

4-H Project Workshop Planning Guide

Name:		4-H Club:	
Date:	Time:	Target Length of Activity: _____ Target Audience of Activity: _____ <small>(Is it age appropriate?)</small>	
Project Area/Topic:		Location:	
Potential Expenses: Supplies _____ Insurance _____ Fee for Instructor _____ Food/Snacks _____ Rental _____ Transportation _____		Miscellaneous: ___ Refreshments Person Responsible: _____ ___ Set-Up & Teardown Person Responsible: _____ ___ Thank You to Presenter Person Responsible: _____	
Room Layout: ___ Classroom ___ Theater ___ U Shape ___ Square ___ Circle		Equipment Needs: ___ Extension Cords ___ Easels/Paper ___ Paper/Pens/Pencils ___ Video Camera ___ Digital Camera ___ Overhead ___ Athletic Equipment ___ TV/DVD	
Risk Management: (Detailed form: http://urbanext.illinois.edu/commservice/risk_management.pdf) Any High Risk activities? ___ Yes ___ No <i>(Horse, climbing, or other 'high risk' activities may require additional insurance. Contact the Extension office for more information.)</i> First Aid Kit: ___ Got it! ___ Need one			
Reporting: Photographer: _____ PR Before: _____ Reporter: _____		Emergency Contact Info for Participants: ___ Yes Training for tools or instruments: ___ Yes ___ No Any safety equipment required: ___ Yes ___ No Volunteers/Helpers trained on activity? ___ Yes ___ No	

Do

What is the activity/demonstration?	What are the goals? Or lessons to be learned?
Speaker Name & Title:	Speaker Contact Info:
Length of Presentation:	Phone & Email:
Type of Presentation: <i>(hands-on, action, demonstration)</i>	

Reflect

Share:

Who will lead the processing? _____ I will _____ A 4-Her (or Jr. Leader)
_____ Presenter _____ Other: _____

Sample questions to ask:

"What happened?", "What did you see?", "Feel?", "Hear?", "Taste?"

"What did you observe?"

"What was the most difficult part of the experience?", "The easiest part?"

"Why is it important that we did this?"

Process:

Sample questions to ask:

"What does that mean to you?" "How was that significant?"

"What did you learn that you didn't know before?"

"What do you understand better about yourself/your group?"

Who will document this activity (photographs/video)? _____

What will the 4-Hers want to record in their "My 4-H Project Record" about this program?

Apply

Generalize:

What is the real-life application to what will be covered?

Sample questions to ask:

"What might we draw/pull from that?"

"What does that suggest to you about _____ in general?"

"How could you make it better?"

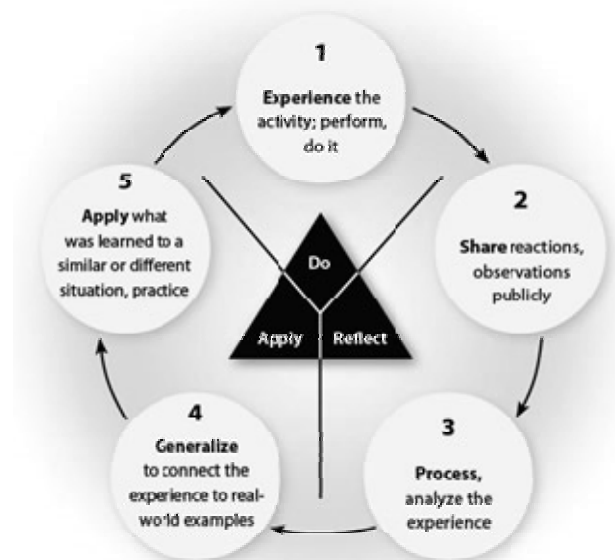
*If this activity/program is a "just for fun" activity, that is "ok" too.
Sometimes learning can happen through fun!*

Apply:

Sample questions to ask:

"How can the new information be applied to everyday life now or sometime in the future?"

"What would be the consequences of doing/not doing that?"



As Project Leader, reflect on your experience:

What was the most challenging part of leading this activity? _____

Where can you use this activity again? _____