

Club Goal and Planning Workbook

The Kansas 4-H Program focuses upon five skills necessary for youth to acquire in order to become fully functioning adults. These "life skills" are:

BUILDING SELF-CONFIDENCE through feelings of acceptance by others and success in meeting increasingly difficult challenges.

DEVELOPING AN INQUIRING MIND through mental stimulation, curiosity and enthusiasm for finding out about the world and its people.

LEARNING TO MAKE DECISIONS through use of knowledge, skills and values in identifying, defining and analyzing problems and then selecting from alternative solutions.

RELATING TO OTHERS through communication of information and feelings, respecting differences among others, dealing with conflict and applying democratic practices in problem solving.

DEVELOPING A CONCERN FOR THE COMMUNITY through awareness of the natural and social communities and their interrelationships, learning to respect differences and assuming responsibilities to help.

These skills represent targets toward which clubs are encouraged to aim as they identify their annual goals.

THE ABILITY TO MAKE good decisions for ourselves and with groups is not a skill we are born with—it is something we *learn*. As with all learned skills, it is not mastered on the first attempt, but requires practice.

This workbook has been designed to help local 4-H clubs or groups decide upon their goals and the activities or programs to reach their goals. It will also provide a record for members and leaders which will help recognize accomplishments.

Be patient with yourselves as you use this workbook to increase your group decision-making skills. Your first attempt may be shaky and may not be as productive as you hoped. But as you continue to work together, the process will become easier and your group will become more competent. In a few years you will be amazed at *your own skills* and at *your group's efficiency*. You may also be amazed at how much more *interesting* your *meetings* have become.

HAPPY LEARNING!

MATCHING GOALS AND THE LIFE SKILLS

Relating to Others

Goal: During this year, all club members will have at least 5 opportunities to work together and talk with one another about mutual projects or interests.

Activities:

1. Members will make a float for the festival parade
2. Recreation at meetings will be group-building games
3. Members will plan a party for one of their meetings and carry it out.

Inquiring Minds

Goal: During this year, club members will be given a chance to develop curiosity about project areas.

Activities:

1. Project Leaders will conduct a skilathon
2. Members will choose 2 projects to explore and work on these at meetings in small groups
3. The club will have a club tour.

Goals and Decisions

Goal: All club members will have a chance to help plan the programs and activities of the club this year.

Activities:

1. Each member will be interviewed by a parent to see what he/she wants to do in 4-H this year.
2. The second meeting of the year will be brain-storming meetings to choose activities for the year.
3. 4-H members will be asked to sign-up for duties needed to make the activities they have chosen happen.

Self-Confidence

Goal: During the year, all members of the club will be given a chance to participate in meetings.

Activities:

1. Recreation, song and salute leaders will be rotated among all members who do not have other offices
2. Time will be given at the end of each meeting for members to talk about their feelings, ideas or concerns for the club or club events.
3. All members will have at least one opportunity to do something to help with the club programs.

Concern for Community

Goal: Our club will do three things this year to help our community.

Activity:

1. Repaint the building where we meet.
2. Provide a rest stop at the roadside park for Memorial Day and Labor Day travelers.
3. Have a petting zoo day at the rest home.

FILLING OUT THE GOAL FORMS

1. Setting Goals

First you must decide on what your goal is, in terms of the life skill you want to learn.

To Reach _____
(Life Skill)

It is much easier to determine what to do to reach goals when they are clearly defined. They need to tell

- (1) what is expected to happen;
- (2) when it is expected to happen;
- (3) how one will know it has happened.

For example the group may decide that . . .

Our Goal is: "During the 1984-85 program year, we will have five meetings which include group-building activities for parents and 4-H'ers to help members relate to one another better."

This answers all three questions:

- What? members will relate better
- When? during the year 1984-85
- How? Five meetings which include group-building activities

(Write this statement in the cloud, representing your goal.)

2. Climbing the steps to each goal.

A goal is something significant enough that it requires time and effort to achieve. Consequently, more than one activity will be needed to accomplish each goal. In addition, your self-esteem grows as you experience success. 4-H'ers are more likely to experience success when they break their goals into smaller more manageable steps.

(Determine the steps to reach the goal, then write them in the drawing to show how you will climb toward your goal.)

3. Assessing the goals.

Goals should be set by officers and/or members, whatever is most appropriate for your group. During the last month of the program year, these same people should meet to measure the progress the club has made toward accomplishing its goals.

(Fill out: "This is what we did!")

Helps for group goal-setting are found in *Out of Ideas: A Leaders' Handbook*.

To Reach Relating to Others
(Life Skill)

EXAMPLE

"During the 1984-85 program year we will have five meetings which include group building activities for parents and 4-H'ers to help members relate better to one another!"

Our Goal Is:

We will reach our goal with these activities:

This is what we did!

March: Parents will plan and conduct a group-building activity for parent Night.

Feb: The program committee will plan and conduct a group-building activity for the Valentine party.

Nov: Mrs. Smith led us in playing "Human Bingo" to get to know everyone's name.

Dec: Bob Reed helped us play "The Travel Game" to find out things we liked to do.

Jan: The recreation leader will plan and conduct a group building activity for recreation time.

Jan: Jane Johnson taught us to play the "Guessing Game" to help us talk to each other.

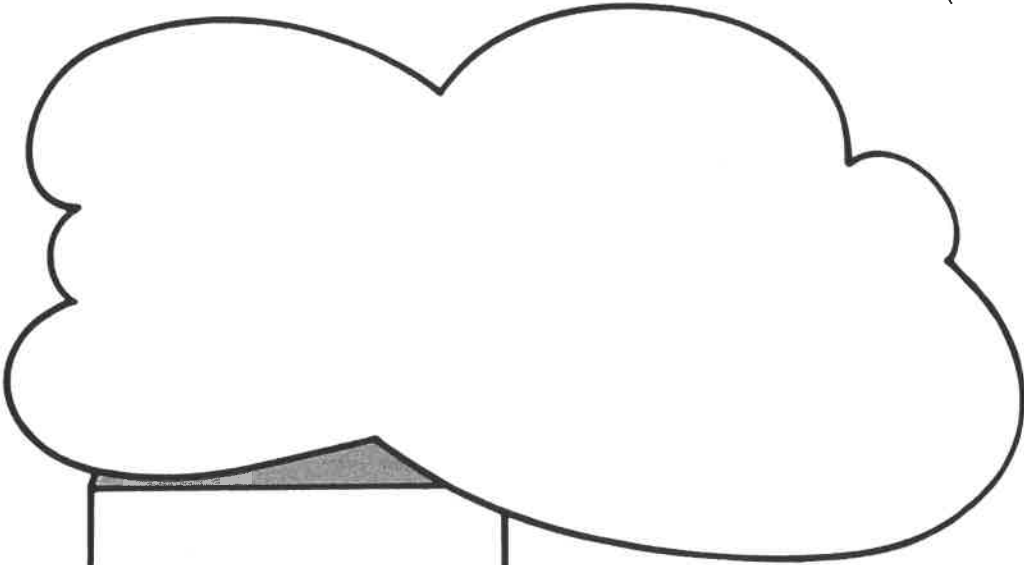
Dec: Officers will plan and conduct a group-building activity to start the meeting.

Feb: Marty Brown directed "Puzzle Partner Match" to find partners for our Valentine's party.

Nov: Club leaders will plan and conduct a group-building activity to start our meeting.

March: Marty's parents us "Talking In Circles" to help us find out more about each other.

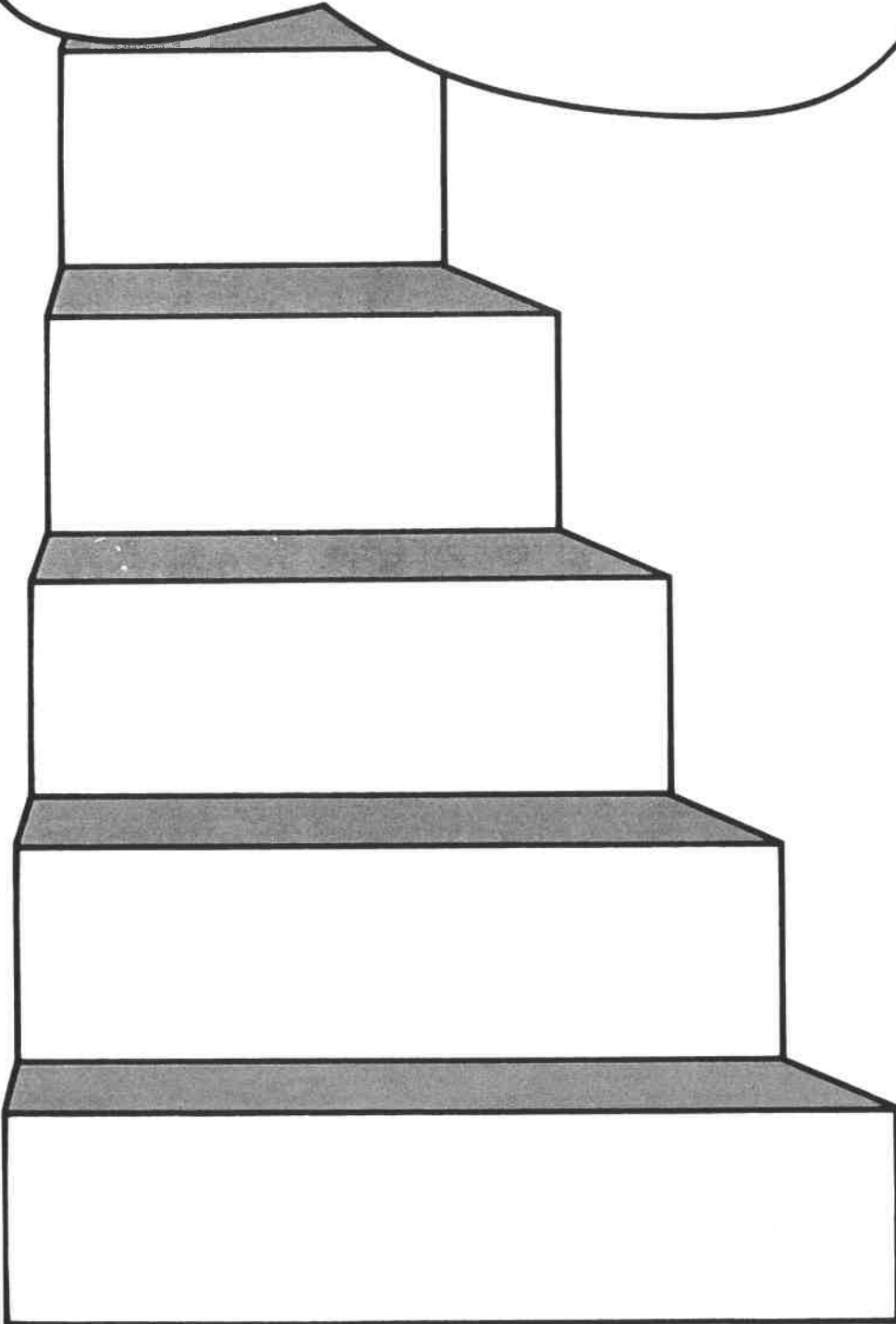
To Reach _____
(Life Skill)



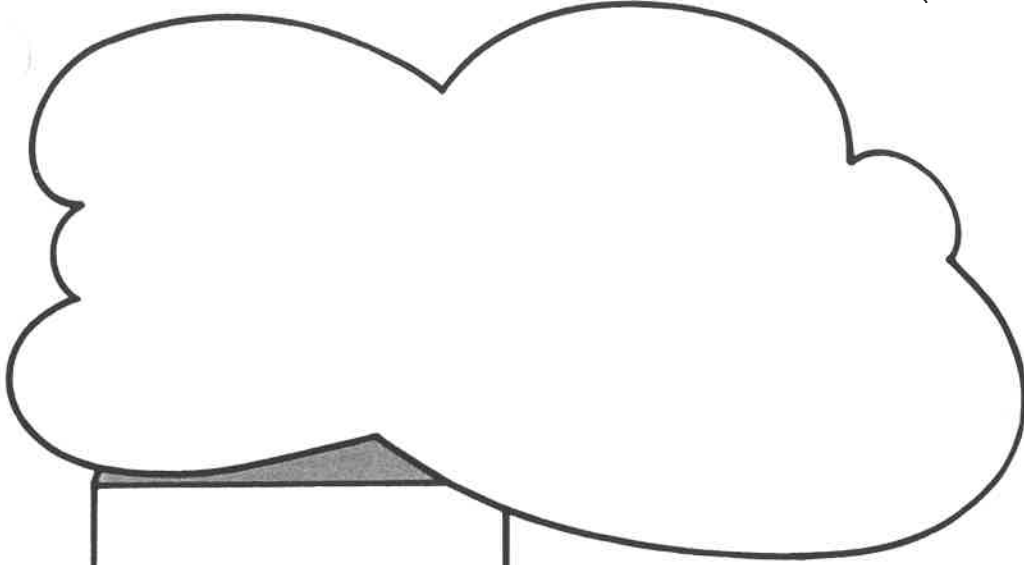
Our Goal Is:

We will reach our goal
with these activities:

This is what we did!



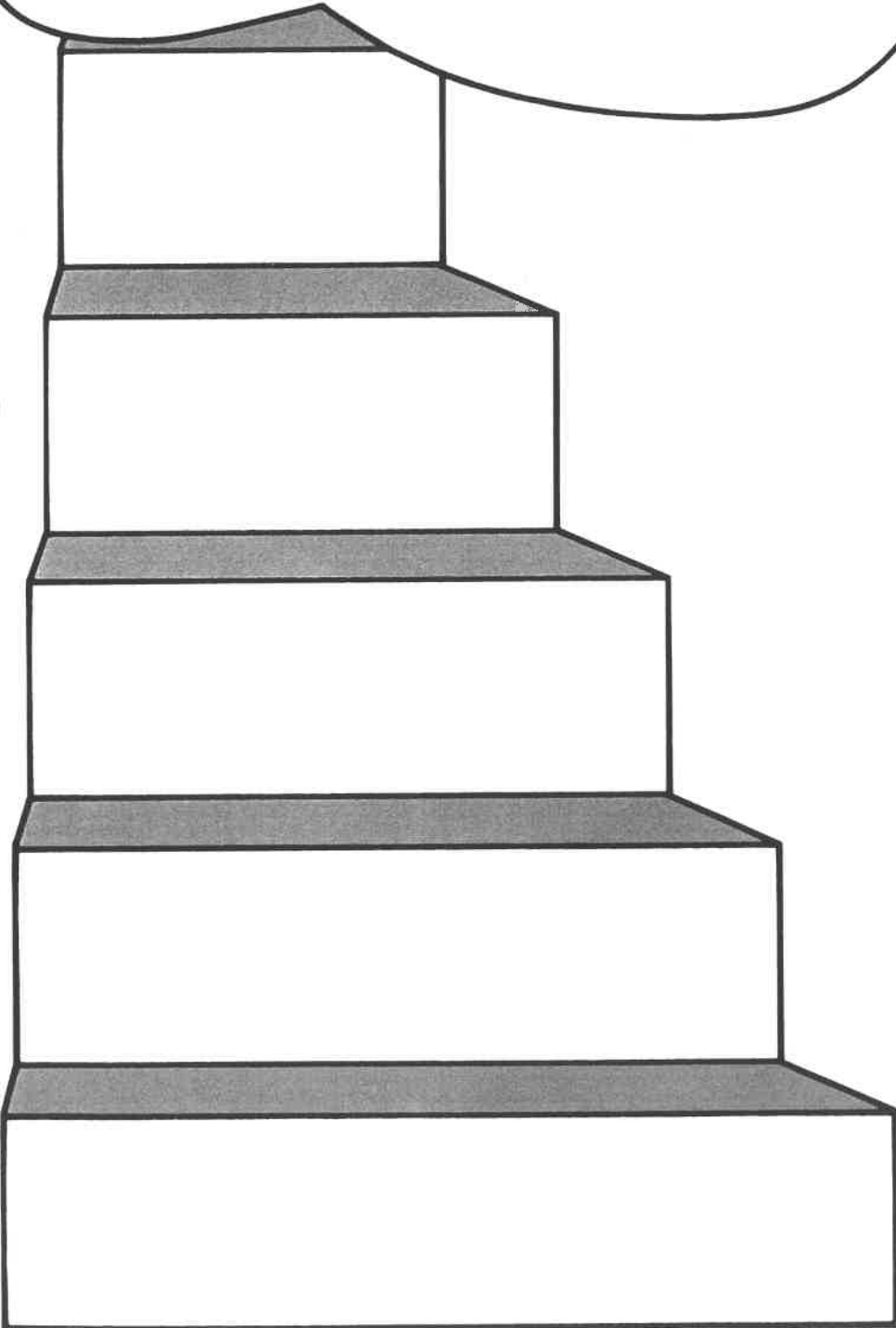
To Reach _____
(Life Skill)



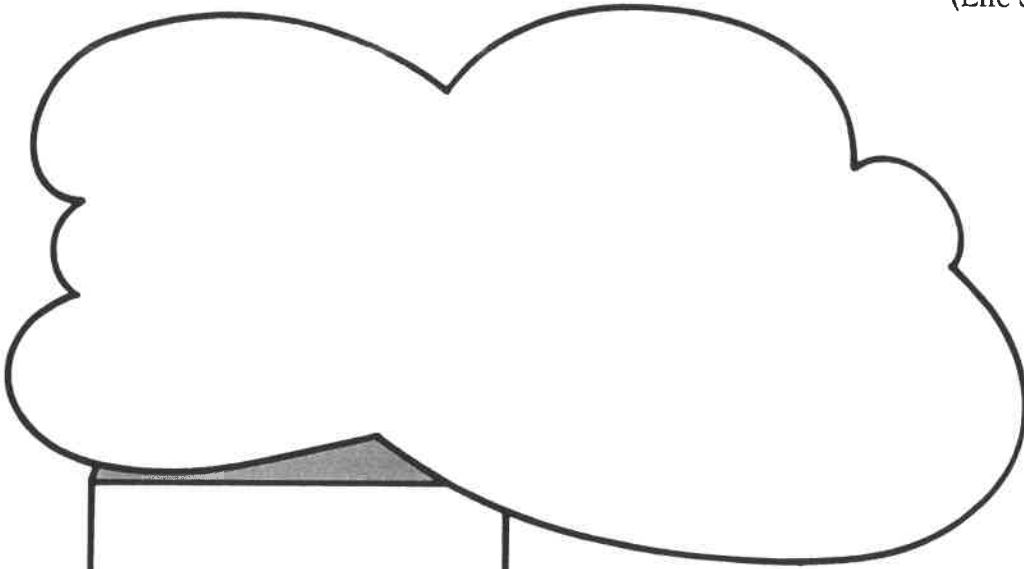
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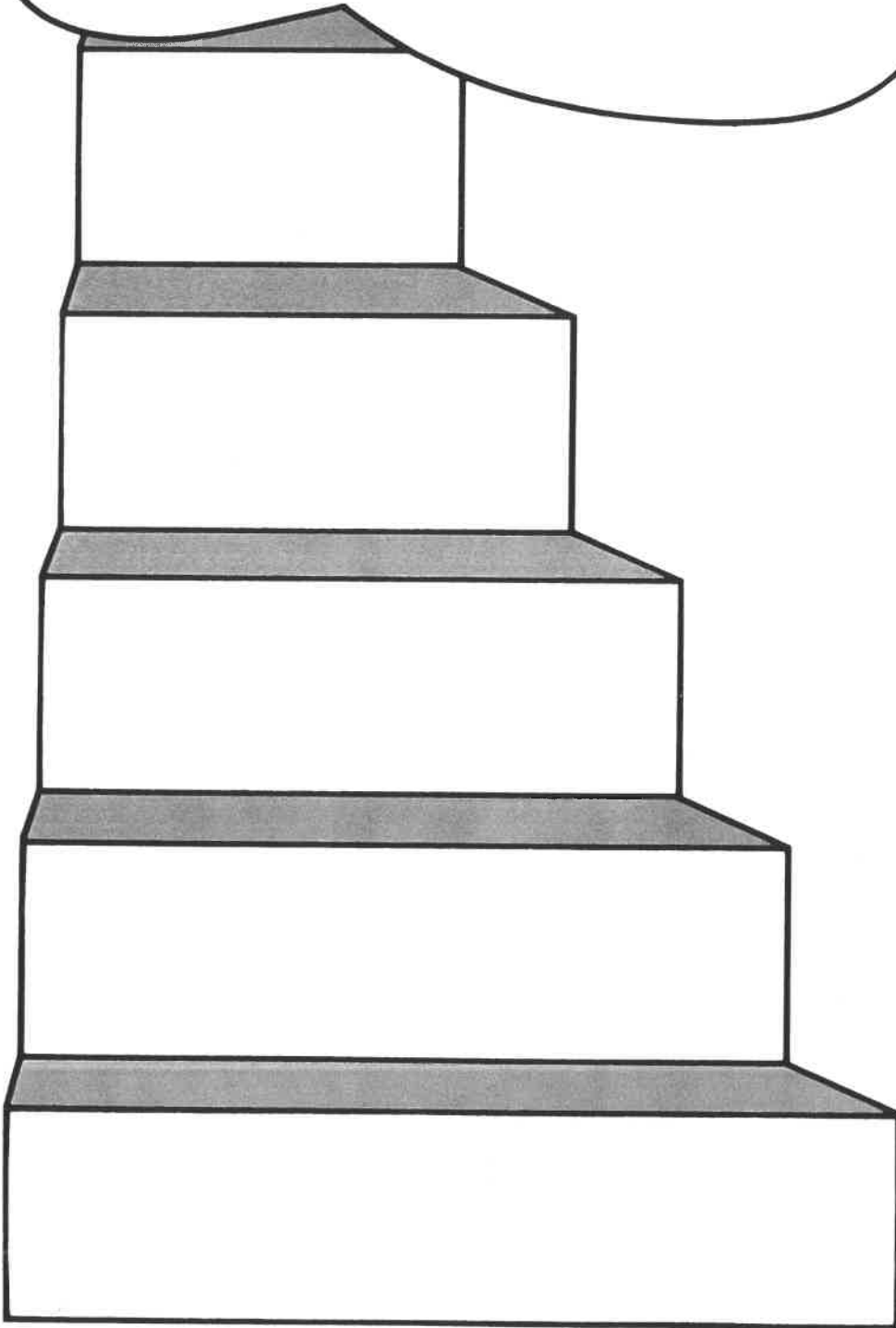
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(Life Skill)



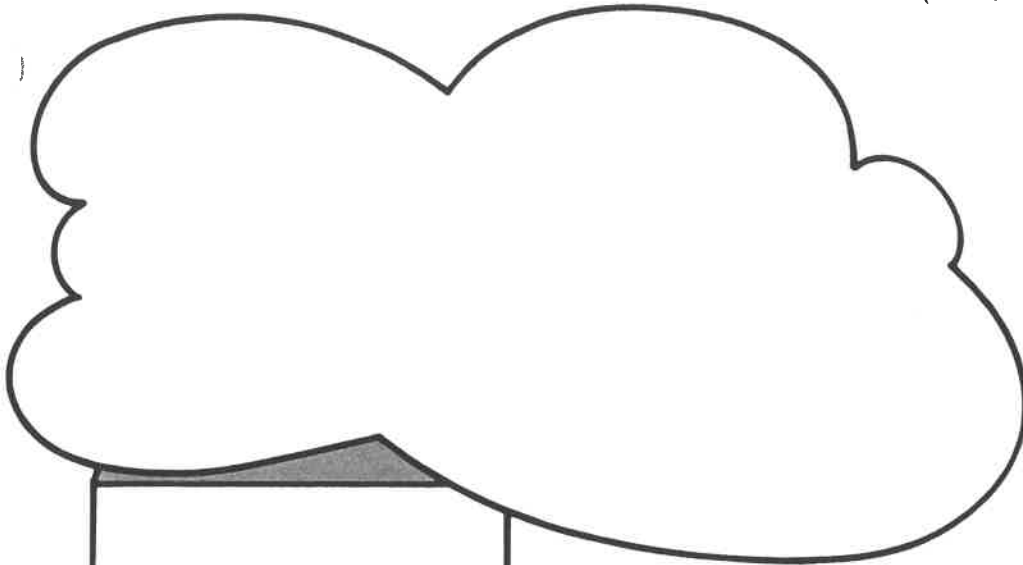
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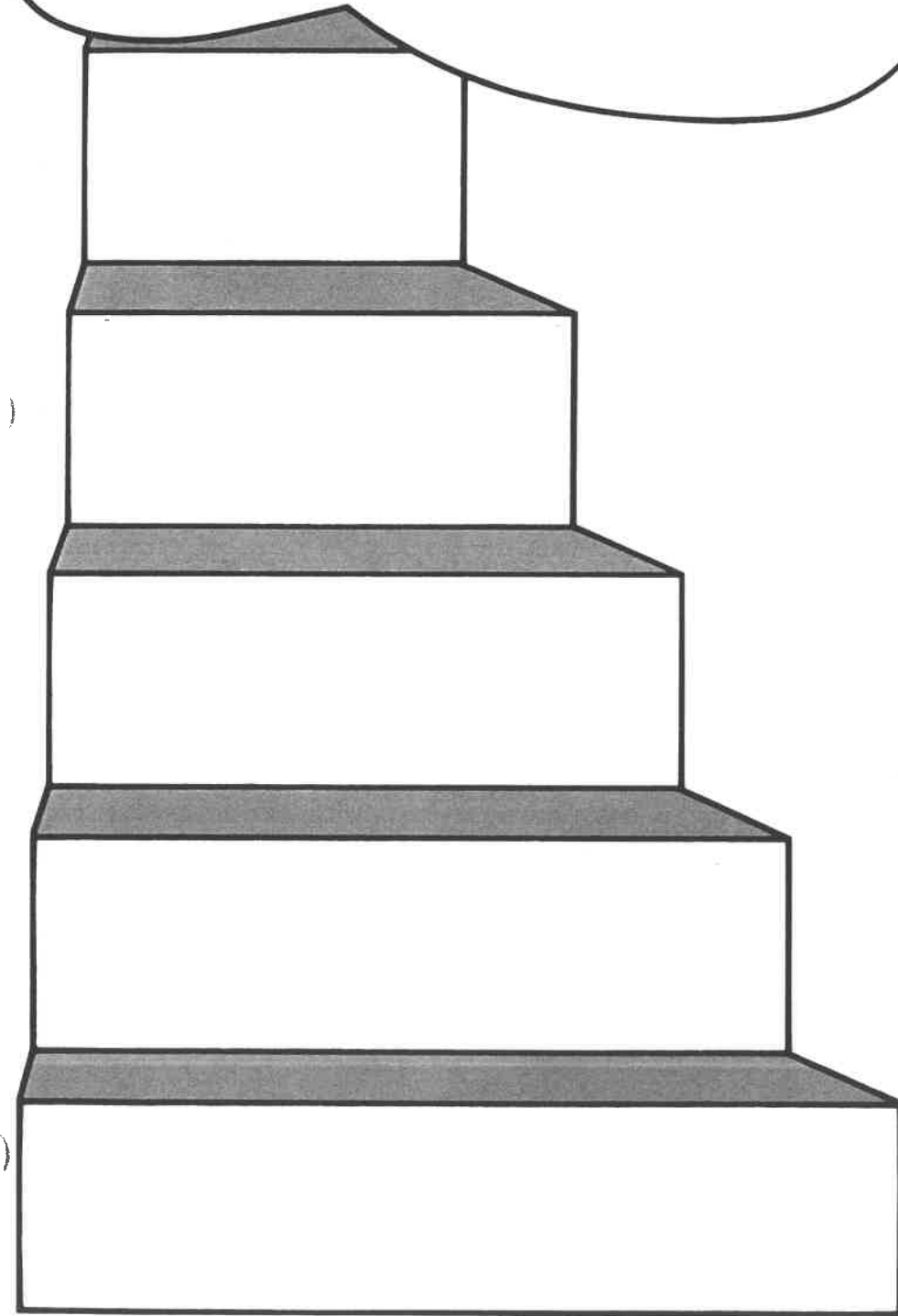
To Reach _____
(Life Skill)



Our Goal Is:

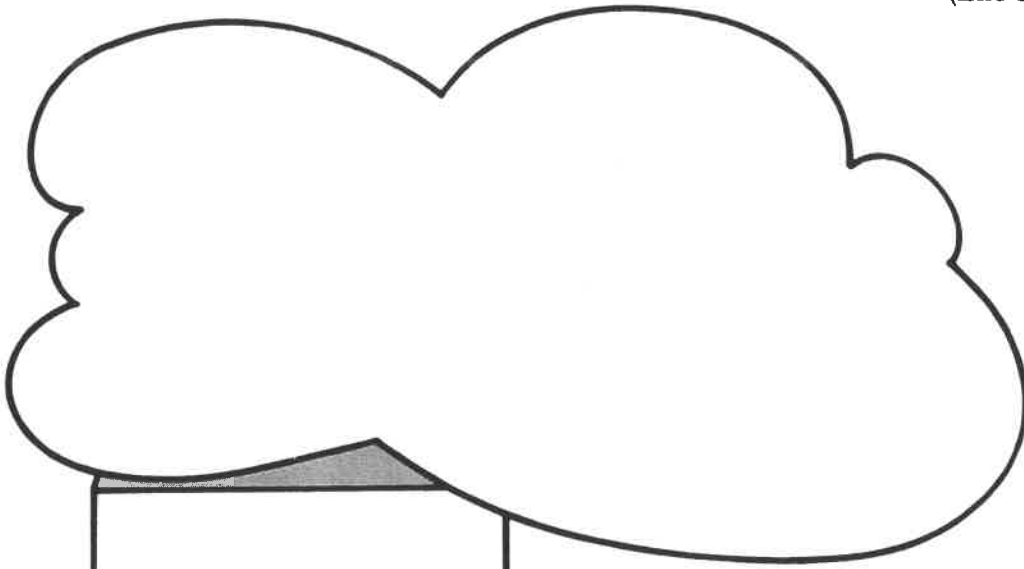
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To Reach _____

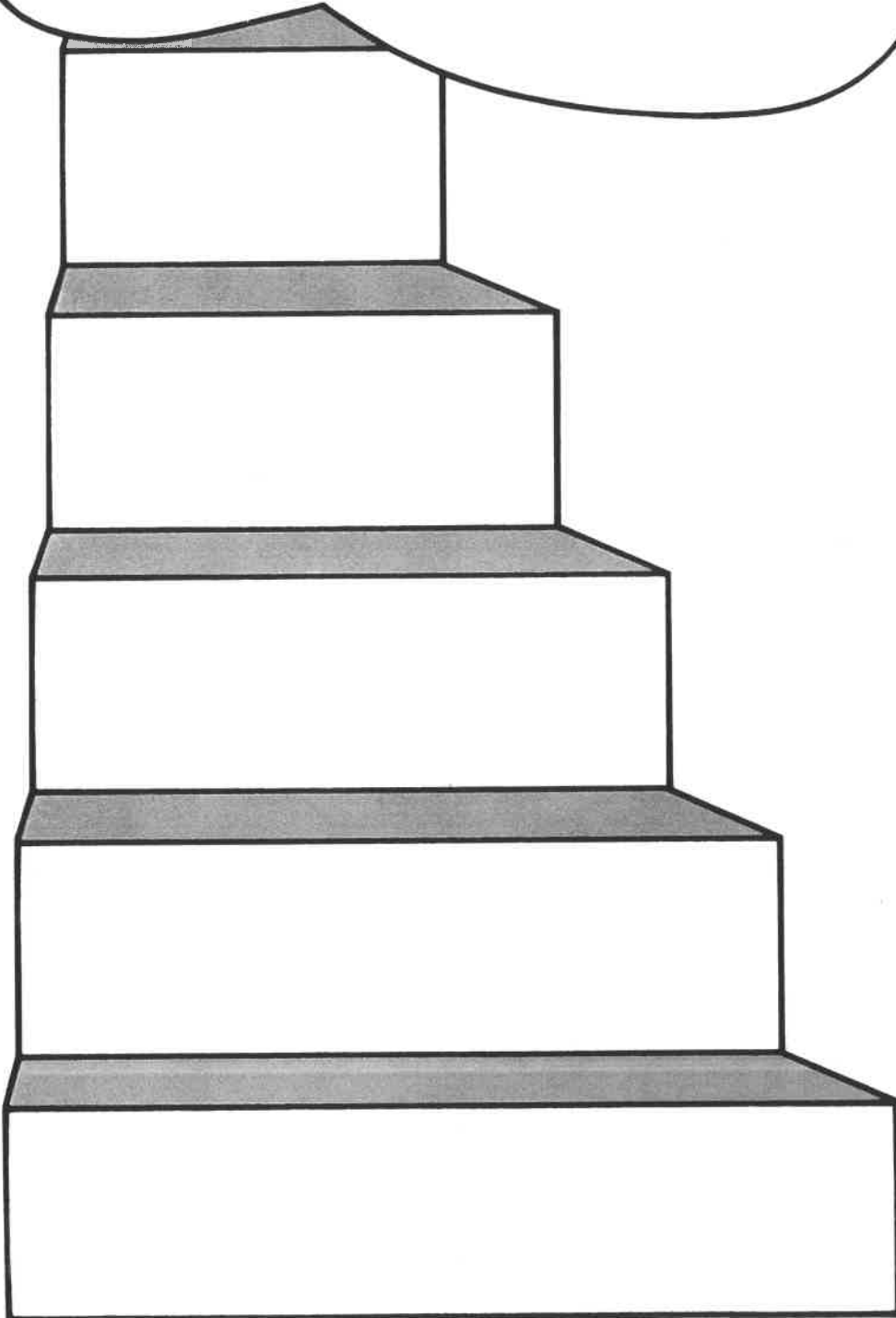
(Life Skill)



Our Goal Is:

We will reach our goal
with these activities:

This is what we did!



MEASURING OUR RESULTS

Purple seals are available from the county office for the purpose of updating your club charter each year.

Caution: Evaluation should come from within the club—not from an external committee or authority.

We have reviewed and discussed our goals for this year and feel that we have

_____ accomplished them

_____ not accomplished them.

Signed: _____

Officers and Members Involved in Planning

We have met with officers/members to measure progress toward club goals. We request a seal for updating our charter.

Date _____ Signed _____

(4-H Leader)

This material has been compiled by a committee of Kansas volunteers and agents with the assistance of Marcia McFarland, 4-H Extension Specialist, and revised by Mary McKenney, Janene Lewis, Bob Davis, Bill Fultz and Marcia McFarland.



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