



Sample 4-H Meeting Calendar and Program Plan



Note: This is a template that groups may use to begin their program planning. Groups are free to develop and submit a plan in a format that better meets their needs. Successful program planning includes: goals or desired outcomes, a plan of action, and a general timeline. Exact dates and times are not critical. However, the more planning done in advance, the more likely the group will achieve its goals. In order to provide a variety of learning experiences, the Four Essential Elements (Mastery, Independence, Generosity and Belonging) must be included in the Program Plan.

Group: _____ Year: _____

Group Goals for the Year:

1. _____
2. _____
3. _____

Gathering		Things To Do	Committee/Person(s) Responsible	Essential Element(s) Addressed
October	Date:	Theme:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
	Place:	Activity for Early Arrivals:		
	Time:	Business items:		
		Educational Program:		
		Recreation/Refreshments:		
November	Date:	Theme:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
	Place:	Activity for Early Arrivals:		
	Time:	Business items:		
		Educational Program:		
		Recreation/Refreshments:		
December	Date:	Theme:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
	Place:	Activity for Early Arrivals:		
	Time:	Business items:		
		Educational Program:		
		Recreation/Refreshments:		
January	Date:	Theme:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
	Place:	Activity for Early Arrivals:		
	Time:	Business items:		
		Educational Program:		
		Recreation/Refreshments:		
February	Date:	Theme:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
	Place:	Activity for Early Arrivals:		
	Time:	Business items:		
		Educational Program:		
		Recreation/Refreshments:		



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March	Date: Place: Time:	Theme: Activity for Early Arrivals: Business items: Educational Program: Recreation/Refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
April	Date: Place: Time:	Theme: Activity for Early Arrivals: Business items: Educational Program: Recreation/Refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
May	Date: Place: Time:	Theme: Activity for Early Arrivals: Business items: Educational Program: Recreation/Refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
June	Date: Place: Time:	Theme: Activity for Early Arrivals: Business items: Educational Program: Recreation/Refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
July	Date: Place: Time:	Theme: Activity for Early Arrivals: Business items: Educational Program: Recreation/Refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
August	Date: Place: Time:	Theme: Activity for Early Arrivals: Business items: Educational Program: Recreation/Refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging
September	Date: Place: Time:	Theme: Activity for Early Arrivals: Business items: Educational Program: Recreation/Refreshments:		<input type="checkbox"/> Mastery <input type="checkbox"/> Independence <input type="checkbox"/> Generosity <input type="checkbox"/> Belonging