



Orange County 4-H Annual Project Plan 2024-2025

Instruction for 4-H Project Leaders:

- Annually, complete one plan per project
- Submit to 4-H Unit/Club Leader for approval/signature
- Submit to UCCE 4-H personnel for approval/signature here: <https://forms.gle/EJhVwMrHjB1LU9b96>
- 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.

4-H Club/Unit Name: _____
 Project Name*: LEADERSHIP DEVELOPMENT – CLUB OFFICER
 County: ORANGE
 Program Year: 2024-2025

*NOTE: Must match an existing CA 4-H Project General Area Name; See [CA 4-H PROJECT LIST](#)

Contact Information:

Club Leader Contacts	Email	Phone	Text Okay?

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

Teen Project Leader Name(s) (optional)	Email	Phone	Text Okay?

Enrollment Dates:

Last date to enroll in the project due to livestock ownership and/or fair restrictions: Ideally Oct 1, 2024

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

Meeting Specifics:

- Minimum of six (6) hours of instruction
- Project Leader determines the number of instruction hours required for annual project completion
- See: [EFFECTIVE MEETINGS PLANNING GUIDE](#)

(add lines as needed)

Date	Agenda	Location	Drop Off & Pick Up Time	Supplies Needed by Member/Resources
AUG	Financial Peer Review 23-24 ARE Documentation New year kick off – Goal-setting & Starting Projects			FINANCIAL FORMS FOLDER ARE Instructions 24-25 Project Plan Form 24-25 Club Goal-Setting Form 4-H Officer Manual
SEPT	Creating the Club Budget Attend Leadership Summits			Form 8.4 - Club Budget Form Form 8.7 - Club Fundraising Request
OCT	Parliamentary Procedures Clover-Joyed is Oct 5! National 4-H Week Kick-off			
NOV	Planning engaging meetings Encouraging Participation at Countywide events			24-25 County Calendar
DEC	Holiday festivities/planning			
JAN	Resolutions - Focus on Healthy Living			
FEB	Why I Love 4-H Scholarship Applications			24-25 Scholarship Application
MAR	Personal Leadership Goal-Setting & Looking Ahead			Personal Leadership Goal Setting
APR	25-26 Officer Nominations			
MAY	25-26 Officer Elections			
JUN	25-26 Officer Installations 25-26 Early Planning 24-25 Wrap-Up & Preparing Required Documents			

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.)

<ul style="list-style-type: none"> • Phone call with club leader/officer advisor to review meeting highlights & any assigned responsibilities/tasks
<ul style="list-style-type: none"> •

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], attendance at a specific meeting/clinic/event must be specifically related to a project skill, complete the 4-H APR, etc.)

<ul style="list-style-type: none"> • Attend and actively participate in leadership team and club general meetings
<ul style="list-style-type: none"> • Set and Evaluate club and personal leadership goals

<ul style="list-style-type: none"> • Complete the 4-H APR
<ul style="list-style-type: none"> • Attend the Regional Leadership Summits

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.)

<ul style="list-style-type: none"> • Bring youth to meetings on time
<ul style="list-style-type: none"> • Support leadership development and setting & achieving personal leadership goals
<ul style="list-style-type: none"> • Parents may stay and observe the meeting and keep younger siblings' behavior in control
<ul style="list-style-type: none"> • Complete all forms, etc.

Belonging:

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

<ul style="list-style-type: none"> • Icebreakers, games
<ul style="list-style-type: none"> • Common expectations/goal-setting
<ul style="list-style-type: none"> • Overview of officer roles and effective group-work strategies

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](#)

<ul style="list-style-type: none"> • Develop these together at first meeting
<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> •

Health & Safety:

<p>Describe any Natural or Manmade Hazards at the meeting location(s) (e.g. pool, trampoline, pond, privately owned firearms, retaining wall, etc.)</p>	<p>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.)</p>

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.)

Safety Orientation List by Category	Items to discuss with members
Physical safety	See above; and no bullying or threatening physical behaviors
Emotional safety	No bullying, name-calling, shaming
Cultural safety	Respect for cultural differences; activities to highlight culture, like a food-sharing activity
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	

CLUB/UNIT NAME (PLEASE PRINT)

LEADER APPROVAL/SIGNATURE

DATE

UCCE 4-H STAFF NAME (PRINT)

STAFF APPROVAL/SIGNATURE

DATE

STAFF NOTES: