

June

Club Project or Event

4-H Focus

Planning a Club Project or Event

Finding projects and events to do as a club is important for many reasons, it helps youth learn planning skills, allows for social interaction and is a good way to get youth to share their interests with others. Working as a team to plan a project or event brings new ideas, helps with problem solving skills, focuses on teamwork, and builds morale between club members.

Use this Basic Checklist to assist your group in planning a successful project or event. This may not be specific to your event so be sure to brainstorm prior to starting the planning process to make sure nothing is missed!

Name of Event: _____

Date: _____ Time: _____ Location: _____

Purpose of Event: _____

Brainstorming:

- Does this event serve a need previously not met?
- Do we have the resources needed to make this happen?
- Do we have enough help/volunteers to make it run smoothly?
- Establish planning area groups/responsibilities
- Ensure all members are on the same page as it relates to the objective of the event

Budget

- How much will this cost?
- Where will the funds come?
- Will we need sponsors
 - Who will find sponsors: _____
 - Are grants available?
- Create a set budget/designate someone to monitor expenses
 - Who will monitor budget: _____

Schedule:

- Talk with appropriate people for reservations
 - Location/reservations
 - Travel requirements if necessary



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**





- Outside resources required (e.g. speaker, judge, guest, etc.)
- Who will work to make sure the appropriate people, locations, equipment, etc. are available for the chosen date? _____

Volunteers:

- Determine how many volunteers you will need
- What types of volunteers
- What job duties will these volunteers need to fulfill
 - Who will contact/coordinate volunteers? _____

Advertising

- Posters
- Emails/lists
- Social Media
- Flyers or other paper products
- Other forms of advertising?
 - Who will be in charge of advertising the event: _____

Plan an Event

In this project, you will choose an event or party you would like to plan for your 4-H Club. For example, you could plan a thank you dinner for volunteers, a celebration for your leaders, or a holiday party for your fellow club members. Once you choose an event, you will write a proposal that describes the theme, decorations, and food and calculate how much the party will cost for various numbers of attendees.

Before You Begin

Depending on your goals, you may want to structure the project instead of leaving it open-ended. You could establish a budget, choose the number of participants for ratio purposes, and even direct youth to specific vendors for food & awards.

To save time on research, bring in sample menus, invitations, awards, themes, etc. Locate and set parameters for web sites and locations where youth can find and price out party supplies, catering, awards, etc.

While youth can keep track of numbers, costs, and plans on paper, this project is an excellent opportunity to demonstrate the value of a spreadsheet as a tool for tracking data and information.

The final proposal should be shared as an oral presentation, documents, and plenty of writing that both informs and persuades.

Engage

To introduce the project to youth, ask them about an event they attended that was fun and exciting. What was the theme? Was there music, dancing, good food, friends, new people, and/or colorful decorations?

Ask them how the goods they listed are appropriate for different kinds of events, like an awards ceremony or cultural celebration. Help guide them to the idea that a successful event has a goal and that a skilled planner minds the budget while paying attention to the needs and desires of the audience.

Let the youth know they will be planning an event to be held at the 4-H Building (Planning to hold the event at the 4-H Building eliminates the need to rent tables and chairs, helping simplify the process to focus on money and ratios.)

Getting Started

Divide students into teams of 3-5 members. Have them choose an event they would like to plan, such as:

- a fundraiser for a project, workshop, or club trip



- 
- a thank you dinner for volunteers;
 - a celebration for your leaders or members

Create

Once teams choose an event, they will be responsible for developing a proposal that explains the goal of the event and describes what will happen. Proposals should include specific information about:

- Location(s) and layout(s)
- Time of event and duration
- Menu, including drinks and paper products (if needed)
- Decorations
- Entertainment
- Invitations and/or advertising

The proposal should include the cost of the event.

You can choose the numbers of participants or have teams choose their own levels based on their particular event. If they plan a fundraiser, remind them that a larger group increases the cost, but also increases the potential for revenue.

The oral presentation of the proposal should include multiple forms of media, including text, and images. The presentation is a perfect opportunity to utilize multimedia tools.

As youth learn to make effective proposals and persuasive pitches, encourage them to include pages or slides about:

- Event title and goal
- Theme and how it addresses the goal
- Entertainment
- Food
- Diagrams of layout/room arrangements
- Invitations and advertising
- Total cost
- Cost and budget breakdowns

Since the presentation is meant to be live, students should work to ensure that the text they create for the presentation is concise. They may also want to write out a sample script to support their oral explanations and arguments. Practicing the presentation before giving it is a great way to identify missing information, encourage editing, and make iterative adjustments essential to the design and planning process.

Share

Teams should present their proposals as an oral presentation and should include expository writing and speaking that informs as well as persuasive writing and speaking that seeks to have their proposal funded.

Have youth present their proposals to the rest of the club. Ask the audience to help you evaluate the effectiveness of the idea, presentation, and proposal and share their feelings about the level at which they would fund the event.

Project Areas

This project lends itself to many different Project areas. Entrepreneurship, Writing & Public Speaking, Computers & Technology, Workforce Preparations & Communications.

Resources

This activity has been adapted from Judy Allen. *Event Planning: The Ultimate Guide to Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives and Other Special Events*. ISBN: 0471644129

wikiHow: Plan an Event <http://www.wikihow.com/Plan-a-Super-Event>

Quote

"Unity is strength ... when there is teamwork and collaboration, wonderful things can be achieved"



Mattie Stepanek

Building Leaders

In 4-H, we believe that every child has the potential to be a leader, and in order to fulfill that potential they need caring adult mentors, chances to develop practical skills, and opportunities to take on leadership roles. Encouraging more experienced club members and Jr. Leaders to put on workshops for younger members is a great way to provide more hands-on experience. Use the Livestock judging section as an opportunity for members to teach about the Livestock Judging project area.

Learning Life Skills

Proper Hygiene When Around Animals

In 4-H, you often find yourself working with animals of all kinds! It is important to learn how to keep yourself, others and the animals safe in the process. The information below can tell you WHY to wash your hands, use the activity to learn HOW to wash your hands.

Contact with animals has many positive effects for people. However, appropriate hygiene should be practiced at all times after handling animals. To decrease the possibility of contracting a zoonotic disease (a disease transmitted between animals and humans), it is essential to wash hands with soap and water after petting, feeding, handling, or having any other contact with animals, their living quarters, or their waste. Germs that may be spread from contact with animals include: E. coli O157:H7, Salmonella, Cryptosporidium, Coxiella burnetii, Campylobacter, Yersinia enterocolitica, and ringworm.

Parents and teachers should supervise children to ensure they are using appropriate handwashing techniques, especially after playing with pets at home or visiting fairs, pet stores, nature parks, circuses, educational farms, petting zoos, and exhibits.

When visiting animal areas, parents should discourage:

- Eating or drinking
- The use of strollers, toys, pacifiers, baby bottles, or spill-proof cups
- Hand-to-mouth behaviors, such as thumb-sucking and nail-biting
- Sitting or playing on the ground
- Feeding the animals, unless the contact is controlled with barriers
- Any contact with animals if an individual has open wounds
- Contact with any animal waste

Contact with some animals, such as turtles and chicks, has been shown to increase the risk of disease in small children and other special populations, such as the immunocompromised. [[cdc.gov/healthywater/hygiene/etiquette/around_animals.html](https://www.cdc.gov/healthywater/hygiene/etiquette/around_animals.html)]

4-H +Me = Health: Hand Washing

What will we learn? 4-H members will learn steps for correct hand washing and apply that knowledge to a hands-on activity.

Why is this important? Proper hand washing and cleanliness are important to prevent spreading germs and sickness.

Prep time needed: 5-10 minutes shopping/collecting materials

Activity length: 10 minutes, more time if working with a large group

What will we need?

Preparation:

- Ground cinnamon
- Vegetable cooking spray
- Soap
- Paper towels

At the meeting:

- Sink for demonstration

What do I need to do?

Preparation:

1. Purchase needed supplies and bring them to the meeting.

At the meeting:

1. Share with your club members when and why it is important to wash hands. Hands should be washed before preparing food, before eating, after using the bathroom, after blowing your nose, after coughing or sneezing, after playing with animals, and after playing outside.
2. Demonstrate how to properly wash your hands. Begin by wetting your hand with clean, warm water. Apply soap and rub your hands together to make a lather. Make sure to get in between your fingers, under your nails, and on the top of your hands. Do this for at least 20 seconds—about the same amount of time needed to sing the Happy Birthday or ABC Song twice. Finish by rinsing your hands with warm water and drying with a clean towel.
3. Have some volunteers (or the entire club if you have time) wash their hands. Begin by spraying their hands with cooking spray and then sprinkling them with cinnamon. Have them wash their hands using the steps outlined above. Once they have finished washing, have them smell their hands to see if they can still smell cinnamon. If they washed their hands correctly, the cinnamon smell should be gone.

Summary: Proper hand washing and cleanliness are key to maintaining good health and preventing the spread of germs and disease.

What 4-H projects does this activity connect with: Health and Nutrition

Resources: <http://www.cdc.gov/features/handwashing/>

4-H Spotlight

4-H Livestock Judging is the analysis of animals and measuring them against a standard that is accepted as ideal, generally done in three parts: Making observations, organizing thoughts and expressing opinion via oral reasons. There are numerous benefits to gain from competing in livestock judging. Youth are given the opportunity to interact with future leaders of the livestock industry. Youth can develop a keen sense of judgment and confidence to make a decision and learn the skills it takes to support those decisions with logical reasoning. Participation in livestock judging builds youths' character.

"Judging instills the confidence in those people who may be timid and humbles those who tend to be conceited." — Harlan Ritchie

Use the PowerPoint in resources to teach youth about the basics of Livestock Judging!