



## SUGGESTED 4-H PROJECT LEADER CALENDAR

A Project is a focused area of work that a member decides to enroll in each year. Several members working in the same subject matter area become a project group under the guidance of a volunteer 4-H project leader. A 4-H club can include several project groups. An individual member may be the only person enrolled in a particular project.

Within the project, members learn things to do, things to make and things to explore.

This calendar is to help volunteers plan their project. The actual time of the year that you begin your project meetings will depend on the project you are leading, and the time you have to give. Please keep this calendar as a reference.

August – September	Commit to lead the project. Complete a Volunteer Leader Application form. Order project leader materials so that you can begin planning the project. Literature order forms are available in the 4-H Clover. Look over project literature. Check with county office about procedure for members ordering their individual member guides. Check the list of resource items listed in the Clover p.54 under the Project Leader and Learning Activities section. These will be beneficial to you.
October	Call 1 <sup>st</sup> meeting –include member(s) and parent. <b>It is important that you hold this meeting as soon as possible, even if your first project meeting will not take place until the spring. Kids can become discouraged, and assume that the project will never meet, if you do not have this meeting to let them know when the project will begin and what they will be doing.</b> Do an introductory activity to create interest. Outline goals and requirements. Set dates for future meetings. You should plan to hold at least 6 meetings. . Discuss any cost for supplies, tools, etc., that will be associated with the project.
November-March	Continue conducting the project meetings as planned. Utilize at least one of the following learning activities: Demonstrations, Skillathon, Judging.
April	Check on progress of goals and status of what members plan to exhibit for the fair. Encourage participation in competitive events at the fair (demonstrations, judging, etc)
May	Last project meeting held (for some projects, such as Horticulture or Vegetable Gardening, the last meeting will be later in the summer.
Middle of June	Members items to be shown at the fair should be completed. Encourage members to exhibit in their county Fair.
End of July	Meet one last time to complete Project Record Forms.
August	Give <i>Project Meeting Attendance/Completion Form</i> and members' <i>County 4-H Member Participation and Project Record Form</i> to Club Leader. Let Club Leader know if you intend to lead a project for the new 4-H year or suggest others that might be interested.

Credit:

University of California Coop Extension Youth Development Program  
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