of archery videos online and write a newsletter article about Archery |

**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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| * 6 hours of instruction |

**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 it is 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: Siblings are fine to come to Archery meetings, but they must be under constant supervision and not allowed to run onto the range. Redman Bowman Range is in Roberts Regional Park and there is a an area right outside the fenced archery range with picnic tables and a grassy area – you can still see the Archery members practicing!  ● Drop-off policy – dropping kids off is fine. If you go and do errands or something, please just let leader know (and make sure she has your number) so if you get delayed coming back, we can contact each other. Be aware that Redman Bowman Range is in a natural valley and cell service is sometimes spotty, so make a plan in advance with leader in case you are delayed getting back due to traffic or other issue. |

**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 * Check in with each member periodically through the online meeting to make sure every member is comfortable, engaged, and working productively.\ |

**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 pays strict attention to safety on the archery range and being careful with bows and arrows.  ● It is a good thing to make mistakes, it is how we learn!  ● If you don’t understand something yet, ask your Teen Leader or a Project Leader for help. |

**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.) |
| Outside park | * The archery range is located at Roberts Regional Park, so follow the usual rules for being outside in nature. Dress appropriately, be aware of your surroundings, and do not leave trash or otherwise mar the natural beauty of the park. |

**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 | * Members must be focused on Archery and not running around, yelling, playing, or otherwise making it hard for other archers to concentrate or creating a safety hazard. * Members must listen to project leaders and follow directions at all times. * When shooting bows, do not shoot until the leader has given permission for shooting to begin. When the shooting is finished, hamg up your bow on the hooks, and do not go to retrieve your arrows until the all-clear is given. These rules apply to all archers standing to practice their archery, you might have to wait until everyone is finished to retrieve arrows. * Never shoot arrows at anything other than targets and only when permission has been granted to shoot. |
| 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.  Follows the rules of the range (see above and also covered at the first meeting).  There are bathrooms on the other side of the fence in Roberts Regional Park. Members should let the leader know they need to use the restroom, and if a parent isn’t available, a leader and another parent will accompany you (there must be two leaders, or a leader and another adult with all members at all times). |
| Identify Hazards | Natural area |
| Prohibited activities at meeting location (e.g. no swimming, no one on trampoline, no jumping off retaining wall, etc.) | See “Physical Safety”, but in short, no horseplay. |
| Off-Limits Areas at meeting location |  |