

10 Steps to Successful Educational Programming

1. **Select a planning Committee**

The committee should represent each of the following groups: members of different ages, males and females, parents, project leaders, officers, organizational leaders. Some clubs might wish to involve the entire membership.

2. **Survey Club Members**

Members, parents, and leaders have ideas about what they would like to do and need a chance to express them. Surveying members gives them a chance to share their ideas and feel an important part of the club. There are many interesting ways to survey the membership at general meetings—suggestion box, sharing ideas on large paper, collages, roll call, brainstorming!

3. **Review what has been done in the past**

Before deciding on specific things to include in the program it is helpful to review what the club did last year: What did we do? What did we like about it? What didn't turn out so well? What needs improvement? Was everyone involved?

4. **Look at this year's current situation**

Since the club membership can change from year to year, it is important to look at the situation in the club this year to provide a program that meets the needs of the membership—How many members? Is there a wide range of age among members? How many leaders? Etc.

5. **Identify Club Goals**

Goals are statements of what the members, leaders and parents want to accomplish for the year. Set goals that youth and adults in the club can accomplish, meet the needs and interests of the club, promote cooperation in the club.

6. **Develop a plan**

Choose activities that will help reach club goals and make sure they are appropriate for the club situation this year. Be sure to plan several things to help accomplish these goals. Does your plan provide for involvement? Interesting to all ages? Is there a balance? Fun things planned, too? Educational programs planned? Have you considered county 4-H events?

7. **Club approves plan**

The educational plan should be explained to the membership. People will become more involved in the club program if they feel like they were included in determining the plan. This is a chance for members to ask questions and for people to determine how they would like to help organize events and/or activities. The club plan should be approved.

8. **Gather volunteers and assign responsibilities**

Provide people with the opportunities to accept responsibilities at the beginning of the year. Clarify what needs to be done and let people choose areas of interest. You may want to ask people to assume certain responsibilities. Always provide families with a copy of the volunteer duties.

9. **Create a club calendar**

Once the club educational plan has been approved and volunteers are assigned responsibilities, then there should be a club calendar that is prepared and given to each member. Also, a club calendar should be turned in to the Extension Office. It is also helpful to announce upcoming dates at meetings.

10. **Evaluate the plan**

Evaluating the program is an ongoing process. Ask: How are we doing? At the end of the year determine if the club goals were met? Is attendance at the activities good? Were all members involved? Did volunteers complete responsibilities?

Resource: Steps in 4-H Program Planning (4-H 259)