



4-H Annual Project Plan

Instruction for 4-H Project Leaders:

- Complete one Project Plan for each project annually.
- Submit the Project Plan to the 4-H Unit/Club Leader for review, approval, and signature.
- Submit the approved Project Plan to county 4-H staff for review, approval, and signature.
- Distribute the Project Plan to parents/guardians at least one week prior to the first project meeting each program year.
- Consider sharing the Project Plan on the county 4-H website or through other county communication channels for interested families who have not yet enrolled.
- Add rows or attach additional pages as needed to complete the sections below.

4-H Club/Unit Name:

Project Name:

County

Program Year

Contact Information:

Club Leader Name	Email	Phone	Text OK?

Project Leader Names (there must be at least two)	Email	Phone	Text OK?

Youth Leader Names (optional)	Junior or Teen	Email	Phone	Text OK?

Enrollment Dates:

Last date to enroll in the project due to livestock ownership and/or fair restrictions: _____

Project Delivery (Check one)

Virtual only ☐ In-person only ☐ Hybrid (some virtual, some in-person) ☐

Who is this project open to?

Club Members only ☐ Cross-club Members ☐ Countywide ☐

What is the purpose of this project, and what knowledge, skills, or experiences will participants gain?

Meeting Specifics:

- Minimum of six (6) hours of instructions
- Project Leader determines the number of instructions hours required for annual project completion (e.g., more than 6 hours is allowed).

(Add additional lines as needed or attach a separate document if additional space is required.)

Date	Agenda	Location	Drop Off & Pick Up Time	Supplies Needed by Member

Total number of hours of instruction offered: _____

Missed Meetings:

If a member misses a meeting, what methods do you allow for them to make up missed assignments or activities? (Examples include attending an animal field day, attending another project meeting, conducting research and presenting it at a future meeting, watching an educational video, attending a clinic, participating in another approved activity, etc.)

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List the minimum requirements for successful project completion.

(Examples may include a minimum number of instructional hours (at least 6 hours are required for a USDA-recognized 4-H project), attendance at specific project-related meetings, clinics, or events, completion of the Annual Project Report (APR), demonstration of project skills, participation in presentations, or other project-specific requirements.)

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List the Project Leader's expectations for parents/guardians.

(Examples may include 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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Belonging:

What strategies will you use to ensure that members and families feel welcome and that they belong?

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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](#)

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Health & Safety

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.)

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.

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.)
Physical safety	
Emotional safety	
Cultural safety	
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.)	
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	

Approval:

Club Name (Please print)

Club Leader Signature

Date

4-H Staff Name and Title (Print)

Staff Signature

Date