

### Yearly Plans for Organized 4-H Groups

This plan should note all one-time events, including all regular club meetings and activities you anticipate holding throughout the 4-H year. Once this yearly plan is submitted, reporting 15 days prior or after is not required for the meetings, events, and activities listed. However, you must keep track of sign in/out sheets for each meeting, event, and activity throughout the year and submit them at the end of the 4-H year.

This plan can be updated throughout the year as more information is available, additional activities are planned or unexpected opportunities arise.

Overnight events or trips require a separate report in Extension Apps and should not be listed in this document.

Anticipated Date and Time of Meeting/Event/Activity in Chronological Order	Brief Description of Anticipated Meeting/Event/Activity	Location of Anticipated Meeting/Event/Activity, including city and state	List Volunteers you Anticipate being Responsible at this Meeting/Event/Activity	Are parents giving care, control, and custody to 4-H at this meeting/event/activity? (Yes or No)
Examples - October 23, 2019 at 6:30pm or February, exact day and time TBD	Examples - Regular meeting; Family Game Night; Bell Ringing for Salvation Army, etc.	Examples - Chick-fil-a, Bridgeport, WV; Wood County 4-H Camp, Mineral Wells, WV	Examples – Joe Smith, Jane Smith, John Doe	Example - Yes

