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.

♦ 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.

Example of a "Yearly Local Club Program Planning Guide"
On TRAC Program Outline

Get Acquainted Activity/Mixer (Activities could include a county picnic, refreshments, games, songs, etc.)
♦ Purpose for On TRAC.

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.

Club Environment meets 5 basic needs....

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”

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.
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.

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.)
  *
  *
  *

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...

- 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

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.

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

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

Top 10 Good Practices

Maintaining a Club Charter

Today’s Task:
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.

On TRAC Visual Support

- **Club Environment meets...**
  - Fine Basic Needs
  - 1. Promote feelings of acceptance and belonging
  - 2. Provide Opportunities to Develop Relationships
  - 3. Provide Safety and Structure
  - 4. Provide Opportunity to Contribute to the Group
  - 5. Promote Competence and Independence

- **Local 4-H programs should develop life skills**
  - Decision Making Skills
  - Cooperation
  - Leadership
  - Group Communication
  - Ability to try new ideas
  - New Knowledge and Skills
  - Pride in Group Endeavors
  - Self Confidence

- **Parts of a 4-H Club Meeting**
  - Opening Ceremony
  - Monthly Business Meeting
  - Educational Program
  - Speeches/Demonstrations
  - Recreation
  - Refreshments

- **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 five 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 environment planned by members, volunteers and parents

- **To maintain a club charter:**
  - Monthly 4-H Meeting Planning Guideline
  - Actively recruit volunteers and youth
  - End of year report of club activities
  - Annual financial accounting
  - Regular enrollment process
  - Advise parents/adolescents participate in continuing education

- **Today's Task:**
  - Break into club teams and plan the next year's activities monthly meeting planning guide. Be sure the following three items are completed today:
  - Educational Program Activity
  - Club/Club Service Project
  - Monthly meeting planning guide and educational, with responsibility.}

- **Successful 4-H members and clubs require...**
  - Families involved in supporting their 4-H and 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.