



# 4-H Project Leader Planning Calendar

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## October

- Enroll in 4-H Online
- National 4-H Week
- Set project goals and activities for the year—including speakers and field trips

## November

- Plan project meetings and set meeting dates, times and locations
- Contact members enrolled in project
- Begin holding meetings
- Assist members with project records for the year

## December

- Plan demonstrations for the year
- Plan field trip for the year
- Check in with club leader
- Check in with members new to the project

## January

- Encourage member project record keeping
- Review weigh-in dates for livestock projects

## February

- Discuss project goals and progress toward goals
- Assist members with project record keeping
- Check with club leader
- Discuss Member in Good Standing and eligibility for fairs and shows—SMQA
- Discuss and encourage participation in summer activities—camp, State 4-H Congress, fairs, etc.
- Check in with members new to the project

## March

- Continue to encourage member project record keeping
- Discuss upcoming fairs / shows
- Take a field trip

## April

- Remind members of requirements for participation in fairs and shows
- Horse project enrollment forms due May 1
- Check in with members new to the project

## May

- Discuss county fair / Achievement Day
- Check in with members new to the project

## June

- Continue to encourage member project record keeping
- More discussion regarding fairs / Achievement Day
- Encourage each member to exhibit 3 items at fair / Achievement Day
- Final reminder about member in good standing
- Distribute fair exhibit tags
- Discuss State Fair project process
- Check in with members new to the project

## July

- County Fair / Achievement Day
- Start recruiting project leaders for next year

## August

- Drop off and retrieve State Fair items

## September

- Attend club meeting
- Pick-up new Clover Book
- Invite prospective members / volunteers to meetings