

4-H On TRAC

Taking Revitalization to All Clubs



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.

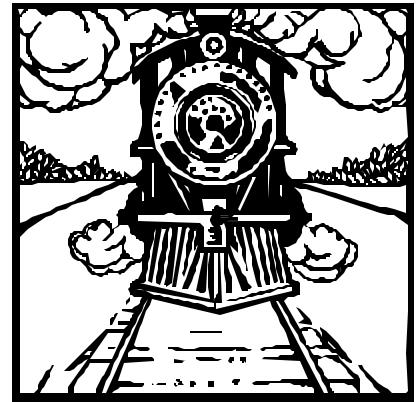
On TRAC involves a team of parents, volunteers, 4-H members and club officers from a club/unit.

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.

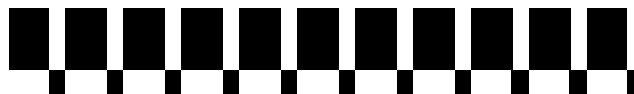
Purpose for ON TRAC Programming:

- ◆ 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.



Taking Revitalization to All Clubs

- ◆ Complete an agenda for each month, which will include program topic, community service, recreation, public speaking, and refreshments.



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.

INCLUDED IN THIS PACKAGE:

Teaching Outline	2&5
Project/Activity Leader Assignments	3
Monthly 4-H Meeting Planning Guide	4
Power Point Slides	6
Example of a "Local Club Program Planning Guide"	Insert

On TRAC Program Outline

PP Slide 1



PP Slide 2



PP Slide 3



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.*

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

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 should share in the leadership and responsibilities of being members of the 4-H organization.

Local club program should help members and their families develop life skills

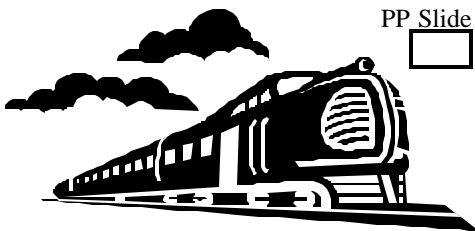
- ◆ To develop decision-making skills.
 - Learning how to learn.
 - Learning responsibility and how to set goals.
 - Learning how to wisely use leisure time.
 - Problem solving.
- ◆ To cooperate in groups or teams.
 - Getting along with others.
- ◆ To practice and refine leadership abilities.
- ◆ To 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"

PP Slide 4



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.
- ◆ Well organized.
 - Plan in advance
 - Start and end on time



All families and members should share in leadership

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 leader roles. You *may or may not* need a person in each of these roles, or you may need individuals in additional roles. Base your assignments on your club's needs.

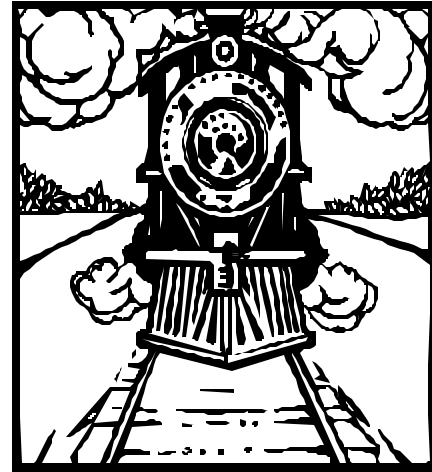
This is not an all inclusive list. Personalize for your

County 4-H Events

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

Club Events

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



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

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 Activity/Event 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.)

*

*

*

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...

- Move briskly
- Properly use parliamentary procedures
- Make it informative and educational
- ◆ Fun and enjoyable for 4-H members and families.
- ◆ Educational.
- ◆ An opportunity for recognition and peer support.

Parts of a 4-H Club meeting

PP Slide 5

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)

Another look at a 4-H Meeting

PP Slide 6

Call to Order

- Opening with pledges and ritual
- Roll call/sign in
- Introduction of guests
- Minutes & correspondence
- Treasurer's report
- Reports of committees
- Unfinished business
- New business

*(Unfinished and New business are items requiring a vote. It is **not** a time for announcements.)*

- Announcements
- Adjournment

Program or Education

- Talks & demonstrations by members
- Judging activity or lesson on a 4-H project(s)
- Opportunities to learn by doing
- Guest speakers, videos, etc.
- Special tours or group activities

Recreation & Refreshments

- Games, skits, plays, parties, songs, etc..
- Snacks or meal

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

Review individual responsibilities of each leadership team member (if time

PP Slide 7

allows or in conjunction with Local Club Officer Training).

- | | |
|---|-------------------------|
| u President | u Vice President |
| u Secretary | u Reporter/Historian |
| u Recreation Leader/Song | u Leader |
| u Project and Activity Captains | u Parents |
| u Boys and Girls Captains | u Organizational Leader |
| u Project/Activity Leaders (See 4-H Project/Activity Leader | |

Today's

PP Slide 8

Task:

1. **Break into club teams to plan the 4-H year.** (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 tonight'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 _____.



Be sure clubs report on their activities at the end of the program year.

On TRAC Visual Support

Download the Power Point
Presentation from the
Oklahoma 4-H Home Page
[www.clover.okstate.edu/fourh/
newpage/opp/vol/training.htm](http://www.clover.okstate.edu/fourh/newpage/opp/vol/training.htm)
Parent-Volunteer Training—On TRAC