Howard County
2009

Program Planning Handbook

PREPARED BY

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4-H Youth Development
HOWARD COUNTY
9/07

It is the policy of the University of Maryland, Agricultural Experiment Station and Maryland Cooperative Extension, that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability

4-H CLUB PLEDGE

I PLEDGE

MY HEAD TO CLEARER THINKING

MY HEART TO GREATER LOYALTY

MY HANDS TO LARGER SERVICE AND

MY HEALTH TO BETTER LIVING

FOR MY CLUB, MY COMMUNITY, MY COUNTRY, AND MY WORLD

THE MOTTO

"TO MAKE THE BEST BETTER"

THE 4-H COLORS

GREEN -- NATURE'S MOST COMMON COLOR IS EMBLEMATIC OF SPRINGTIME, LIFE AND YOUTH

WHITE -- SYMBOLIZES PURITY AND HIGH IDEALS

SUGGESTED ORDER FOR CLUB MEETINGS

BUSINESS (1/3)

1. CALL TO ORDER
2. OPEN RITUAL (PLEDGE OF ALLEGIANCE, 4-H PLEDGE AND SONGS)
3. ROLL CALL
4. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING
5. TREASURER'S REPORT
6. SPECIAL REPORT OF COMMITTEES, LEADERS, ETC.
7. UNFINISHED BUSINESS
8. NEW BUSINESS
9. ANNOUNCEMENTS
10. ADJOURNMENT

PROGRAM (1/3) - TALK, DEMONSTRATION, FILM, DISCUSSION, MUSICAL PERFORMANCE, ETC.

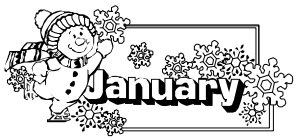
RECREATION (1/3)

4-H CLUB GOALS

The mission of 4-H is to assist youth in acquiring knowledge, developing life skills and forming attitudes that will able them to become self-directing, productive and contributing members of society. The 4-H club is the primary unit through which this mission can be accomplished, and its importance is highly emphasized in Maryland.

What are your club goals in 2008

TENTATIVE PLANS FOR



GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

Attend Officer Trainin
Submit 2008Secretary and Program Books
Apply for Club Recognition Plan
Clothing & Fashion Revue Planning Com.
Submit 2009Program Book
Submit Club Audit Report & Treasurer Book
Adopt-A-Highway
Register for Visual Presentation Day and
Food and Nutrition Day
Model Horse Show
Record Books
Beef ID Day

Encourage next months participation in:

Public Speaking
Lambing Workshop
Summer Capon Order
Visual Presentation Day
Food and Nutrition Day
Record Books

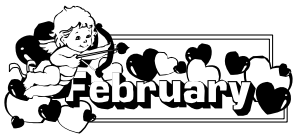
Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements)

Program (talks, visual presentations, skits, discussions, films, recreation, etc.

Person or family responsible for:	
Refreshments	
Other:	

(Please include other meeting plans, such as project meetings, for this month on the Special Meeting or Event Page in the back of this booklet.)

TENTATIVE PLANS FOR FEBRUARY



GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

Camp Counselor Interviews
Attend Visual Presentation Day
Attend Public Speaking Contest
Public Speaking Workshops
Lambing Workshop
Capon Order
Attend Food and Nutrition Day
Submit 2008 Club Audit
Livestock Skillathon

Encourage next months participation in:

Sheep Workshops
Horse Judging
Consumer Education Workshops
Horse Bowl

Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements)

Program (talks, visual presentations, skits, discussions, films, recreation, etc.

Person or family responsible for:	
Refreshments	
Other:	

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TENTATIVE PLANS FOR MARCH

GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

Register for Fashion Revue
Counselor Training
Register for 4-H Camp
Sheep Workshop
Quality Assurance Workshop

Encourage next months participation in:

Beef Field Day
Dog Obedience Classes
Horse Judging
Fashion Revue
Dairy and Goat Leases
Adopt-A-Highway
Poultry Workshop
Swine Workshop
Market Lamb Workshop

Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements)

Program (talks, visual presentations, skits, discussions, films, recreation, etc.

Person or family responsible for:	
Refreshments	
Other:	

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TENTATIVE PLANS FOR APRIL

GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

Adopt-A-Highway
Fashion Revue
Attend Beef Field Day
Scholarship applications
Food and Nutrition Day
Participate in Dairy Bowl
Wills Fair entries DUE
Sheep & Wool Skillathon

Encourage next months participation in:

Wills Fair
Maryland Sheep & Wool Festival
Livestock Judging
Summer Broiler Order
Camp Orientation
Horse I.D. Card Registration

Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements)

Program (talks, visual presentations, skits, discussions, films, recreation, etc.

Person or family responsible for:	
Refreshments :	
Other:	

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TENTATIVE PLANS FOR MAY

GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

Attend Wills Fair
Submit Summer Broiler orders
Attend Sheep & Wool Festival
Participate in Livestock Judging
Camp Orientation
Market Lamb & Swine registration due

Encourage next months participation in:

Sheep & Swine ID & Inspection
Livestock Judging Program
Dairy Judging Program
Consumer Judging Workshops
Beef Breed Field Days
Dairy Field Days
Rabbit Workshop
Register Breeding Animals

Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements)

Program (talks, visual presentations, skits, discussions, films, recreation, etc.

Person or family responsible for:	
Refreshments :	
Other:	

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TENTATIVE PLANS FOR JUNE

GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

Participate in Swine & Sheep ID and Rate-of-Gain
Attend 4-H Camp
Enter a Float & Booth in Fair
Participate in Livestock, Dairy, Rabbit, Horticulture and Consumer Judging Programs
Enter the Fairs
Rabbit Judging Workshop
County Fair Horse & Pony Reg Cards Due

Encourage next months participation in:

Adopt-A-Highway
Livestock Judging Program
Livestock Showmanship Clinics
County & State Fair Entries due

Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements)

Program (talks, visual presentations, skits, discussions, films, recreation, etc

Person or family responsible for:	
Refreshments :	
Other:	

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TENTATIVE PLANS FOR JULY

GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

Adopt-A-Highway
County Fair Booth/Banner Registration
Sheep & Swine Health Inspection Reg
Club Float & Booth Committee Meetings
Showmanship Clinics
Livestock or Dairy Judging Program
Consumer and Horticulture Judging

Encourage next month participation in:

County & State Fairs
Livestock Judging Program
Dairy Judging Program
Consumer Judging Program
Horticulture Judging Program
Rabbit Judging Program
Bicycle Contest

Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements)

Program (talks, visual presentations, skits, discussions, films, recreation, etc.

Person or family responsible for:	
Refreshments :	
Other	

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TENTATIVE PLANS FOR AUGUST

GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

Howard County Fair
Maryland State Fair
Livestock Judging Contest
Dairy Judging Contest
Consumer Judging Contest
Bicycle Contest
Horticulture Judging Contest

Encourage next months participation in:

Eastern National Livestock Show
Fair Evaluation

Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements)

Program (talks, visual presentations, skits, discussions, films, recreation, etc.

Person or family responsible for:	
Refreshments :	
Other:	

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TENTATIVE PLANS FOR SEPTEMBER

GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

Plan for a Club Achievement Night
Re-enrollment for 2010
Participate in National 4-H Week
Eastern National Livestock Show
Fair Evaluation

Encourage next months participation in:

Adopt-A-Highway
National 4-H Week
Club Calf Sales
Keystone Livestock Show

Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements)

Program (talks, visual presentations, skits, discussions, films, recreation, etc.

Person or family responsible for:	
Refreshments	
Other:	

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TENTATIVE PLANS FOR OCTOBER

GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

Adopt-A-Highway
Participate in National 4-H Week
Encourage members to re-enroll
Encourage members to work on project records
Request Camp Counselor Application
Record Book Workshops

Encourage next months participation in:

Completing & Returning Enrollment Forms
County Record Book Workshops

Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements)

Program (talks, visual presentations, skits, discussions, films, recreation, etc.

Person or family responsible for:	
Refreshments :	
Other:	

(Please include other meeting plans, such as project meetings, for this month on the Special Meeting or Event Page in the back of this booklet.)

TENTATIVE PLANS FOR NOVEMBER

GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

County Achievement Night
Completed enrollment forms due to office
Hold Club Achievement Night
Elect 2010Officers
Select Program Planning Committee for 2010
Plan a holiday get-together
County Achievement Night

Encourage next months participation in:

Club Holiday Party
Club Record Book Workshops
Beef Steer Registration

Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements

Program (talks, visual presentations, skits, discussions, films, recreation, etc.

Person or family responsible for:	
Refreshments :	
Other:	

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TENTATIVE PLANS FOR DECEMBER

GENERAL BUSINESS CLUB MEETING

Meeting Date		**Time**		**Place**	

Things to discuss or do:

Install Officers for 2010
Have a Holiday Party
Hold Club Record Book Workshop
Develop a budget for 2010
Beef Steer Registrations DUE

Encourage next months participation in:

Submitting Record Books
Officer Leader Training
Club Book Judging
Club Recognition Plan
Clothing & Fashion Revue Planning Meeting
Food & Nutrition Planning Meeting

Agenda: (Include call to order, roll call, Secretary and Treasurers report, old and new business, announcements)

Program (talks, visual presentations, skits, discussions, films, recreation, etc.

Person or family responsible for:	
Refreshments	
Other:	

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SPECIAL MEETING OR EVENT PLANNED

This page may be used to indicate plans for a local 4-H achievement program, club tour, 4-H Sunday service, or other special event and meetings.(Do one page for each Special Meeting)

Program Title -

SPECIAL MEETINGS

Date	Time	Place	Subject

COMMUNITY SERVICE PROJECTS

USE THIS OUTLINE TO LIST COMMUNITY SERVICE PROJECTS, MORE DETAILED DESCRIPTIONS OF THESE SERVICE PROJECTS SHOULD BE SHOWN IN THE SECRETARY'S BOOK.

Type of Project	
Date(s) of project	
Page is Secretary's book that describes project	
Number of people helped	
Number of hours worked	
Names of 4-H'ers involved	

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I CERTIFY THAT I COMPLETED THIS BOOK

_____

MEMBER'S SIGNATURE DATE

_____

LEADER VERIFICATION DATE