



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

Napa

Program Year

2026-2027

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.)

• Email or text leader if member(s) will not be in attendance.
• Follow the Parent/Guardian Code of Conduct.
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Belonging:

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

Members and families will be greeted by name at each meeting. Name tags will be provided as members and adults get to know one another. Each meeting will include a relationship-building activity, such as a name game or icebreaker, with all members and adults invited and encouraged to participate.

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](#)

- We are kind and respectful to everyone in our project.
- Listen while others are talking or giving instructions.
- Everyone is engaged and tries their best.
- If you don't understand something yet, ask your Youth Leader or Project Leader for help.
- It's okay to make mistakes and try again.
- Treat supplies, equipment, animals/nature, surroundings/property with respect at all times.
- Stay with the group and do not leave the designated project area.

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	Walk at all times. Keep hands to ourselves at all times. Follow all instructions for use of supplies and equipment.
Emotional safety	Everyone is welcome here. We use positive language to support each other even when people make mistakes. Sharing and asking questions is encouraged.
Cultural safety	Everyone is respected and welcome. We are open minded to everyone's cultural norms, and everyone is welcome to share

	how things are done in their family. No put downs about anyone's background.
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. All other areas not included/outside of the designated meeting space are off-limits. The Project Leader will outline meeting space boundaries at the meetings.
Identify Hazards	Noted above in the "Health & Safety" section. No additional information to add.
Prohibited activities at meeting location (e.g. no swimming, no one on trampoline, no jumping off retaining wall, etc.)	Noted above. No additional information to add.
Off-Limits Areas at meeting location	All other areas not included/outside of the designated meeting space are off-limits. The Project Leader will outline off-limits areas at the meetings.

Approval:

Club Name (Please print)

Club Leader Signature

Date

4-H Staff Name and Title (Print)

Staff Signature

Date