

PLAN OF WORK

PRIMARY FIELD 4-H

STARTING DATE September 1963

COMPONENT Administration

DATE OF WRITING February 3, 1964

CROSS REFERENCE _____

(CHECK ONE) ☐ NEW PLAN
☒ CONTINUED FROM 19 63

SUBJECT OF PLAN Administration

Copies sent to:

Name(s) M. Nadine Turini, Jimmie R. Billington

N.D. Hudson, George B. Alcorn,

County Madera

Harry Miller, Dorothy Duncan,
and Robert F. Davis

Use reverse side for:

1. Field or laboratory methods
2. Calendar of field or lab. work
3. Signatures of cooperators where needed.

WHAT IS THE SITUATION?

(Major problems; needs of people in this field of work. History and status of problem-importance to county.)

We are assuming that administration means to provide educational guidance and leadership to insure the accomplishments of the objectives of the Madera County 4-H program.

We are, at the present time, administering sixteen 4-H clubs, one Leaders' Council and its committees, one Sponsoring Committee and two Hi 4-H Club groups. We have 203 4-H leaders, 715 4-H members, 15 sponsoring committee members and 110 sponsors making up the 4-H program here in Madera County. We also have parents and relatives, community and county organizations, county and city governments, schools, fairs, fair managers, and fair boards as well as every ethnic, religious and socio-economic group one might care to mention.

(Attach additional plain sheets as needed)

LONG-TIME OBJECTIVES AND TEACHING OBJECTIVES

To provide the necessary leadership and guidance to accomplish the educational objectives of the Madera County 4-H Club program within the framework and auspices of the Agricultural Extension Service of the University of California.

ANNUAL GOALS

Provide guidance and leadership to the 4-H Leaders' Council, Sponsoring Committee, and Hi 4-H groups to the best of our ability.

Equally distribute the office work's load of secretarial staff so that needed communications and services are performed at the proper time and of adequate quality to accomplish our program objectives.

TEACHING PLAN (METHODS)

Learning experiences to be provided — activities-events (include timing)

I. Leaders' Council Communications.

- A. Send meeting notices to all leaders and invite them to attend council meetings.
- B. Send all leaders the minutes of council meetings to keep them informed of council actions.
- C. Send Leader Lines to all leaders to keep them informed of new program ideas, changes, and coming events.
- D. Attend all Leader Council meetings to advise and assist with council functions.
- E. Advise Council president in devising Council agenda topics.

III. Leader Council Training.

- A. Work closely with Council president until he thoroughly understands the Agricultural Extension Service, the 4-H Club program, and the Leadership potential of the 4-H Leaders' Council.
- B. Work closely with Council committees to assist them in planning, conducting, and evaluating their appointed responsibilities.

SUPPLEMENTAL INFORMATION

Names of Cooperators (other than University)

PROCEDURE – Field or Laboratory Methods
(attach plot diagram, if applicable)

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SIGNATURES

Advisor	Date	County Director	Date	*	Date
*	Date	*	Date	*	Date

* Indicate by title.

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We have a very capable secretary whom we depend for a great deal of assistance and initiative in order to accomplish our educational objectives. We are responsible for planning and coordinating her work.

We also are administratively equal as staff members and assist one another so that duplication of efforts are eliminated. We frequently confer with one another and provide advice and assistance to insure the most efficient and effective methods are being provided to reach our common goals.

LONG-TIME OBJECTIVES AND TEACHING OBJECTIVES

ANNUAL GOALS

TEACHING PLAN (METHODS)

Learning experiences to be provided — activities-events (include timing)

C. Train the leader members of the 4-H Club Council to understand that they are an action-group designed to assist 4-H members realize the educational objectives of the 4-H Club program.

III. Four-H and Agricultural Extension Public Relations.

A. Include leaders in planning and evaluating as well as conducting events and activities.

B. Encourage leaders to be on time and end functions at a proper hour.

C. Answer leaders inquiries promptly and to their satisfaction. Listen to their problems if we expect them to help us with ours.

D. Create a climate in which leaders can comfortably function and carry out their responsibilities to their satisfaction as well as ours.

E. Recognize accomplishments at Leader Sponsor Dinner.

(Attach additional plain sheets as needed)

SUPPLEMENTAL INFORMATION

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LONG-TIME OBJECTIVES AND TEACHING OBJECTIVES

ANNUAL GOALS

TEACHING PLAN (METHODS)

Learning experiences to be provided — activities-events (include timing)

I. Sponsoring Committee Communications.

A. Occasionally visit Sponsoring Committee members in their place of business and inform them of the 4-H program.

B. Send notices well in advance of all meeting dates always stating purpose, and time and place of meeting.

C. Send them a budget of proposed Council monetary needs and a list of yearly expenditures.

D. Write them a letter of thanks to show our appreciation of their assistance and have Council president do likewise.

II. Sponsoring Committee Training.

A. Keep sponsors informed about 4-H Club accomplishments through personal contact and letters.

B. Include Leaders' Council president on Sponsoring Committee to help keep them informed on goals and objectives of 4-H Club work and how they might assist leaders in accomplishing these goals.

(Attach additional plain sheets as needed)

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LONG-TIME OBJECTIVES AND TEACHING OBJECTIVES

ANNUAL GOALS

TEACHING PLAN (METHODS)

Learning experiences to be provided — activities-events (include timing)

C. Subscribe to National 4-H News for members of the committee so that they become better acquainted with the 4-H program.

III. Sponsoring Committee Public Relations.

A. Set up Sponsoring Committee meetings at the sponsors convenience.

B. Always be on time at meetings.

C. Work with Sponsoring Committee chairman to assist him in planning short successful meetings.

D. Have all budget and materials as well as physical meeting place in good order and ready for use at proper time.

E. Be prepared to answer any questions about the budget, expenditures or the overall 4-H program to satisfaction of the committee.

F. Invite Sponsoring Committee to Leaders' Council Dinner and publicly recognize them as such.

I. Hi 4-H Club Communications.

A. Hi 4-H members will be sent meeting notices of all regularly scheduled Hi 4-H meetings.

Names of Cooperators (other than University)

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ANNUAL GOALS

TEACHING PLAN (METHODS)

Learning experiences to be provided — activities-events (include timing)

B. Hi 4-H Club members will be mailed the 4-H Club News Notes each month with a special column for Hi 4-H members.

C. Hi 4-H members will be continually informed of new program ideas, changes, and coming events.

D. Hi 4-H members and Junior leaders will be sent meeting notices and invited to attend all Leader Council meetings.

II. Hi 4-H Club Training.

A. Special training will be given to Hi 4-H Club officers to assist them in successfully carrying out their officer responsibilities.

B. Leaders will be trained to help assist Hi 4-H Club members with their program and its evaluation.

III. Hi 4-H Club Public Relations.

A. Include Hi 4-H Club members in the planning and evaluating as well as conducting 4-H Club Leader Council activities and events.

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TEACHING PLAN (METHODS)

Learning experiences to be provided — activities-events (include timing)

B. Encourage Hi 4-H Club members to be prompt at starting and ending all functions.

C. Training Hi 4-H Club leaders to answer all member inquiries promptly and to their satisfaction.

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