Club Goal Setting Checklist

Clear expectations of members, leaders, parents, and officers can help your group function more effectively during the coming year. The list suggests the kinds of measurable criteria that indicate a strong 4-H group. Having written goals makes it everyone's responsibility to work toward a better and stronger 4-H experience. Use this list to guide a discussion with your members about group expectations and to involve all your club members in decisions about how the club will operate.

Our Club Will Be Stronger If…

Each Member

- ❍ Attends and participates in more than half of our business meetings each year.
- ❍ Receives printed project materials for each project in which they are enrolled.
- ❍ Reenrolls the following year.
- ❍ Completes at least two projects each year.
- ❍ Participates in at least one county or state event each year.
- ❍ Has a chance to participate in project group meetings for each project in which enrolled.
- ❍ Has input into the process of planning the annual club program.
- ❍ Can recognize life skills and choose experiences that foster development of life skills.
- ❍ Participates in at least six hours of planned learning activities each year.
- ❍ Participates in or leads planned recreation on two occasions each year.

Each Parent or Guardian

- ❍ Is helped to understand the parent's role in supporting project work by members at home.
- ❍ Receives regular communications about the club program and activities.
- ❍ Is invited each year to accept a helper or leadership role in the club.
- ❍ Receives a personal invitation to attend and participates in at least one meeting each year.
- ❍ Is helped to understand the mission of 4-H and of CCE Extension, and is familiar with the concepts of life skills and youth asset development.
- ❍ Has input into the process of planning the annual club program.

Each Officer or Teen Leader

- ❍ Sets achievable goals for himself/herself each year.
- ❍ Receives guidance in planning for the project or role he or she has accepted.
- ❍ Has an experience in which he or she can grow in leadership at a county, state or national event.
- ❍ Gives leadership to one or more segments of a club program.
- ❍ Meets with a group of other youth leaders for learning and friendship.
- ❍ Has a sense of belonging to the leadership team and is committed to the 4-H program.
- ❍ Understands the mission of 4-H and CCE Extension.
- ❍ Has received printed resources for the job he or she has accepted.

- Has another experienced leader to turn to for help if needed.
- Has clearly identified opportunities for personal growth as part of the commitment to club leadership.
- Can clearly articulate 4-H life skills and youth assets and helps members plan to achieve these.
- Has received training for the job he or she has accepted.
- Has opportunities to assume increasingly responsible positions with increasing leadership experience.
- Has a clearly identified role (job description) with a written agreement (including clearly defined goals) that is renegotiable each year.

Our Club

- Holds at least 6 meetings of the full club each year.
- Conducts a program planning process in which all members and families are involved.
- Plans a community service project each year.
- Has a program plan for the year with clearly stated, measurable goals for the year and for each meeting.
- Works with members to assure that 80 percent of the projects for which members enroll are completed each year.
- Encourages members to enroll in more advanced phases of projects they have already completed.
- Maintains enrollment next year at the same or higher level.
- Has at least 80 percent of all members attend one county, state or national event each year.
- Involves a range of resource persons from the community in presenting the club program.
- Cooperates with other youth groups as appropriate.
- Provides training for parents to enable them to support project work at home.
- Includes members who are from diverse ethnic, racial and economic backgrounds, and who have different disabilities and abilities.
- Invites all members and families to help evaluate meetings in which they participate and to decide how well the club has met its goals for the year.
- Maintains a ratio of one identified and committed adult leader for each five members enrolled.
- Helps start a new 4-H club.

Better Living from the Ground Up



From Our Family to Yours