

4-H On TRAC

Taking Revitalization to All Clubs



An Instructional Tool for Educators

Why use On TRAC?

On TRAC is a program designed to help each club plan a fun, organized and educational program for its local club each month.

On TRAC involves a team of parents, volunteers, 4-H members and club officers from a club/unit.

On TRAC planning should be complete before the new program year begins or very early in the program year. This will reduce stress and allow clubs to begin the year with an organized fresh start.

Combine or piggy back *On TRAC* planning with Local Club Officer Training or another county event.

Purpose for On TRAC Programming:

- ◆ Encourage cooperation and teamwork between adults and youth as they plan and carry out the club year.
- ◆ Assist in the delegation of club responsibilities (educational program, service projects, recreation, public speaking, field trips, crafts, refreshments, etc.) among the leadership team and parents.
- ◆ Complete an agenda for each month, which will include program topic, community service, recreation, public speaking and refreshments.



INCLUDED IN

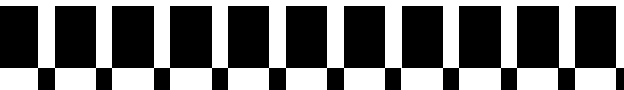
Teaching Outline 2 & 5

Project/Activity Leader Assignments 3

Monthly 4-H Meeting Planning Guide 4

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Example of a "Yearly Local Club Program Planning Guide" Insert



For Success....

1. Allow enough time for planning and working.
2. Send out materials and instructions that will assist the leadership team in doing some preliminary work in the planning process.
3. Have resource materials available from which to choose lessons.
4. Have available a calendar of county, district and state events.

On TRAC Program Outline

Ppt Slide 2

Get Acquainted Activity/Mixer (Activities could include a county picnic, refreshments, games, songs, etc.)

- ◆ Purpose for *On TRAC*.

Ppt Slide 3

Successful Members and Clubs Require

- ◆ Families involved in supporting their 4-H member's 4-H project and participation in local and county programs.
- ◆ All families and 4-H members share in the leadership and responsibilities of being members of the 4-H organization.

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Club Environment meets 5 basic needs....

Ppt Slide 5

Local 4-H programs should develop Life Skills

- ◆ To develop decision-making skills.
 - learning how to learn
 - learning responsibility and how to set goals
 - learning how to wisely use leisure time
 - applying problem solving
- ◆ To cooperate in groups or teams.
 - getting along with others
- ◆ To practice and refine leadership abilities.
- ◆ To develop skills in group communication.
 - committee work
- ◆ To try new and different ideas.
- ◆ To gain new knowledge and skills.
 - learning skills used at home, school, and work
 - exploring careers
- ◆ To take pride in group or team endeavors.
 - members and families feel good about themselves and their club while having fun
 - help others
- ◆ To build self-confidence.
 - learn coping skills
 - make new friends
 - "Make the Best Better"

Preparation

*Before the training/ program, teams need to be reminded of why they are at the **On Trac** session and what makes a successful 4-H club program.*

Ppt Slide 6

A 4-H Meeting should be...

- ◆ Scheduled on a regular/consistent date, time and place.
- ◆ Run by the youth officers, with supervision and instruction from positive adult leaders.



All families and members should share in leadership

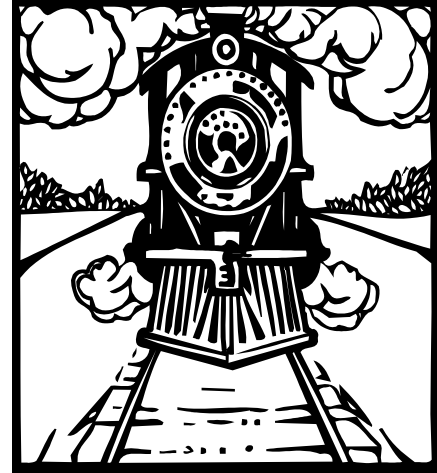
(Continued on page 5)

4-H Project/Activity Leader Assignment

Each 4-H club should have project leaders assigned to specific club activities or interests. Use this sheet to evaluate your club's project leader needs. A club that has a parent or volunteer assigned to each of these events operates at its maximum efficiency because it shares leadership and responsibility.

The following is a list of suggested project and activity leader roles. You *may or may not* need a person in each of these roles or you may need individuals in additional roles. Base assignments on your club's needs.

This is not an all inclusive list. Personalize for your county.



Each club should have project leaders assigned to specific club activities and events.

Activity Leaders for County 4-H Events

- Share-the-Fun
- Food Fair/Food Show Down
- Healthy Living Fair
- Communication
- Event/Public Speaking
- Fabric and Fashions Event/Appropriate Dress/Fashion Revue
- County Fair
- Fund Raisers

Activity Leaders for Club Events

- Fund Raisers
- Kids Helping Kids
- School Carnival
- Parades
- Specific Projects/Activities
- Record Books and Medal Forms
- Community Service/Service Learning

Club Project Leaders – All 4-H projects could potentially have a project leader. The interests of members and volunteers will determine project leaders.

Examples:

- Swine
- Sheep
- Beef
- Food Science
- Public Speaking
- Fabric and Fashions
- Health
- Safety
- Environmental Awareness
- Crafts
- Shooting Sports
- Horse
- Sport Fishing

Monthly 4-H Meeting Planning Guide

Club Name: _____ **Month:** _____

Meeting Date and Time: _____ **Meeting Place:** _____

Recreation: _____

Refreshments – Family (s) Responsible: _____

Educational Program or Activity: _____

Program Objectives (what members will learn):

*

*

*

Teaching Method (video, lecture, field trip, hands-on, props, etc.):

Program Presenter: _____

Person Responsible for Program Contact: _____

County Event Preparation/Lesson: _____

(Could include Event/Activity preparation at the local, county, district, or state levels.)

Program Presenter: _____

Club Community Service Project: _____

Committee Coordinator: _____

4-H Presentation (s) by 4-H members (talk, demonstration, display, etc.)

*

*

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Scrapbook Page (s)/Monthly Report/Activity Report

Person (s) responsible for completing: _____

Other Activities (fun activities, etc.): _____

Person (s) responsible for completing: _____

Respectfully Submitted: _____

(Signatures of Planning Team)

On TRAC Program Outline continued...

(Continued from page 2)

- ◆ Well organized.
 - planned in advance
 - start and end on time
 - move briskly
 - properly use parliamentary procedures
 - make it informative and educational
- ◆ Fun, educational and enjoyable for 4-H members and families.
- ◆ An opportunity for recognition and peer support.
- ◆ Supported by Caring Adults

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Parts of a 4-H Club Meeting

1. Opening Ceremony – 4-H Ritual and Pledge
2. Monthly Business Meeting
3. Educational Program
4. Speeches/Demonstrations Done by Members
5. Recreation
6. Refreshments (optional)

(Consider an activity or game for members arriving early. Busy hands are constructive hands.)

Club Structure - how things are organized and feed into county organization.

Ppt Slide 9

Responsibilities of each 4-H Team Member

Review individual responsibilities of each officer if time allows or in conjunction with Local Club Officer Training discuss responsibilities. See Club Management Manual Appendix 4 and 6 for descriptions.

- | | |
|---------------------------------|-------------------------|
| ◆ President | ◆ Vice President |
| ◆ Secretary | ◆ Reporter/Historian |
| ◆ Recreation Leader/Song Leader | ◆ Leader |
| ◆ Project and Activity Captains | ◆ Parents |
| ◆ Boys and Girls Captains | ◆ Organizational Leader |
| ◆ Project/Activity Leaders | |

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Six Steps to Successful Program Planning (4-H Oklahoma. Volunteer Development Series Lit. 856 "Planning" and Parent-Volunteer Self Study 1E can assist in explaining the importance of each step in the planning process.)

- ◆ Study the Situation
- ◆ Establish Goals
- ◆ List Possible Activities
- ◆ Choose the Best Activities
- ◆ Contact Resources for Educational Programs
- ◆ Complete the Master Calendar

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Today's Task

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1. Break into club teams to plan the 4-H year. Provide each club with handout "Yearly Local Club Programming Guide". Customize to your county events, activities and calendar. (County officers can float from group to group and offer suggestions or advise team on resources available from the Extension office.)

2. Use the "Monthly 4-H Meeting Planning Guide" as a tool to assist you in sharing local club leadership and responsibilities. Be sure the following three items are completed before leaving today:

- Educational Program or Activity
- County Event Preparation/Lesson
- Club Community Service Project

3. Following today's meeting, complete all other information on the guide by making contact with members/families who will be returning in the fall.

4. Turn in the completed packet of "Monthly 4-H Meeting Planning Guides" by (date).



Be sure clubs report on their activities at the end

Maintaining a Club Charter

- ◆ Complete On TRAC plans
- ◆ Recruit youth and volunteers
- ◆ End of Year Report
- ◆ Financial Accounting
- ◆ Regular Enrollment
- ◆ Local Parent/Volunteers attending continuing education.

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On TRAC Visual Support

Oklahoma 4-H
On TRAC
"Taking Revitalization
to All Clubs"
(insert county name)

4-H on TRAC is....

A program planning process designed to strengthen the local and county 4-H program by making local meetings safe, educational, interactive and fun.

Successful 4-H members and clubs require:

- ◆ Families involved in supporting their 4-Hers 4-H project and participation in local and county programs.
- ◆ All families, volunteers and 4-H members share in the leadership and responsibilities of being associated with the 4-H organization, name and emblem.

Club Environment meets...

Five Basic Needs

1. Promote Feelings of Acceptance and Belonging
2. Provide Opportunities to Develop Relationships
3. Provide Safety and Structure
4. Provide Opportunities to Contribute to the Group
5. Promote Competence and Independence

Local 4-H programs should develop life skills

- ◆ Decision-Making Skills
- ◆ Cooperation
- ◆ Leadership
- ◆ Group Communications
- ◆ Ability to try new ideas
- ◆ New Knowledge and Skills
- ◆ Pride in Group Endeavors
- ◆ Self-Confidence

A 4-H meeting should be...

- ◆ On a Regular Schedule
- ◆ Run by Youth Officers and Supervised by Adults
- ◆ Organized – On TRAC planning
- ◆ Fun and Educational
- ◆ Providing Peer Support and Recognition
- ◆ Supported by Positive Contact with Caring Adults

Parts of a 4-H Club Meeting

- ◆ Opening Ceremony
- ◆ Monthly Business Meeting
- ◆ Educational Program
- ◆ Speeches/Demonstrations
- ◆ Recreation
- ◆ Refreshments

Another Look at a 4-H Meeting

Business

- Call to Order
- Opening with Prayers and Ritual
- Roll Call/Sign in
- Introduction of Guests
- Minutes and Correspondence
- Treasurer's Report
- Reports of Committees
- Unfinished Business
- New Business
- Announcements
- Adjournment

Program of Education

- Talk and Demonstrations by Members
- Judging Activity or Project Lesson
- Opportunities to Learn by Doing
- Guest Speakers, Videos, etc.
- Special Treats or Special Activities

Recreation & Refreshments

- Games, Skills, Puzzles, Parades, Songs, etc.
- Snacks or Meal

Education: 77%
Recreation: 23%

Club Structure

County Extension
Education - provide educational and management of club and volunteers

Club Structure

25-35 Members

Community or Project Club

Club Officers: Youth Officers, Parents, Volunteers

Executive Committee
Officers, Committee Chair and Advisor

County Activity Committee
Club activity leaders participate in local and county youth programming activities

Committee or Assigned Activity Leaders
Share the Fun - Public - Community Service

Project Teams w/Project Leaders
Public Squads - Food Science - Robotics

County Project Community Club
County project community club parents and leaders participate in volunteer training, forming committees, youth programming, fundraisers, projects, etc.

County Extension/Office:
Parent/Volunteer - Continuing Education

County Forest/Volunteer Association

Responsibilities of each 4-H Team Member

- ◆ 4-H Member
- ◆ Local Club Officers
- ◆ Organizational Leader(s)
- ◆ Project Leader(s)
- ◆ Activity Leader(s)
- ◆ Teen Leader(s)
- ◆ Parents/Families

6 Steps to Successful Program Planning

- ◆ Study Situation
- ◆ Establish Goals
- ◆ List Possible Activities
- ◆ Choose the Best Activities
- ◆ Contact Resources for Educational Programs
- ◆ Complete a Master Calendar

Good Practices...

- ◆ At least five youth members from two or more families.
- ◆ Certified volunteer(s)
- ◆ Appropriate youth-adult ratio
- ◆ Members have shared responsibility for making decisions and operating the club.
- ◆ An organized, fun and educational program planned by members, volunteers and parents.

Good Practices...(continued)

- ◆ Six or (preferably) more club meetings
- ◆ Learning experiences outside of the local group.
- ◆ Involvement in the community
- ◆ Personal evaluation and recognition of progress on individual and group goals.
- ◆ All five components of the 4-H Recognition Model.

To maintain a club charter:

- ◆ Monthly 4-H Meeting Planning Guides
- ◆ Actively recruit volunteers and youth
- ◆ End of year report of club activities
- ◆ Annual financial accounting
- ◆ Regular enrollment process
- ◆ Local parent(s)/volunteer(s) participate in continuing education

Today's Task:

- ◆ Break into club teams and plan the year.
- ◆ Use the *Monthly 4-H Meeting Planning Guide*. Be sure the following three items are completed today:
 - ◆ Educational Program or Activity
 - ◆ County Event Preparation/Lesson
 - ◆ Club Community Service Project
- ◆ Following today's meeting complete all other information on the guide and follow-up with responsibility assignments.
- ◆ Turn in the completed packet of "Monthly 4-H Meeting Planning Guides" by **(date)**